

# MC GOVERNANCE

Montgomery College  
Faculty Council Meeting #1  
Minutes

Thursday, October 17, 2019  
12:45 – 2:45 PM  
SC 152

## Attendees

*Members Presents:* Michael LeBlanc, Tim Kirkner, Sonja Fisher, Keith Martin, Anthony Solano, Alan Stover, Rebecca Thomas, Normal Winffel, Erin Marcinek, Comfort Mingot, Katie Mount, Joe Thompson, John Quah, Kimberly Yost, Erica Hepworth

*Members Absent:* Belle Sheibner

*Guests:* Carolyn Terry, Christopher Moy, Shaun Rostad, Nadine Porter, David Porter

*Council Resource:* Carolyn Terry

*Governance Liaison:* Clevette Ridguard (not present)

## Call to Order, Review agenda

The meeting was called to order at 12:45pm. The agenda was approved as written. This meeting was recorded for internal use.

## Open Comment Time

No one presented during open comment.

## Approval of Minutes

Minutes from the previous meeting were sent via email and council members approved them.

## Chair's Report

Michael discussed concerns regarding the mobile health van at the Rockville campus with Vice President/Provost, Margaret Latimer and Tonya Baker.

### *Discussion from Council Members*

- *The council agrees that this is a student issue but decided that it resides with Campus Council rather than Faculty Council.*

Michael shared that Dr. Pollard presented her board approved goals at College Council and he will scan them and distribute to Faculty Council members via email.

Michael followed up on the council's previous discussion regarding two factor authentication concerns. Some of the main concerns expressed by faculty include have to utilize several different computers in one day due to teaching in different classrooms, having to use their own devices, and concerns about data privacy. Michael spoke to Nel Feldman and he said: There is an added inconvenience but to be vigilant against phishing scams such as employee payroll getting hacked, the institution is willing to take on more inconvenience to protect our data. He also shared that security tokens are an additional cost but there are ways to use them as well as ways to get codes, rather than using a personal device. The data privacy concerns are somewhat resolved by the 10 code option. Michael asked the council if it would be sufficient to send Nel's response to the Collegewide Faculty.

*Discussion from Council Members*

- *Council reached consensus that the response is sufficient to send to the faculty.*

**Academic Calendar Update Provided by Carolyn Terry**

Carolyn provided an update on the 2020-2021 academic calendar and provided a draft calendar for the council to review. The Academic Calendar Committee is a collegewide committee. Carolyn has been convening the committee even though one of the 3 faculty members that serve on the committee is supposed to chair it but they did not agree to chairing it. When a faculty member cannot be identified to chair the committee, someone else can be appointed regardless of whether or not they are a faculty member. Carolyn explained that the contract calls for no more than 195 accountability days and anything beyond that requires per diem pay – which could be over 2 million dollars. She clarified that this is why the 2019-2020 academic year started after labor day. Carolyn discussed a new concept that may be added to the academic calendar, called advising day, which would take place a week before registration opens. She stated that there is a draft out for public comment. She explained that there are 14 holidays as called for by P&P, and that we may have 15 if Dr. Pollard approves closing the College for two days during Spring Break, instead of one. She shared that we have to have 150 instructional days.

*Discussion from Council Members*

- *Council discussed the critical need for faculty to assume chair positions on committees and briefly discussed issues that may be impacting their decision not to. Council agreed to discuss further during a later meeting.*

**Faculty Senate Updates**

No new business for Germantown Faculty Senate reported.

No new business for Takoma Park/Silver Spring Faculty Senate reported. John shared that the discussion during the September meeting focused around two-year planning and smart scheduling.

No new business for Rockville Faculty Senate reported.

## Committee Reports

The Chair of Academic Regulations sent several attachments via email prior to the meeting. The attachments and updates focused on membership rules, aligning all three campuses to ensure a uniform process/common experience for students. The chair followed up on discussion from the last council meeting in regard to creating a report that contains information about the appeals the committee is receiving. At this point the question is about what should be included in the report. Some suggestions included whether or not to include student M#'s, the nature of the appeal, and the resolution for the appeal. The purpose would be to provide a mechanism to determine if there are any patterns. The report will be provided to SVP of Academic Affairs and the SVP of Student Affairs. The chair also discussed proficiency credit and stated this issue is somewhat resolved and provided a printed handout. The chair shared that faculty have concerns that the institution could move in the direction of accepting credits for anything and everything but the committee has worked to have it limited to career tech courses only and courses taken at MCPS schools. All grades will be posted for any student taking proficiency exams. The committee is working on addressing article 3 in its entirety which includes all forms of transfer credit. The PEC recently approved 3 regulations:

- Honors and deans list will now be 3.5 or higher after attempting 6 or more credits, instead of 3.4 (this does not include developmental/non credit coursework).
- Graduation with honors is now being changed to 3.5 instead of 3.4 as all Maryland Community College's do.
- Disputed final course grade regulation is 11 pages long, the process by which the student will submit the dispute now has clear steps, states that they can seek council and it will all be electronic. The timeline is 45 days.

### *Discussion from Council Members*

- *Council provided feedback to edit 3.7 C on handout and the Chair noted the edits to submit.*

The Chair of General Education stated that the committee is still in need of a co-chair. The committee is fully staffed but no one from the committee has stepped up/agreed to serve as co-chair. Additionally, there may be a need for a 3rd CAPP.

### *Discussion from Council Members*

- *Faculty Council may have to address the continued pattern of faculty not wanting to be chairs of the major faculty committees. Faculty get 3 ESH for being co-chair. If someone doesn't offer to be co-chair, the SVPAA will elect someone.*

The Chair of Curriculum Committee stated that they lost quorum during the last meeting. Discussed that the last active catalog is 2013-2014 and that students need to follow their catalog year on file in Banner or else it impacts their Financial Aid. Share that we have students actively coded in older catalogs which is a critical issue that needs to be resolved. The co-chair spoke with program chairs to propose that program chairs have representation on the CCC as it was

created before program chairs existed (it is a suggestion to get everyone represented). The CCC is concerned about all the academic changes that have occurred over the last 5 years which impact CAPP, the College's degree evaluation system. A group with members from Academic Affairs and Student Affairs met to discuss these concerns and how it impacts whether or not students graduate. They are working actively on a review of students that have applied for graduation for Fall 2019 and checking how many are getting through the graduation check without issue and the number being told they are missing requirements and not going to graduate (which sometimes is not accurate when reviewed 'by hand'). The group is investigating if the CAPP is running inaccurately or if the students could graduate if they update their catalog year, for example. The CCC is trying to assess the situation to see how bad it is. The CCC is also working on language changes around curriculum regulations. They are also working on a shelving list of classes that haven't been offered in 3 years to remove them from Banner/administrative system. Discussed Ad Astra and how it will be used to predict scheduling. Shared that the top 20 curriculums were asked to order their courses in how students should take them if they were to only take 1 course each semester, so they can be entered into Ad Astra and they received varying responses to this request. When departments gave their order, theoretically their 1-5 should've matched what was in catalog – several didn't so one or the other needs to be changed in order to match. The chair provided the definition of active catalog: catalog that student can use for graduation, for example, when a student comes in 2019-2020 – as long as they continue to take courses and don't have 2 year gap – they can use any catalog from the time they came in and to the time they leave, for up to 7 years. If they have a 2 year gap or more, they have to automatically follow the new catalog.

*Discussion from Council Members*

- *There is not an academic regulation on the general education rules, it has been primarily up to counseling and instructional faculty to inform students about the rules. Language has been added to the General Education List to help with this, it has also been requested to be added to the catalog. The General Education rule is that in order for a course to meet a General Education requirement, it must be on the General Education list the year in which they took the course.*

**Name Guidelines For Employees and Students – Update Provided by Christopher Moy**

Christopher sent out a memo on Creating an Inclusive Environment. He shared an example of a student that transitioned who was taking a gender course and pointed out that there was no place in the online course for her to select her preferred name in Blackboard. He shared that employees have been able to do this but we did not have process for students. Christopher has worked with OIT and the Banner SIS team to create a process for students to use a preferred name and shared this is for any student for any reason. In Banner students can now choose to select their preferred name. Students will also be able to include their preferred name on their ID. Employees and students can have preferred name for their ID's and he's worked with Safety and Security on this. In Blackboard the preferred name will now show on the roster. The only place where it will not show is student email. Students will have to initiate/submit a request form through the campus registrars – there is a form online for students to request their preferred name. The

registrar has the right to accept or decline the name – for example, if the student submitted a preferred name containing profanity. In this example, the student could face code of conduct issues. Students legal names will still be required on their diplomas, transcripts, and work documents.

### **Forthcoming Foodservice Study – Update by Nadine Porter, Shaun Rostad, David Porter**

Nadine shared that the RFP process to contract a Food and Beverage Service is beginning now because Chartwells contract ends on June 30, 2020. She stated that the College expects to have a vendor by July 1 2020. The College is partnering with Porter Consulting for this process, they have worked with 400 campuses in all 50 states and Canada. Porter Consulting doesn't manage food services, they work independently with institutions to determine what the needs are based on stakeholder needs and interests. They are studying eating/spending habits at the institution and have surveyed students, faculty, and staff. When we re-bid for the food service contract, they will outline what is needed and then ask vendors if they want to bid on it. They do allow vendors to provide an alternative bid if they don't meet all the requirements, in an effort not to stifle anyone – for example, if the vendor thinks they can offer something better or meet our needs. They are looking at the options in café areas, vending options, food selection, price, quality, catering. They want to eliminate a lot of the negatives experienced by the College community. The RFP will go out in November and the College is targeting the February BOT meeting to send forward option/s.

#### *Discussion from Council Members*

- *Porter Consulting asked Council Members for their opinions on current food service and for suggestions:*
  - *Catering at the College is too expensive - \$4 for a cup of coffee per person is too much. So often, their services are not being used as we find cheaper options.*
  - *The West Side of TPSS wants some kind of dining experience – their spot was closed, only have 7/11 now.*
  - *GT campus – the facility is rather small. The vegetarian food is grilled right next to the non-vegetarian options. It is dark and loud. They have a menu hanging that ¾'s of the items are not actually offered. Need better coffee. They question if the line structure in GT is even ADA compliant.*
  - *Healthy and high quality options are wanted on each campus.*
  - *Cost is too high.*
  - *When asked where a lot of people eat outside of the College for lunch, the following were shared: Cava because they have a lot of options, Sweet Greens, Chopt, Wegmans, Whole Foods.*
  - *Suggestion to possibly offer less options as well as standard options, if it allows for the food to be cheaper.*
  - *More fresh fruit – apples fruits, etc.*
  - *Suggestion for 5 dollar meal options. Have cheaper meals – maybe will attract higher volumes.*

## **New Business**

Michael shared that our council goals are due at the end of the month and if any members have additional goals to please send them to him. If he does not receive additions, he will submit the 3 priorities and we can vote on them during the next meeting.

Sabbatical leave committee – need someone from Germantown and Takoma Park/Silver Spring. Tim will follow-up via email with the current list of committee members and ask the council to vote via email.

### *Discussion from Council Members:*

- *Council asked for an update on the compensation study and what happened with it? Want more communication regarding the compensation study.*
- *The ‘Recession group’ wants to know what is going to happen to them – as people were told the issue was bumped to the union. The negotiating team is very aware of the issue but not exactly sure how to rectify it at this point.*
- *Initial point placements has also been bumped to union and has been an issue for a long time.*
- *Prof of Biology wants to know why she gets paid .75 rate for teaching a lab when she does more work in her lab than in her classroom. Chair of CCC shared this is determined by the curriculum committee and the dean’s decided. This is standardized across the state and always proposed under the course proposal.*

The discussion on these items was tabled for today.

## **Adjournment**

The meeting was adjourned at 2:46pm.