

MONTGOMERY COLLEGE GOVERNANCE
Faculty Council
October 7, 2021

Attendees

- **Members present:** Ahmad, Kay; Baker, Dana; Bontems, Susan; Karpakakunjaram, Vedham; Martin, Chloe; Pointer, Jon; Prendergast, Michelle; Richards, Soyini; Sprague, Melissa; Theophile-LaFond, Anestine; Thomas Desjardins, Ketely; Thomas, Rebecca; Webb, Alla; Winffel, Norma
- **Proxies present:** Harvey Stempel
- **Constituents present:** Sarah Campbell
- **Members excused:** Jones, Shelley; Lunn, Asia
- **Invited guests:** N/A
- **Council Liaison:** Carolyn Terry
- **Governance Director:** Ridguard, Clevette

Call to Order

The regular meeting was called to order at 12:02 pm by Dana Baker, co-chair. There was a quorum to conduct business.

Approval of the Agenda / Minutes

Today's agenda was approved unanimously. Anestine LaFond made a motion to approve the minutes with corrections; Vedham Karpakaunjaram seconded the motion. The minutes from September 16, 2021, were unanimously approved with corrections. The meeting was recorded for internal use only.

Good News

Dana Baker encouraged all to share good news.

Constituent Concerns

- Ben Nicholson sent a concern via email regarding the assessment centers' limited hours of operation. This particular concern was presented to the council in 2019, it was escalated to the Office of the President, then shared with both Dr. Rai and Dr. Brown. Dana reminded the membership that the original purpose of the assessment centers was to conduct pre-admission assessments. However, now we expect them to do the pre-admission assessments, proctor exams, and proctor exams for students with accommodations. Rebecca Thomas shared that she had a recent issue while trying to schedule a proctored exam for a student with DSS accommodations. The limited hours of operation meant the student could not take the exam on the same day as their peers, prompting a delay and a different version of the exam. Concerns about how student success may be jeopardized if this issue isn't resolved. Dana Baker stated this same issue was raised at Dr. Rai's SVPA Advisory Council meeting held earlier this week.
- Dana Baker shared a concern received from a faculty member via email about faculty overload, burnout, and remote fatigue. The faculty member would like the council to consider what might be done to allow faculty at least one day a week free from online/remote interaction (e.g., Zoom) to grade papers or prepare learning activities.

- To assist in combating employee burnout, Dana Baker reports that she working with Student Life to set up a drive-in movie night at the RV campus to promote something other than stress.
- Kay Ahmad shared concerns from counseling faculty about the physical and emotional impact of fully returning to campus in November. In addition, Kay has heard concerns about several technology issues in office and classroom spaces. Dana Baker reported that Elite is planning to address anxiety about returning to campus. Rebecca Thomas stated the council can be a resource by providing information to employees.

Chair's Report

The council co-chairs, Rebecca Thomas and Dana Baker, met with Dr. Rai last week. At this meeting they discussed shared goals for future meetings and raised the constituent concern regarding the assessment center. The co-chairs discussed the proposed council goals for this academic year, specifically how to support faculty and staff as we return to campus. Dr. Rai told the co-chairs that COVID-19 Syllabus Statement and the Classroom Guidance during COVID-19 are models for other community colleges and 4-year institutions; he plans to share both documents with his colleagues at other institutions.

Upcoming:

- October 21 – The Faculty Services Award ad hoc committee will present their proposal for our vote.
- November 4 - Dr. Carolyn Terry present the Academic Master Plan for our review.
- Universal Design: The College Council has identified barriers to Universal Design such as seating (desks too small or only for right-handed students) and access to technology.
- Campus Vaccine Sites – Dana Baker reported that Montgomery County's vaccination rates continue to improve and infection rates continue to decline.
- Rebecca Thomas reported that the RTCAT received two concerns regarding COVID-19
 - Faculty complain about delayed or no response from inquires made to the new Public Health email. Rebecca assured the council that response to student or employee reports of exposure or positive COVID cases are handled immediately. Chevelle Glymph, Director of Public Health and Environmental Safety, reports that she cannot always reply to faculty because she is engaged in contact tracing, health department communications, and follow-ups with the student or employee.
 - While working with students, Chevelle determined that many students do not have access to healthcare. Chevelle asks the council share information about the availability to free services at local health departments. Vedham suggested we might use Blackboard (Bb) to push information to students especially since all students use Bb. Kay reinforced that the information could be in the left side menu on Bb home page about resources like the food pantry, healthcare, and assessment centers. Dana Baker promised to bring these recommendations to Elite's, Paul Miller. Jon Pointer suggested that flyers should be available at the food pantry areas.
- Virtual Middle College: Offered at Northwest and Northwood H.S. Dana Baker attended a meeting where the Virtual Middle College was presented. She will send a summary of the meeting to council members. The summary will be added to these minutes.

Committee Reports

- Collegewide Curriculum Committee (CCC) Report was reported by Vedham Karpakakunjaram. The CCC met 10/1. Proposals for minor course or programs were received. PHIL is removing the MATH requirement from nine of the courses. They feel the MATH requirement has been a barrier for many students. BIOL 150 is an introductory course for biological science, nursing, and health science majors. BIOL 150's MATH assessment level is MATH 117. The BIOL faculty would like to develop a new course, BIOL 170, for biological science majors that will have a higher-level math and intro chemistry course requirement.
- General Education Standing Committee Report was reported by Michelle Prendergast. After receiving testimony from the CCC about BIOL 170, the Gen. Ed. Committee agreed to waive the requirement of having to run the class for two years before identifying it as a Gen. Ed. credit. Michelle also reported concerns about the evaluation of signature assignments. They will pilot a reflection survey in select courses to collect data to provide a more holistic review of the assignment.
- Academic Regulations (AR) Committee Report was reported by Norma Winffel. The committee finalized the language AR 7.3 and 7.4 (see the AR minutes in report emailed on 10-7-21). Norma reported an issue regarding a student who appealed a final grade and also submitted an academic appeal. You can't appeal a final grade and an academic appeal at the same time. The grade appeal decision is final. However, the student found there is some loophole in the language that allows a student to move forward with the academic appeal after the grade appeal decision is made.

Campus Reports

- Germantown Faculty Senate – Harvey Stempel, on behalf of Terri Maradei, reported that they will hold their first meeting tomorrow, 10-8-21. They are hoping to increase their membership.
- Rockville Faculty Senate – Anestine LaFond shared that they hosted Samantha Veneruso to discuss the relationship of general studies to the field of studies. Next, they will present the relationship of assessment to the field of studies.
- TPSS – tabled; the TPSS faculty senate has not reconvened.

Unfinished Business

- Members reviewed three options for the council website picture. Picture #1 was selected for the website. Dana Baker verified names of members.
- Governance Council Goals: Rebecca Thomas presented notes from our first meeting about our proposed goals for the academic year. We need to submit our Goal Plan to the Director of Governance 10-29-21.

Goal #1: Provide resources and create opportunities to support faculty during COVID-19 with Return to Campus concerns or questions. [Notes below]

- a. Need to be able to measure how we accomplished this goal and how it is related to student success.
- b. Actions already implemented – COVID-19 Syllabus Statement, Classroom Guidance during COVID-19 document, hosting Chevelle Glymph as a speaker.

- c. Partner with staff council and college council to educate about the COVID-19 vaccine mandate. Can FC organize some educational sessions for the college community? Kay Ahmad reminded us that AAUP provided an opportunity over the summer to address questions and concerns.
- d. How to measure – discussion ensued
- e. PT Faculty will have a discussion on this topic on 10/26 of this month.
- f. Forum on mental health and anxiety related to COVID-19
- g. Promote what is already planned - SEIU, SHAW, Student Affairs, etc. Dana will reach out to SHAW. Collaborate with those who may have events planned in near future – try not to overwhelm the stem faculty.
- h. Rebecca suggested COVID-19 Questions Office Hours
- i. Colins Jones developed a video and might speak at a future forum.

Goal #2: Demonstrate engagement and appreciation of our different faculty constituencies. [Notes Below]

- a. Engagement vs Appreciation – How do you measure appreciation?
- b. Different faculty constituencies – disciplines
- c. Invite different disciplines – spotlight on the work they do.
- d. Appreciation through addressing diverse needs.
- e. Hard to measure appreciation. Norma Winffel suggested - Actively engage and support our different faculty constituents.
- f. Measure by the number of guest speakers invited to directly address concerns.
- g. Measure the number of constituent attendees to individual meetings.
- h. Actions – Invite discipline specific speakers, invite speakers to address concerns
- i. Action - Survey faculty to elicit their concerns or comments once a semester.
- j. Action - Ask Disciplines to add a question to their monthly agenda to elicit faculty concerns, comments, feedback.
- k. Jon suggested Responsive / Respond – Actively engage, respond, and support our different faculty constituents.

New Business:

Rebecca will put together a draft of the Governance Goal Plan and present it at our next meeting. Dana said we will discuss how we might use Facebook, Instagram, or Twitter to communicate with our constituents.

Faculty Services ad hoc committee will present their proposal for Faculty Service Awards.

Meeting adjourned at 1:44 pm

Respectfully submitted by

Melissa Sprague, Faculty Council Secretary