

MC GOVERNANCE

Montgomery College
Faculty Council Meeting #6
Minutes

Thursday, December 6, 2018
12:45 – 2:45 PM
SC 152

Attendees

Members Presents: Daniel Santore, Shweta Sen, Joe Thompson, Katie Mount, Keith Martin, Tammy Peery, Sharon Piper, Alice Wang, Anthony Solano, Alan Stover, Christina Cocozzella, Michael LeBlanc, Tendai Johnson, and Jona Colson

Members Absent: Erin Marcinek, Comfort Mingot, and Erica Hepworth

Guests: Julie Weber, Carolyn Terry and Kim Kelley

Liaison: Brad Pabian

Call to Order, Review agenda

Daniel called the meeting to order at 12:50pm. The agenda was approved as written. This meeting was recorded for internal use.

Open Comment Time

Open comment has been tabled.

Approval of Minutes

Tammy Peery motioned to approve the minutes as written, and Joe Thompson seconded the motion.

Meta Majors: Presenter- Dr. Kim Kelley, Vice President Provost (VPP), Rockville

Dr. Kelley gave a presentation explaining how the new Meta Major classification system will help students get on a more effective path to educational success. The Meta Major committee started spring 2017 to fall 2018, and the new website reflecting the use of Meta Majors as an organization and marketing strategy for programs will be up July 2019.

Discussion of Faculty Space in new TP/SS Science Building- Alice Wang

Alice Wang presented the following updates:

- At the meeting about the new science building, a plan for faculty to share office space was presented by the architects.
- An alternate plan was instead of shared offices, the building would have one floor of private offices and the rest shared space. A lottery would determine who would get private offices. The expectation was that such a design would create more interaction that may lead to more collaboration amongst faculty.
- Faculty attended a second meeting and expressed that private offices were needed for all faculty to ensure student privacy, effective work environment, and equity across campuses.
- Concerns were raised by council members about the perceived lack of faculty and staff input into the design process.

Tammy Peery motioned that faculty council draft a statement to present to College Council stating that the staff and faculty who will be working in new buildings should have their feedback incorporated into each stage of the design process, from planning through discussions with architects, and should have some decision making authority when a final design is presented. The motion was followed by unanimous a vote. Then Daniel Santore motioned that the Council table the issue until a formal draft could be created. That motion was seconded by Sharon Piper.

Chairs Report

- Kevin Long gave updates on the P&P changes following the compensation comments on EAP usage. The PEC reviewed the public comments on compensation on 11/7 – no action was taken given the volume of public comments. PEC will review these again and propose resubmission for these changes along with a better rationale to address the public comments. They'll probably go out for public comment again after the 1st of the year.
- Coming up more P&Ps will be open for comment.
- B.O.T. constituent conversation with Faculty Council is scheduled for Friday February 18, 2019 5:30 to 7pm. Dinner will be provided.
- Maria Davidson – reached out to ask Faculty Council to provide feedback on ethics training. How is it resonating with faculty? Faculty Council Responses included:
 - Need to clarify facilitator training – who needs to be trained and what is the timeline
 - Why are there 2 trainings – the face to face and online – seems like overkill
 - Some faculty already do required ethics trainings to maintain professional certifications – why do it again if they're already certified professionally.
 - The online training – there is the ability to skip the beginning. It is a large program that freezes frequently
 - More training on facilitation is needed for the facilitators beyond the content.
 - Supervisors should be going through the training with faculty, not leading it
 - Faculty should not be required to go through their own dean – needs to be more flexibility.
 - Is a neutral facilitator a better idea than being trained by a supervisor?
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Ombuds Report: Presenter- Julie Weber, College Ombuds

Julie Weber presented an Ombuds Update Report on the following:

- Overall visits increased from 4% to 7%.
- Data showed that, overall, evaluative relationships are the #1 issue, and peer interaction was the 2nd most important issue for 2018.
- Conversations with peers and colleagues was the number one thing full-time faculty brought to the Ombuds. The biggest topics of concern were Leadership managing change, communication, use of positional power. 30 full-time faculty spoke with her.
- 8 part-time faculty spoke with the Ombuds. Career development & compensation/benefits were biggest topics for them.

- 11 recommendations were made this year, and of those recommendations, 8 are carry-overs from the previous year.

**The Ombuds is an organization that is independently operated and committed to providing support to its visitors.*

**For information visit: montgomerycollegegomerlook.edu/ombuds.*

Committee Reports/Updates:

CCC and Gen Ed committees presented updates to Faculty Council; please see appendices for the reports.

Announcements/Adjournment

The meeting adjourned at 2:45PM.

Submitted by Tammy Peery

Appendix A: Collegewide Curriculum Committee Report

Update to Faculty Council, 12/6/18

Developing a list of courses (Shelving List) 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.

Curriculum Specialist and Student Information Specialist (SIS, Banner) both retired in summer 2018. Both positions have been filled by new staff but it may take some time to get all staff on the same page.

Committee met on May 4th

Editorial Changes/Changes made to correct Errors

MATH 120 (Rewording of one outcome)

Consent Calendar *No Objections*

Design Industry Partnership Certificate (deletion, fall 2018)

Design Industry Partnership Certificate (deletion, fall 2018)

Program Foundation & Requirement Changes

All degrees have been updated to the new general education program requirements. This form is being decommissioned.

Course Creation Proposals

None

Course Deletion Proposals

None

Course Revision Proposals

CAD for the Building Professional Certificate (revision, fall 2018) *Proposal Passed with edits*

NUTR 101 Introduction to Nutrition (revision, fall 2018) *Proposal Passed with edits*

Program Revision Proposals

NKBA-accredited AOC, Interior Design-Preprofessional AAS: 306B (revision, fall 2018) *Proposal Passed with edits*

Preprofessional General AOC, Interior Design-Preprofessional AAS: 306A (revision, fall 2018) *Proposal Passed with edits*

Next Meeting is 9/7/18:

Committee met on September 7th

Meeting was working meeting with discussion of the role of the Collegewide Curriculum Committee.
Goals for 2018-2019

- New CCC Manual
- Shelving List Update
- Complete transition to Curriculog
- Continue to integrate processes with General Education Committee

Next Meeting is 9/21/18:

Committee meeting on September 21st CANCELLED DUE TO LACK OF PROPOSALS

Next Meeting is 10/5/18:

Committee met on October 5th

Editorial Changes/Changes made to correct Errors

- None

Consent Calendar *No Objections*

- COMM 108: Foundations of Human Communication (Administrative Change, fall 2018)
- COMM 112: Business and Professional Speech Communication (Administrative Change, fall 2018)
- Dance Track, Arts and Sciences AA: 128 (Deletion, spring 2019)
- Theatre Performance Track, Arts and Sciences AA: 011 (Deletion, spring 2019)
- Theatre Technical Track, Arts and Sciences AA: 014 (Deletion, spring 2019)
- TVRA 250: Advanced Media Content Production (Administrative Change, spring 2019)

WMST 101: Introduction to Women's Studies (Administrative Change, spring 2019)

Course Creation Proposals

LGST 260: Law Office Technology (Creation, spring 2019) ***Proposal Passed***

HMLS 201: 2018 Introduction to Homeland Security (Creation, winter 2019 / Designator Change to HMLS)

Proposal Passed

HMLS 202: 2018 Introduction to Terrorism (Creation, winter 2019 / Designator Change to HMLS)

Proposal Passed

HMLS 210: 2018 Critical Infrastructure Protection (Creation, spring 2019))

Proposal Passed

HMLS 211: 2018 Introduction to Intelligence Studies (Creation, spring 2019)

Proposal Passed

HMLS 212: 2018 Current Issues in Homeland Security (Creation, spring 2019)

Proposal Passed

Course Deletion Proposals

LGST 240: Criminal Procedure (Deletion, spring 2019) ***Proposal Passed***

EMGT 202: 2018 Terrorism and Emergency Management (Deletion, spring 2019 / New Designator HMLS 202) ***Proposal Passed***

EMGT 220: 2018 Introduction to Homeland Security (Deletion, spring 2019 / New Designator HMLS 201) ***Proposal Passed***

FIRE 120: Design Concepts for Fire Protection (Deletion, fall 2018) ***Proposal Passed***

FIRE 226: Fire Investigation II (Deletion, fall 2018) ***Proposal Passed***

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FIRE 228: Occupational Health and Safety (Deletion, fall 2018) ***Proposal Passed***

FIRE 231: Automatic Sprinkler Systems Design I (Deletion, fall 2018) ***Proposal Passed***

FIRE 232: Automatic Sprinkler Systems Design II (Deletion, fall 2018) ***Proposal Passed***

FIRE 241: Fire Alarm Systems Design I (Deletion, fall 2018) ***Proposal Passed***

FIRE 242: Fire Alarm Systems Design II (Deletion, fall 2018) ***Proposal Passed***

Course Revision Proposals

CHEM 099: Introductory Chemistry (Revision, spring 2019) ***Proposal Passed with edits***

NWIT 246: 2018-2019: Attacker Tools and Techniques (Revision, spring 2019) ***Proposal Passed with edits***

NWIT 275: 2018-2019 Wireless Security (Revision, spring 2019) ***Proposal Passed with edits***

LGST 230: 2018-2019: Criminal Law and Procedure for Paralegals (Revision, spring 2019) ***Proposal Passed with edits***

LGST 235: 2018-2019: Health Care Law (Revision, spring 2019) ***Proposal Passed with edits***

EMGT 101: 2018 Principles of Emergency Management (Revision, spring 2019)

Proposal Passed with edits

Program Revision Proposals

Physical Education Teacher Education Track, Arts and Sciences AA: 159A (Revision, fall 2018) ***Proposal Passed with edits***

Paralegal Studies Certificate: 156 (Revision, spring 2019) ***Proposal Passed***

Emergency Preparedness Management AS: 414 (Revision, spring 2019) ***Proposal Passed with edits***

Emergency Preparedness Management Certificate: 249 (Revision, spring 2019) ***Proposal Passed***

Fire and Emergency Services Management Certificate: 240 (Revision, spring 2019) ***Proposal Passed***

2018 Homeland Security Certificate (Creation, spring 2019) ***Proposal Passed***

Program Deletion Proposals

Legal Analysis Letter of Recognition: 804 (Deletion, spring 2019) ***Proposal Passed***

Next Meeting is 10/19/18:

Committee met on October 19th Committee discussed establishing revised language for new course proposals in regards to transferability requirements.

Next Meeting is 11/2/18:

Committee met on November 2nd

Editorial Changes/Changes made to correct Errors

None

Consent Calendar *No Objections*

Early Childhood Education Technology AAS: 315 (Admin Change, Spring 2019)

EDUC 170 First Start: Care of Infants and Toddlers with Disabilities (Admin Change, Spring 2019)

Management Certificate: 145A (Deletion, Spring 2019)

Math 115 Mathematical Ideas (Admin Change, Spring 2019)

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Course Creation Proposals

BSAD 268 Macklin Business Institute Freshmen Internship (New Course, Spring 2019)

Proposal Passed with edits

BSAD 269 Macklin Business Institute Sophomore Internship (New Course, Spring 2019)

Proposal Passed with edits

Course Deletion Proposals

None

Course Revision Proposals

None

Program Revision Proposals

Environmental Science and Policy Area of Concentration, Science AS: 412E (Revision, Spring 2019) *Proposal Passed with edits*

Program Deletion Proposals

None

Next Meeting is 11/16/18:

Committee met on November 16th

Editorial Changes/Changes made to correct Errors

None

Consent Calendar

None

Course Creation Proposals

None

Course Deletion Proposals

None

Course Revision Proposals

EMGT 103 Emergency Response and Recovery (course revision, spring 2019) ***Proposal Passed***

EMGT 104 Incident Management System and EOC Interface (course revision, spring 2019) ***Proposal Passed***

EMGT 105 Hazard Mitigation and Preparedness (course revision, spring 2019) ***Proposal Passed***

EMGT 106 Technology in Emergency Management (course revision, spring 2019) ***Proposal Passed***

EMGT 200 Emergency Planning (course revision, spring 2019) ***Proposal Passed***

EMGT 240 Capstone Emergency Management (course revision, spring 2019) ***Proposal Passed***

Program Revision Proposals

None

Program Deletion Proposals

None

The following language was passed by majority of voters present/proxy:

Language for the Collegewide Curriculum Committee (CCC) Manual Regarding New Course Proposals

For proposed new courses, based on recommendations from the SVPAA, the Collegewide Curriculum Committee requires the following transferability for a course to immediately move forward in the curriculum process:

The course has direct course equivalency at two of the top ten four-year transfer destinations. (Note that the MC course prefix and number do not have to be the same as the course prefix and number at the receiving school, but the proposer must provide the receiving school's course prefix and number that is the direct equivalency.)

The equivalency must be at the 100- or 200-level.

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Should a proposed course not meet these requirements, the proposer will meet with a group of three representatives – one representing the Collegewide Curriculum Committee, one representing Transfer, and one representing the Senior Vice President for Academic Affairs.

The proposer must state how the proposed new course meets one of the following criteria:

The course is being developed as a direct equivalency to a 100- or 200-level major requirement at a top ten four-year transfer destination.

The MC discipline does not exist at more than one of the top ten four-year transfer destinations.

The course content responds to an innovative, emerging career area directly related to current or future industry requirements or topics.

The course directly supports the academic relevancy of the curricula of an existing Montgomery College discipline, associate's degree, certificate, or letter of recognition.

Based on recommendations from the representative of the Collegewide Curriculum Committee, the representative from Transfer, and the representative from the Senior Vice President for Academic Affairs, the proposer could decide to move the proposal forward to the Collegewide Curriculum Committee for action.

The Senior Vice President for Academic Affairs maintains final approval of all new course proposals recommended by the Collegewide Curriculum Committee.

Top Ten Transfer Destinations for MC Students

University of Maryland – College Park

University of Maryland – University College

University of Maryland – Baltimore County

Towson University

Salisbury University

University of Baltimore

University of Maryland – Eastern Shore

Howard University

Bowie State University

Frostburg University

Next Meeting is 12/7/18:

Respectfully submitted,

Anthony Solano

Chair, Collegewide Curriculum Committee

Appendix B:
Update to Faculty Council, November 15, 2018
and the College-wide Curriculum Committee, December 7, 2018

Membership:

- The committee continues to seek a new Math foundation representative and a new Counseling faculty representative

On-Going Business:

- **Course Recertification:**
 - MUSC 125 was approved for Gen Ed Status by Dr. Rai, completing its certification process. Since there was only a 1 semester gap in the Gen Ed status for this course, the CCC chair and Dr. Rai also approved extending Gen Ed credit for this course to students currently taking it.
- **Gen Ed Appeal Form/Process**
 - The committee revised the standard General Education appeals form and process. In addition, the committee chairs will share the updated form with department/program chairs and receive feedback regarding the form and process. The vote on the revised form and process will take place at the next committee meeting on December 14th.
- **Gen ED DSS Appeal process**
 - A standardized list of math course substitutions are being reviewed by Math Department chairs to streamline the process for math disability related appeals. DSS counselors are working on updating language in Academic Regulations regarding DSS appeals process. Following is the current language.

ARTICLE 2 – ACADEMIC PROGRAMS

2.4 – General Education Requirements

D. Completion through Substitutions for Students without Disability
Substitutions for specific general education course requirements **will be permitted in accordance with the approval of the General Education Standing Committee, through the established process of appeal to that committee.** Students requesting non-disability-based substitutions of general education courses will use the general education appeal procedures information sheet and form, which may be obtained by contacting any campus counseling office.

E. Completion through Substitutions for Students with Disability Substitutions in keeping with established Disability Support Services procedures governing requests for general education course substitutions from students with documented disabilities **will be permitted in accordance with the approval of the General Education Standing Committee, through the established process of appeal to that Committee.** Procedures may be obtained by contacting the campus personnel who handle disability support services.

- **Workgroups**

- Work groups are developing a plan for improving the Gen Ed Website, and beginning to work on Intro to Gen Ed and professional development materials.
- A ½ day conference for the spring is being planned, tentatively proposed for Friday, March 1, with speaker Randy Bass of Georgetown.

*Respectfully submitted,
Tammy Peery and Cinder Cooper Barnes
Co-Chairs, General Education Standing Committee*

**GENERAL EDUCATION STANDING
COMMITTEE MEMBERS
For Academic Year 2018-19**

Area Represented	Name	Department/Campus	Voting/Resource
English Foundation	Tammy Peery (Co-Chair)	English/G	Voting
Math Foundation	Vacant		Voting
Health Institutional Requirement	Kimberly Yost	Health/R	Voting
Communication Institutional Requirement	Anestine Theophile-LaFond	Communications/R	Voting
Arts Distribution	Peter Zakutansky	Theater/R	Voting
Humanities Distribution	Cinder Cooper (Co-Chair)	English/TP/SS	Voting
Behavioral and Social Sciences Distribution	Melissa McCeney (Gen Ed CAP)	Psychology/G	Voting
Natural Sciences Distribution	Jim Smith	Biology/G	Voting
General Studies	Samantha Veneruso	English/G	Voting
Career Curricula	Sharon Piper*	Nursing/TP/SS	Voting
Counseling/Advising	Vacant		Voting
Curriculum Committee	Anthony Solano	Counseling/Advising/ G	Resource
ELITE	Angela Lanier	ELITE/R	Resource
Integrative Studies	Sara Ducey	Paul Peck Humanities Institute/R	Resource
Libraries	Jenny Hatleberg	Libraries/TP/SS	Resource
Outcomes Assessment	Cassandra Jones	College-wide Assessment	Resource

Updated 11/15/18

** These members are new to GESC.*

