

Montgomery College
Faculty Council Meeting Minutes

Thursday, November 19, 2020

12:30 – 2:45 PM

Zoom Meeting

Attendees

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

Absent: Antonio Del Castillo-Olivares, Soyini Richards, Belle Scheibner

Guest: Samantha Veneruso

Liaison: Carolyn Terry, Clevette Ridguard

Call to Order

There is a quorum to conduct business. The meeting was called to order at 12:33pm by the chair.

Approval of Agenda/Minutes

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

- Remove Anthony Solano from the absents list

Constituent Concerns

- A council member brought forth the following concerns from faculty:
 - When will the College put forth an official policy on camera use?
 - Does the College plan on putting out a policy related to student participation?
 - Heard checkout register sound from someone working or shopping during class time
 - Family member appeared on camera in inappropriate attire

Chair's Report

The co-chairs provided the following information:

- Recommendation on camera use has passed College Council
 - Received support from Student Council and Student Senates
 - Will add their feedback in appendix of recommendation
 - Dr. Clevette Ridguard will share recommendation with SALT next week
 - Dr. Kevin Long suggested to put recommendation through Academic Regs
 - Will put together language for syllabus addendum
 - Council member expressed concern about student attendance and participation.
 - Question – What were the objections from College Council?
 - Concerned about student involvement in recommendation

- Council member suggested to also address faculty camera use – teaching with camera off
 - Faculty also deal with same issues as students
 - Can use screen share
 - Better communication is needed
 - If faculty have on-going issues with camera use, please inform chairs.
 - Co-chairs will put together language
- Council member suggested to also consider microphone use in terms of participation.
 - Will have further discussion on issue
- Academic Advisory Committee
 - Discussion about 10-week session for certain summer classes
 - Most of summer will probably be remote
 - Hope to bring some lab classes back on campus in Summer Session II
 - Offerings will be similar to Summer 2019
 - Will have a good idea of what summer will look like by late December
 - Discussion on Fall 2021 – considering 50% return to campus
- Counseling issue mentioned at last meeting – will hold off and provide more information later

Committee reports

- Academic Regulations Committee Report was reported by Norma Winffel.
 - Provided update on AR 4.1 and 4.4
 - Question – Will IC and WC still be an option in Fall 2020?
 - Yes
- General Education Standing Committee Report was reported by Kimberly Yost.
 - Discussion on Fields of Study
 - Working on recertification
- Collegewide Curriculum Committee Report was reported by Vedham Karpakakunjaram.
 - Reviewing and approving proposals
 - Still need to find a CAP from Rockville Campus – working on language for email
- Germantown Faculty Senate Report was reported by Belle Scheibner.
 - Some faculty concerns about possible new requirements and frustration with workload
 - Perhaps a labor issue – union
 - Student expectations
 - Encourage to cutback and prioritize to avoid burnout

Faculty Council Goal Update: privacy and attendance (etiquette next)

- Privacy
 - FERPA – discourage non-students from observing virtual classroom
 - Recommend students to use headphones and attend class in a private location
 - Syllabus addendum – privacy in the classroom
 - Student Code of Conduct – not updated
 - Can provide recommendation for language
- Attendance
 - What’s the difference between attendance and participation in Zoom setting?

- Can check out Distance Learning policy on attendance
 - Define attendance and grounds for non-attendance
 - Current attendance policy is based on face-to-face classes
 - DSS
 - Communicate between students and professors
 - Guidelines in Academic Regs – modify language
 - Addressed on a case-by-case basis
 - Provide helpful guidelines
- Online Etiquette
 - Put together a Zoom Netiquette Guideline
 - Syllabus addendum

CARES Act funding for faculty teaching technology

- Reached out to Richard Cerkovnik about faculty having trouble getting technology needed
- Supplement funds with CARES Act – no good process to make this happen
- Next steps
 - Reach out to faculty to see what they need and what they have bought but can't be reimbursed
 - CARES Act funding if departments don't have enough money to cover items like modems and routers
- Question – Can people get reimbursement?
 - Yes, but it may be department specific.
 - Email was sent out to deans about reimbursement for supplies
 - Will ask Rich and follow up

Adjourned

The meeting was adjourned at 2:43pm.