

Montgomery College
Faculty Council Meeting Minutes

Thursday, October 1, 2020

12:30 – 2:45 PM

Zoom Meeting

Attendees

Present: Michael Leblanc, Tim Kirkner, Comfort Mingot, Rebecca Thomas, Norma Winffel, Kimberly Yost, Alan Stover, Katie Mount, Sonja Fisher, Belle Scheibner, Dana Louise Baker, Soyini Richards, Esther Schwartz-McKinzie, VedhamKarpakakunjaram, Erica Hepworth (also proxy for Erin Marcinek)

Absent: Erin Marcinek, Jennifer Haydel, Christopher Fallon, Anthony Solano, John Quah

Guests: Jamin Bartolomeo, Nasser Katamba

Liaison: Clevette Ridguard, Carolyn Terry

Call to Order

There is a quorum to conduct business. The meeting was called to order at 12:32pm by the chair.

Approval of Agenda/Minutes

The agenda and minutes were approved as written. The meeting was recorded for internal use only.

Constituent Concerns

- The chair brought forth a concern about the new blackboard update.
 - Blackboard Ally – accessibility meter next to icons
 - Different opinions – some felt that they were being evaluated
 - Will check the articles about the update
 - If needed, will send email to ask for clarification.

Chair's Report

The co-chairs provided the following information:

- SRT survey
 - Feedback was generally positive
 - Useful data to share
 - How to deal with comments?
 - A council member suggested to share the comments as is, since they are anonymous comments.
 - Question – Who will the comments be shared with, and how?
 - ELITE, Carolyn Terry, and Dr. Sanjay Rai
 - A council member expressed concern about sharing data collegewide. If there are performance issues, it should be between employee and their supervisor.
 - A council member suggested to summarize comments to share collegewide.
 - Not fair for any of the mentors to be put on the spotlight

- Would need people to volunteer to do the work
 - Council members expressed that the survey was to suggest improvement.
 - Send it to SRT and let them decide how to share it
 - Should send a message to thank people for participating and let them know the response has been sent
 - A council member expressed that a lot of people don't know about the resources available, so should also include the information in message.
 - Send email to Michael about this
 - Tabled for further discussion
- Virtual Campus Strategic Planning Committee
 - Will send full list of names with recommendations
 - Glenda Tittle - Education
 - Harry Singleton - Paralegal
- Sabbatical Leave Committee
 - Members needed – 2 Rockville, 1 Germantown, and 1 TPSS
 - Will send out names to vote on

Start Smart Committee – Jamin Bartolomeo

- Remove barriers for students in enrollment and onboarding processes
- Charged with looking at enrollment processes and how to streamline processes for students
 - Enrollment process is cumbersome
- [Raptor Central](#) – provide students with a clearer path
 - Phone center and on-campus teams
 - Provide 90% of the services available to students up front
- Look at and update specific items of enrollment process
 - Transcript evaluation process
 - Transcribe evaluations more quickly and efficiently
 - Remove confusion and centralize services
 - How students interface with scheduling and waitlist features
- Question – Why is the transcript turnaround time 6 weeks?
 - Manpower issue
 - When students transfer to the institute and want to change major, transcripts need to be reevaluated and submitted again.
- Question – How long is the process for other schools?
 - Part of the research
 - Goal to get it down to 7-10 business days
- A council member expressed that there needs to be improvement for educational benefits of part-time employees.
 - Trying to figure out who needs a transcript, when and why
- If there any questions for Dr. Bartolomeo, please send them to Tim.

Required Camera Use in Classrooms – Nasser Katamba

- A lot of students concerned about required camera use and signing contracts.
 - Privacy issue

- Students feel that they are being forced into signing contracts and leaving camera on.
- Question – How widespread is this?
 - Council members expressed that they thought it's not required, except for situations like skill testing.
 - Waiting for the College to come out with statement
 - There's no official statement, but professors can't make it required to turn on camera.
 - Breastfeeding students can contact counseling – Title IX
 - VPP released statement to deans stating that it should not be required.
 - Have not been communicated collegewide, but Dr. Mike Mills and Dr. Kevin Long are working on communication.
- Needs flexibility – different courses may have different requirements
- The chair asked if proposing guidelines on camera use can be part of Faculty Council's goal.
 - Flexibility
 - Students need to know the reasons
- Question – Is there nothing in the work?
 - Mike Mills and Kevin Long are working on communication.
 - There needs to be some middle ground.
- A council member suggested to find out what other colleges are doing.
- Question – How many students have their camera on?
 - Teaching to a black screen may affect teaching process
 - Using software to do exams – students refuse to install extensions due to cyber security
- Tabled for further discussions

Committee reports

- Academic Regulations Committee Report was reported by Norma Winffel.
 - Provided updates on Article 4 – Registration
 - Question – If students sign for audit by accident, is there a timeline for students to change?
 - Yes, 20% of the class
 - AR 4.8 – If they missed deadline, can still appeal regulation.
- Collegewide Curriculum Committee Report was reported Vedham Karpakakunjaram.
 - Two nominations – Samantha Veneruso and Charmaine Weston
 - A council member stated that the council decided last year to not have department chairs sit on multiple committees.
 - Can be opportunity for others
 - Tabled for further discussion
 - Rebecca Thomas motioned to move forward with Charmaine Weston. It was seconded.
 - Vote – unanimous approval
 - Will see if we can get another chair
 - Need a new CAP
- General Education Standing Committee Report was reported by Kimberly Yost.
 - Searching for English representative
 - Part-time faculty can't sit on Gen Ed Committee
- Germantown Faculty Senate Report was reported by Sonja Fisher.

- Met without quorum and discussed about 7 week classes
- Rockville Faculty Senate Report was reported by Antonio Del Castillo.
 - Got guidelines and reached out to previous members of the senate
 - Searching for volunteers to be members
- Should we have a larger discussion about part-time faculty not being on committees?
 - Middle State regulations

Letter of Support: Counseling – Kimberly Yost

- Have not received much feedback
- A council member expressed that it seems like it's just coming from counseling when there are also voices from other faculty members.
 - Met with Dr. Pollard – speaking to counseling faculty and program advisors under the umbrella of comprehensive advising
 - Letter of support should be from boarder voice and not just counseling
- Council members expressed that the council have labored on the issue for so long that we have missed the point.
 - Just a letter of support and not point fingers
 - People have expressed support to something that has happened
- Does anyone want to work on the letter?
 - Sonja will review and get back later in the day
 - Brief statement of support
- Dr. Pollard is open to communication

Goals

- White Paper – what would Faculty Council recommend?
 - Research – what are others doing?
 - Recommendations and proposal based on online teaching during COVID-19
- Will formalize goals for discussion
- Tabled for further discussion

New Business

- Council picture
- Discussion about camera use

Adjourned

The meeting was adjourned at 2:56pm.