

Montgomery College
Faculty Council Meeting Minutes

Thursday, October 15, 2020

12:30 – 2:45 PM

Zoom Meeting

Attendees

Present: Michael Leblanc, Tim Kirkner, Comfort Mingot, Erin Marcinek, Alan Stover, Dana Louise Baker, Vedham Karpakakunjaram, Erica Hepworth, Esther Schwartz-McKinzie, Sonja Fisher, Katie Mount, Belle Scheibner, Norma Winffel, Kimberly Yost, Rebecca Thomas

Absent: Soyini Richards, Jennifer Haydel, Christopher Fallon, Anthony Solano, John Quah

Guests: Benjamin Nicholson

Liaison: Carolyn Terry

Call to Order

There is a quorum to conduct business. The meeting was called to order at 12:34pm 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

No constituent concerns were presented.

Chair's Report

The co-chairs provided the following information:

- 10/13 College Council meeting
 - Student Affairs update – chatbot feature
 - Enrollment – downward trend
 - Upcoming Budget Forums
- Sent comments from SRT survey to Dr. Mike Mills, Carolyn Terry, and Dr. Sanjay Rai
 - Might not share comments
 - Data was shared broadly
- Sent out Counseling Support Letter
 - Dr. Pollard responded to letter
- Part-time Faculty Awards
 - Movement to simplify process
 - Question – Is there any discussion to do the same for full-time faculty awards?
 - Faculty Council can form a group to make suggestions
 - For changes to be made this year, must send suggestions before November.
 - Can be a long-term goal
- Update about Samantha Veneruso being on Collegewide Curriculum Committee (CCC)

- Not enough interest or numbers to find another person
- Leave position at CCC open for now
- Issue about whether chairs can sit on multiple committees
 - More voices and opportunities for others
 - Chairs should be on one committee at a time

Committee reports

- Academic Regulations Committee Report was reported by Norma Winffel.
 - Still need two members
 - 1 TPSS – Counseling
 - 1 Germantown – prefer Humanities
 - Updates on AR 4.1 and 4.4
 - Incorporate language about 7-week and 15-week courses
 - Erica will send suggested language to Norma
 - Question – Are we limiting how many classes a student can take in a 7-week session?
 - Can't enforce in Banner, but advised not to take more than 2 at one time
 - A council member expressed that students are receiving mixed information.
 - Inform students about [student guidance](#) and [FAQ](#) on site
 - Question – Is there a way to separate 7-week and 15-week class in Banner?
 - Will ask Ernest Cartledge
 - A council member expressed that it would be better to put notice out earlier.
 - Tips and suggestion on registration site
 - Question – Can students register for classes before completing prerequisite?
 - As long as they are in the prerequisite, they can register
 - A council member expressed that attendance may be a problem.
 - Can come up with policy recommendation and advocate
 - Faculty should put attendance expectation on syllabus
 - Quote P&P
- General Education Standing Committee Report was reported by Kimberly Yost.
 - Nomination to sit on committee – Michelle Prendergast
 - Vote – unanimous approval
 - Dr. Kim Kelley and Dr. Ed Riggs will attend next meeting to talk about Fields of Study

Faculty Performance Evaluations: update

- Student evaluation survey
- Temporary adjustment for SRT situation
- Short turnaround – around 1 week
- Good practice for SRT situation
- Will be distributed out this year

Faculty Advising: BEACHAMPS

- Concern about faculty being given a large load of students for outreach – around 30 students
 - Fill out form for each student
 - Not much training

- Update – Not really doing individual outreach
- A council member expressed this isn't something new.
 - Question – How many students would you normally have?
 - Different for each department
- No new updates at the moment

Faculty Council Goal: Remote Teaching White Paper

- Policy for camera use
 - Bandwidth and privacy issue
 - Will have a statement from administration soon, but want suggestions from Faculty Council first
 - Suggested to devote most of next meeting to discussion on camera use
 - A lot of people aren't well-informed about the issues
 - Maryland law – If recording, must give students the option to opt-out.
 - Not a lot of guidance for camera use at the moment
 - Suggested to do activities that engage camera use but not require
 - Guidelines should be put in one place
 - Council members expressed that there's no one way to guarantee that students don't cheat.
 - Also need to look at the College policies on cheating and plagiarism
 - The co-chairs will research on more information and send out to council for feedback.
 - Tabled for further discussion

Adjourned

The meeting was adjourned at 2:48pm.