

## **MONTGOMERY COLLEGE GOVERNANCE**

### **Faculty Council**

**September 21, 2017**

**12:30–2:30 p.m.**

**SC 152**

#### **Attendees**

- Members present: Kaaren Agnez, Eric Benjamin, Jona Colson, Erica Hepworth, Robin Flanary, Kristine Lui, Erin Marcinek, Tammy Peery, Daniel Santore, Anthony Solano, Alan Stover, Joe Thompson, Alice Wang, Page Whittenburg, Monica Zhang
- Proxies present: None
- Members absent: Elizabeth Benton
- Guests: Annie Shane, Carolyn Terry

#### **Call to Order**

Chair Page Whittenburg called the regular meeting to order at 12:38 p.m. Council members introduced themselves and Chair Whittenburg moved to begin future meetings at 12:45 and end at 2:45 to accommodate faculty traveling from other campuses; this was unanimously supported.

#### **Open Comment Period**

No constituents were present

#### **Approval of Minutes**

Approval of the minutes from the May 4 meeting was postponed to take place via email.

#### **Presenters**

Middle States Update was given by Tammy Peery. Briefing sessions on the self-study took place in September, and a Middle States webpage exists. The Self-Study is no closed to new edits. October 16<sup>th</sup> is an initial visit from the Self-Study Team Chair, and there is a full visit March 18-21 during which the Team might want to hear from governance. Emphasis right now is on individual members of MC – from students to staff to faculty - to locate their own personal role in the Accreditation and Self-Study process.

Annie Shane from OIT provided a CyberSecurity update. The College is moving toward Two-Factor Authentication for VPN users and eventually for Office 365 (with implications for E-mail login). The VPN authentication will have an October 2<sup>nd</sup> rollout. The reality of Phishing compromising college E-mail accounts means 2-Factor authentication is a good way to stop the hacks before they can spread quickly. Kristine Lui, Alan Stover and other council members raised concerns about the need for landline and/or smart phones in order to use 2-Factor Authentication.

## **Council and Committee Appointments**

Chair Whittenburg announced the loss of our governance notetaker, and that the previous Secretary candidate can no longer serve on the Council. Notetaking will be done on a rotating basis going forward. Selecting a Secretary will be a full agenda item at the next meeting. Monica Zhang pointed out that PT faculty might need a stipend to fill officer positions; Tammy Peery noted that that idea has been raised by Faculty Council consistently since the beginning of our governance model but has been met with resistance. Joe Thompson suggested a RV member be Secretary, but that perhaps the later start time for meetings mitigated that need.

For Calendar Committee, Rick Penn was appointed unanimously.

For CAR Committee, Auksuole Rubavichute was appointed unanimously. One more member is needed, preferably from Counseling Faculty. Katie Mount might have a person who is suitable. Chairs Whittenburg and Santore will follow up.

For the President's Advisory Committee on Equity and Inclusion, Kaaren Agnez volunteered and was confirmed unanimously.

The Gen Ed Committee is in need of a Natural Sciences member to aid in STEM Gen Ed recertification review. Chairs Whittenburg and Santore will follow up.

## **Chairs Report**

Chair Whittenburg outlined several topics and goals that would be of interest to the Council this year:

- Faculty Rank advancement – The issues are who keeps track of it and who notifies faculty when advancement is due. Carolyn Terry noted that the responsibility lies with HR. Several council members noted that the issue is of particular importance to PT faculty, whose pay depends partly upon rank.
- Know Before You Register – Chairs will be following up with Dr. Rai, but P and P makes clear that syllabi are property of individual instructors.
- Compassion Policy – Chairs recognize that a single policy to fit all is improbable, but that continuing conversations within disciplines and departments might be helpful. Kaaren Agnez asked how incompletes might be used in difficult situations.
- Celebrating Faculty Accomplishments – This might be one of the formal governance goals of the Council this year
- FOSA Application – The application is cumbersome; a faculty ad hoc committee might be put together to revise it and possible establish an evaluation rubric for making award decisions.
- Department Chair Transitions – More information is needed from administrators as to the process for reassigning or not reassigning Chairs. Carolyn Terry will forward information.
- Professional Development Master Plan – Chairs will continue contact with Caroline Toscano and invite her for a presentation.
- Council Standing Committee on Grade Disputes – The issue that needs to be resolved is maintaining a pool of members over Summer when contractual obligations are variable and uncertain.

**Committee Reports**

Academic Regulations – Alice Wang noted that grade dispute regulation revisions, the structure of Academic Appeals, and Credit for Prior Learning will all be relevant issues.

Curriculum Committee – Anthony Solano noted that CCC has full membership and that new software will be used. The Committee will also be seeking Dean and Departmental verification of the online catalog. A rewrite of the Curriculum manual is coming.

Gen Ed Committee – Tammy Peery noted that the recertification focus now is Natural Sciences and Art, still seeking a Sciences member. Caps will be used to guide faculty responsible for recertification courses.

**Senate Reports**

Kaaren Agnez (RV) will be forwarding a list of faculty concerns raised at the first Senate meeting.

**Announcements and Adjournment**

Monica Zhang asked about children in the classroom policies and was directed by Erica Hepworth to contact Kristen Roe from the Office for the Protection of Minors.

Tammy Peery moved to adjourn at 2:33pm; unanimously passed.