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## MONTGOMERY COLLEGE GOVERNANCE

Faculty Council  
April 6, 2017  
12:30–2:30 p.m.  
HU 009

### Attendees

- Members present: Sharon Anthony, Eric Benjamin, Zenobia Garrison, Ever Grier, Angela Nissing, Rick Penn, Alan Stover, Steve Thurston, Page Whittenburg, Tracie Witte, Margo Woodward-Barnett
- Proxies present: Cathy Wilson for Laura Gardner, Patricia Lane for Monica Zhang
- Members absent: Jennifer Ausden, Tracey Smith Bryant, Zhou (JoJo) Dong, Robin Flanary, Anthony Solano, Joe Thompson
- Guests: Julie Martorana, Michael Mills, Samantha Veneruso, Michelle Blanc

### Call to Order

Chair Rick Penn called the regular meeting to order at 12:35 p.m. The agenda was approved by unanimous consent.

### Constituent Comments

Tracie Witte invited council members to a sociology/criminal justice poster session after the meeting.

Rick Penn presented a suggestion from the Germantown Faculty Senate to develop a master list of faculty participation on standing and ad hoc committees that could be used to document service for faculty evaluations.

Steve Thurston said Tacy Holliday had asked the faculty senates for a copy of their constitutions, suggesting that the senates are subcommittees of the Faculty Council. He said clarity is needed on this point.

### Approval of Minutes

Minutes from the March 2, 2017, meeting were approved as written by unanimous consent.

### Continuing Business

#### *FC Responses to SALT on Recent Student Council/College Council Recommendations*

At the request of Sanjay Rai, the council discussed how the College can help meet requests from students as proposed in two recommendations from the Student Council that were endorsed by the College Council and forwarded to College leadership for consideration.

Alan Stover reported significant faculty input from a previously conducted survey, and shared some of the feedback and concerns.

The council decided on the following responses to Dr. Rai:

1. Regarding the “Know Before Registering” recommendation: It may be impractical to have the current syllabus available early for a number of reasons. The proposal requested “salient” syllabus information; a definition of what is meant by this is needed. Generic department based syllabi or clearly denoted prior versions of course syllabi could be viable solutions.
2. Regarding the Quiz/Exam Make-Up recommendation: The council does not see a uniform policy that can be recommended. We suggest a detailed proposal be developed through Student Council and brought to the Academic Regulations Committee to determine its feasibility, and then vetted through the proper channels.

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### *Compliance/Student Complaint Process*

Julie Martorana introduced the council to a new web page which students can use to submit a complaint about an academic or non-academic concern. The web page was developed as part of the Middle States reaccreditation process which requires institutions to have an effective way to track and resolve student complaints, and demonstrate how they are using the information obtained to resolve issues at hand and make improvements to the institution. The aggregate data of written student complaints that rise to the level of a dean response will be tracked and submitted to Middle States as an annual required report. She indicated there will be outreach efforts to inform students about the new web page and educate them about how to resolve issues.

### *OER/Z-Courses*

Michael Mills and Samantha Veneruso informed the council about current semester Z-course data at MC and a General Studies Z-degree grant program the College will participate in beginning in fall 2017. The council had an extended discussion about issues related to open educational resources (OERs), Z-courses and Z-degrees, including the need for more faculty training in effective student learning strategies and pedagogy using OERs.

### *Holy Cross Next Generation Wellness Program*

Michelle Blanc updated the council on MC's new partnership with Holy Cross Hospital, to improve and expand the College's wellness program for faculty and staff. She discussed some challenges during the transition, including the need to hire a new wellness coordinator, and plans for future programming at all three campuses. A survey recently sent to all MC employees will be resent because many council members indicated they didn't see the e-mail or didn't respond.

### **Chair's Report**

Rick Penn noted that the 85 percent seat utilization requirement will stay in place for next year. For summer 2017, no drastic changes should be necessary except for eliminating courses with very low enrollment.

### **Committee Reports**

#### *Academic Regulations*

Tracie Witte submitted a report, including proposed changes to academic regulations and standards that are being forwarded to Sanjay Rai. The report is attached to the minutes.

#### *Curriculum Committee*

The Faculty Council approved Michael Gurevitz for a second term as a voting member and Carla Witcher as Germantown curriculum advisory person (CAP) on the Curriculum Committee.

Anthony Solano submitted a committee report. It is attached to the minutes.

#### *General Education Committee*

The Faculty Council approved Kim Yost as health representative and Cinder Cooper as humanities distribution representative for the General Education Committee for the 2017–2018 academic year. The council also approved Jill Kronstadt to substitute for Sharon Anthony as English foundation representative while she is on sabbatical during the fall 2017 semester.

Sharon Anthony submitted a report. It is attached to the minutes.

#### *Campus Faculty Senates*

- Rockville – Steve Thurston: A report was e-mailed to council members.

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- Germantown: No report.
  - Takoma Park/Silver Spring: No report.

*Faculty Issues Committee*

Alan Stover shared a summary of faculty survey responses.

**Announcements/Adjournment**

Meeting adjourned at 2:30 p.m.

Zenobia Garrison  
Faculty Council Secretary

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## **Academic Regulations and Standards Committee Report Update to Faculty Council, 4/6/2017**

The Committee on Academic Regulations and Standards met, as scheduled, on Friday, March 10 and Friday, March 24, 2017. Please find the committee's continuing and new business below:

### **Friday, March 10: New Business**

#### **- Committee membership**

- o The committee welcomed Instructional Dean Muhammad Kehnemouyi to the committee. There is still one more Instructional Dean position that is yet to be filled. The Dean convener will forward a name to the committee as soon as possible.
  
- o Members who would be entering their second term have been asked to contact the chair if they are unable to fill their second term. There will be (at least) two positions that will be open in the fall: RV instructional faculty and TPSS instructional faculty.
  
- o Members have been asked to provide the chair with nominations for next year's chair before the April 14 meeting.

### **Continuing Business**

#### **- Academic Appeals (AR 9.9)**

- o The committee was given an update about the work being done by the Academic Appeals Workgroup. The Academic Appeals workgroup is finalizing a new form for academic appeals and has a near final draft of guidelines that will be shared across all of the Appeals committees in order to ensure consistency in weighing appeals decisions.
  
- o Committee members also discussed the possibility of "housing" the Academic Appeals Committees under the Academic Regulations and Standards Committee. This would keep the procedures, membership, structure, and other appeals processes in one place to maintain consistency. The committee is willing to continue to discuss this as a possible option.
  
- o The Academic Appeals workgroup forwarded a number of changes to AR 9.9, the Academic Regulation dealing with Academic Appeals. The committee discussed the proposed changes and included some of their own changes.

The changes were passed unanimously. The proposed changes, which will be forwarded to the SVP for Academic Affairs, are attached to the end of this report.

#### **- Academic Regulations Re-organization**

- o Tracie Witte, Academic Regulations chair, had attended Student Council in order to get feedback from students about the proposed new organizational structure to the regulations document. She reported the students' feedback to the committee. Overall, students liked the new format much better than the current format. Their recommendations included formatting issues to make the document easier to read.
  
- o Alice Wang and Sripriya Seetharaman presented work they had done to ensure a

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consistency to the proposed new structure of the regulations.

o Other committee members made recommendations for improving the structure.

o The committee will continue to finalize the draft of the proposed new structure at the next meeting (3/24/17).

**Friday, March 10:  
Continuing Business**

**- Academic Appeals (AR 9.9)**

o The chair shared the proposed new Academic Appeals form with committee members for feedback. Academic Regulations members were happy with the proposed new form.

o The chair shared the proposed new version of AR 9.9 with the Academic Appeals workgroup members in order to ensure that the new changes proposed by the Academic Regulations members made sense to those who work on Academic Appeals.

There was only one change that was recommended: to add the word "staff" to 9.9B so that the sentence will read:

9.9 B. "The student will be responsible for securing all relevant signatures and recommendations from staff, faculty, and a counselor as noted on the Academic Appeals Petition Form."

The committee voted unanimously to make that change.

o All of the changes proposed to AR 9.9 are being forwarded to the SVP for Academic Appeals for the next step in the approval process.

**- Academic Regulations Re-organization**

o The committee continued its review of the draft of the new organizational structure of the Academic Regulations. It should be finished and voted on by the next meeting (4/14/17).

Respectfully submitted by,  
Dr. Tracie Witte  
Chair, Academic Regulations and  
Standards Committee

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**Collegewide Curriculum Committee  
Update to Faculty Council, 4/6/17**

**Old Business:**

- Completed all of the proposals of the approximately 57 degrees that have not transitioned from the old general education program to the new general education program. This includes reviewing any possible updates to the program requirements, semester outlines, and program outcomes.
- Processing of documentation required by MHEC to either convert the approximately 51 tracks into Areas of Concentration or process the documentation to delete them from the curriculum.
- Developing a list of courses that have not been offered in the previous three years and initiate the shelving process for these courses. This includes notifying any programs effected by the shelving of these courses.
- Transitioning from CurricUNET to Curriculog which will allow all changes to be automatically applied to the college catalog through Acalog. (Acalog and Curriculog are both Digital Architecture products). Currently, all proposals in CurricUNET must be typed into Acalog by hand.

**Committee met on March 3<sup>rd</sup>:**

**Administrative Changes**

- Pending

**Consent Calendar *No Objections***

- AOCs
  - o Computer Science and Technologies AA
    - Computer Science AOC
    - Information Sciences and Systems AOC
  - o Graphic Design AAS
    - Graphic Design AOC
    - Illustration AOC

**Program Foundation & Requirement Changes**

- ART *Proposals Passed with edits*
  - o AA Art Track
  - o AFA
    - Graphic Design (School of Art + Design)

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- Studio Art

- AA *Proposals Passed with edits*

- Community Health AA
- Physical Education Teacher Education AA

- AS *Proposal Passed with edits*

- Public Health Sciences AS

- AAS

- Digital Media and Web Technology AAS *Proposal Passed with edits*
- Early Childhood Education Technology AAS *Proposal Passed with edits*
- Paralegal AAS *Tabled*

- AAT *Proposals Passed with edits*

- Early Childhood Education / Early Childhood Special Education
- Elementary Education/Elementary Special Education
- Associate of Arts in Teaching in Secondary Education — Chemistry
- Associate of Arts in Teaching in Secondary Education — English
- Associate of Arts in Teaching in Secondary Education — Mathematics
- Associate of Arts in Teaching in Secondary Education — Physics
- Associate of Arts in Teaching in Secondary Education — Spanish

Course Creation Proposals

- CMAP 105 - Introduction to Computer Literacy *Proposal Passed with edits*

- CMSC 135 - Introduction to Scripting *Proposal Passed with edits*

- CMSC 135 - Introduction to Scripting *Proposal Passed with edits*

Course Deletion Proposals

- CMAP 106 - Computer Literacy

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### Course Revision Proposals

ARTT 263 - Professional Practice for the Visual Artist (revision) *Proposal Passed with edits*

CHEM 150 - Essentials of Organic and Biochemistry (revision) *Proposal Passed with edits*

GDES 210 Graphic Design I (revision) *Tabled*

GDES 220 Typography I (revision) *Tabled*

CMSC 110 - Computer Concepts (revision) *Proposal Passed with edits*

CMSC 201 - Java Programming Language (revision) *Proposal Passed with edits*

### Program Revision Proposals

Audio Production Cert (formerly Radio Production) *Proposal Passed with edits*

Broadcast Journalism Cert *Proposal Passed with edits*

Digital Media Production Cert *Proposal Passed with edits*

Video Production Cert (formerly Television Production) *Proposal Passed with edits*

### Committee met on March 31st:

#### Administrative Changes

None

#### Consent Calendar

None

### Program Foundation & Requirement Changes

AAS *Proposal Passed with edits*

- Applied Geography
- Arch/Construction AAS
- Architectural Technology track
- Management of Construction track
- Automotive Technology
- Building Trades AAS
  - Carpentry
  - Electrical Wiring
  - HVAC

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- Cybersecurity
  - Interior Design Preprofessional
    - General track
    - NKBA track
  - Mental Health
  - Paralegal AAS (Tabled from 3/3/17 meeting)
  - Photography

AA ***Proposals Passed with edits***

- American Sign Language
- Communication Studies
- Community Health
- Dance
- Interior Design Preprofessional
- Music
- Theatre Performance
- Theatre Technical

Course Creation Proposals

- NWIT 247 Introduction to Incident Response ***Proposal Passed with edits***

Course Deletion Proposals

- None

**Course Revision Proposals**

- CMAP 120 - Introduction to Computer Applications ***Proposal Passed with edits***
- COMM 108- Introduction to Human Communication ***Proposal Passed with edits***
- NWIT 173 Network Security ***Proposal Passed with edits***
- NWIT 245 Defending the Network ***Proposal Passed with edits***
- NWIT 246 Attacker Tools and Techniques ***Proposal Passed with edits***
- NWIT 290 Information Security Capstone ***Proposal Passed with edits***
- GDES 210 Graphic Design I ***Proposal Passed with edits***
- GDES 220 - Typography I ***Proposal Passed with edits***
- ENES 102 Statics ***Removed from Agenda prior to meeting***
- ENES 120 Biology for Engineers ***Removed from Agenda prior to meeting***
- MHLT 200 Practicum Fieldwork in Mental Health/Human Service ***Proposal Passed with edits***
- MHLT 201 Practicum II, Fieldwork in Mental Health/Human Services ***Proposal Passed with edits***

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**Program Revision Proposals**

None

**4/6/17 Meeting Cancelled due to lack of proposals ready for CCC agenda  
Next Meeting is 4/21/17:**

*Respectfully submitted,  
Anthony Solano  
Chair, Collegewide Curriculum Committee*

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**General Education Standing Committee  
Update to Faculty Council, 4/6/2017**

**Action Needed:**

- Approval for new GESC members: Kim Yost, Associate Professor from the Health Education Department, Germantown campus, is seeking Faculty Council approval to replace the outgoing Health representative, Dianne (Odella) Hagan, as the Health representative on the Gen Ed Standing Committee. Kim has served as proxy many times throughout this year, has attended several GESC meetings, and has even reviewed Gen Ed Course Certification packets on behalf of Dianne Hagan. The GESC highly recommends her appointment to the committee.

Likewise, Cinder Cooper, Associate Professor with the TP/SS English Department, is seeking Faculty Council approval to replace the outgoing Humanities Distribution representative, Rita Kranidis. The GESC highly recommends her appointment.

Finally, Jill Kronstadt, Associate Professor with the Germantown English Department, is seeking Faculty Council approval to substitute for Sharon Anthony, the English Foundation representative on the Gen Ed Committee, for the fall 2017 semester when Anthony will be out on sabbatical. Again, the GESC is happy to welcome Jill.

**New Business:**

- 2017-2018 MC Catalog: Beginning in fall 2017, there will only be one Gen Ed Program college-wide. The current 2016-2017 academic year's catalog features two Gen Ed Programs to accommodate the degree programs that were unable to revise their Gen Ed requirements the previous year to align with the new Gen Ed Program, approved by the full faculty in spring 2015. However, at this time, all degree programs have made the necessary adjustments to their 60-credit programs, and all degree programs now reflect the new Gen Ed requirements. Having one consistent program will be easier for students to understand and lead to more effective advising and counseling.
- Nominations for new GESC Co-Chair: The GESC is currently recruiting an incoming co-chair to replace the outgoing co-chair, Sharon Anthony, for the next academic year, AY17-18. A description of the co-chair responsibilities and ESH allotment is available upon request.

**Course Certification Reviews:**

- Humanities Distribution and Math Foundation courses have gone through Gen Ed Course Certification. Updated HUMD and MATF lists will be featured in Fall 2017 catalog.
  - designated Global & Cultural Perspectives courses that GESC approved earlier this year (prior to the benchmarks) have been approved by Dr. Rai.

**Old Business:**

- To help disciplines better understand features of Gen Ed courses, particularly signature assignments, the Gen Ed Committee, with support from Dr. Rai and Follett book store, offered a college-wide Gen Ed Conference on March 22<sup>nd</sup>. It was well attended by almost

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100 attendees from across the disciplines. **Thanks to all Faculty Council members who attended!**

*Respectfully submitted,  
Sharon Anthony  
Co-Chair, General Education Standing Committee*