

Montgomery College
Faculty Council Meeting Minutes

Thursday, December 3, 2020

12:30 – 2:45 PM

Zoom Meeting

Attendees

Present: Michael Leblanc, Tim Kirkner, Erin Marcinek, Comfort Mingot, Dana Louise Baker, Vedham Karpakakunjaram, Monica Mellini, Katie Mount, Kimberly Yost, Alan Stover, Erica Hepworth, Rebecca Thomas, Antonio Del Castillo-Olivares, Soyini Richards, Belle Scheibner

Absent: Norma Winffel, Sonja Fisher, Esther Schwartz-McKinzie

Liaison: Carolyn Terry, Clevette Ridguard

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

- Samantha Veneruso was a proxy for Rebecca Thomas

Constituent Concerns

No constituent concerns were presented.

Chair's Report

The co-chairs provided the following information:

- 11/24 College Council meeting – discussed goals and progress of governance councils
- CARES Act update – no reimbursement
 - If hardware is needed, put in application for IT.
 - Deans sent out email to chairs regarding faulty needs and processes for reimbursement.
 - Send out a survey to find out the needs
 - Suggested to connect with the Chair of Chairs of each campus
- STEP Committee – get technology for students
 - Working on survey to assess student needs
 - Open educational resources – tabled for further discussion
- Future of online teaching proposals – included in syllabus addendum

Committee Reports

- General Education Standing Committee Report was reported by Kimberly Yost.
 - Working on recertification for all Gen Ed courses – will be posted in InsideMC Newsletter
- Academic Regulations Committee Report was reported by Carolyn Terry.

- Passed recommendation about number of credits students can take during any session
 - Students can take 6 credits in Winter Session
- Identify students who are being unrealistic about their loads for 7-week sessions
 - Program advisors will reach out to them
- Next meeting – COMAR in Gen Ed that students will need to have C- or better in English Composition to graduate
 - Will put in curriculum in the descriptions for English 102/103 classes and graduation requirement section of Academic Regs
- Collegewide Curriculum Committee Report was reported Vedham Karpakakunjaram.
 - Anthony and Vedham are putting together a review sheet to address common points to keep in mind when reviewing proposals –
 - When finalized, will circulate list to CCC for review.
 - Looking for Rockville Campus CAP – Anthony putting together a description for CAP
 - Will review at next committee meeting and send out when finalized
- Rockville Faculty Senate Report was reported by Antonio Del Castillo-Olivares.
 - Discussed ways to reactivate Rockville Senate
 - Discussed roles and differences between council and senate
 - Working to update Bylaws – When approved, will initiate process for senate election.
 - Will have next meeting in two weeks

Camera Use Syllabus Addendum

- Suggested to add links to resources
- Students should reach out to instructors when they are unable to respond to class and inform instructors when they need to step away during class time.
- Note the distinction between attendance and participation
- Suggested to add a statement about using chat – chat focused on the class
 - Can edit chat settings
- Question – Is mandatory camera and microphone use an option for faculty to choose?
 - Difference between assessment and participation
 - Specific that this is a discipline-based section on syllabus
- Students need to know beforehand if camera use is mandatory.
 - Make policy clear on first day of class and put on syllabus.
 - Student Council expressed that students want to see syllabus up front.
 - Discussion about having bank of previous syllabus available online
 - Part-time faculty – most don't have syllabus to offer in advance
 - Disciplines should send emails about course requirements.
 - Advise instructors to put syllabus on Blackboard
- Communication – students are generally reasonable if a proper reason is provided
 - Make assessment requirements clear on syllabus
 - Need flexibility and communication
- Chromebook issues with Blackboard – may need to address technical inequity of students
- Low tech challenge – special paper and materials needed for courses
 - Faculty can put together kits to send to students
 - Reminder to keep receipts to be reimbursed

- Concern about limited tech provided to faculty and students by the College – contact IT
- Will modify document and send to chairs and deans to be distributed
 - Format document to show sections that can be revised according to courses
- Belle Scheibner moved to forward the document to chairs and deans with the following modifications: 1) Students should communication ASAP if they get disconnected or have technology issues. 2) Participation polices are separate from attendance policies. 3) Add a chat statement that mentions issues people have with chat and that chat should be focused on the class. 4) When students need to step away, please inform the instructor. 5) Add a note under assessments that mandatory camera use for assessments is up to instructor discretion but disciplines should coordinate. Erica Hepworth seconded the motion.
 - Vote – unanimous approval

Sexual Misconduct and Discrimination Syllabus Addendum

- Suggested to put the statement about reporting child abuse at the beginning
 - Instructional faculty and staff are mandated reporters
 - Child abuse also extends to siblings
 - Financial Aid is also required to report
- Council member expressed that pregnancy seems to be a separate policy from sexual misconduct. Can provide a link for more details instead of putting the whole document in the syllabus?
 - Suggested to provide a shorten version with active link for more information
 - Suggested to change heading to “Office of Title IX” – includes sexual misconduct and pregnancy polices

Faculty Technology Survey

- Two places to get technology – department and OIT
 - Request for laptops needs to be submitted to OIT
 - No reimbursement for tax
- Question – Will the collected information be sent to chairs and deans? Should we also direct people with technology needs to their chairs and deans?
 - Maybe make it a survey with ID
 - Assessment of needs
- Council member suggested to also include part-time faculty.
- Council member suggested consider putting specific models.
 - Hardware request form – be specific when making request
- Suggested to add uninterruptable power supply (UPS) on supply list
- Council member expressed that it’s easier to coordinate with deans.
- Will create form to be sent out

New Business

- Send out calendar invites earlier

Adjourned

The meeting was adjourned at 2:45pm.