

**Professional Affairs Council
June 10, 2002
Minutes**

Members Attending:

Mike Ehrlinger, Catonsville; Sue Fowler, Catonsville; Cathy Cain, Catonsville; Ira Albert, Dundalk; Ann Bonner, Dundalk; Brenda Fick, Dundalk; Ken MacLaughlin, Dundalk; Chris Rhines, Essex; John Bachelor, Essex

Guest: Henry Linck

1. Minutes:

The minutes of the [March 25, 2002](#) and April 22, 2002 meetings were approved; the May 20, 2002 minutes were amended and approved with the following changes:

- Page 2, Item d), third paragraph should read:

Delete a) and re-letter as follows:

- a) If a division chooses to establish a division faculty promotion review committee, the committee will make its recommendations to the academic dean
- b) The academic dean will forward his or her recommendation to a campus wide faculty review board
- c) Review board will forward its recommendation to the campus president, even if it is a negative recommendation

Next sentence: The make-up of the **campus** faculty review board .

. . . .

2. Guidelines for Faculty Teaching Online Courses:

Henry Linck gave this report in lieu of Tinnie Banks, who was unable to attend the meeting. Mike Ehrlinger distributed a handout showing the changes in these guidelines. Tinnie wanted everyone to have an accurate description of these courses. Henry Linck explained that because of funding, the payout for online courses had to be limited only for new courses that are being developed. Some faculty members applied for grants to develop online courses. Over 2,700 students enrolled in online courses last year. Motion was made to approve the guidelines; motion was passed.

3. Old Business:

a) Promotion Policy ☐ There are several changes in the document dated May 29, 2002:

- Page 1, Item I, Paragraph 2, Line 4: ☐. If the division has established
- Page 5, Item D 1, Line 7: shall determine for itself **the composition**, the method. .
- Page 6, Item IV 1c: Henry suggested removing Item C since the final decision rests with the campus president. After discussion, a motion was made this would now read: . . . after positive recommendations by the **academic dean** and the campus promotion review committee . . . Motion was passed. This still needs to be discussed at Chancellor☐s cabinet.
- Page 4, Item III B 1: Dara Cook e-mailed Chris with a suggestion regarding performance criteria. She wanted to add ☐in LearningFirst education☐ at the end of the first sentence. Motion was made to add instead ☐learning centered education☐. Motion was passed.

A motion was made to approve the Promotion Policy with the amendments. Motion was passed unanimously.

b) Employee Handbook:

i) Sick Leave Proposal: A revised sick leave policy was handed out with changes stating that an employee is entitled to receive sick pay for the duration of a documentable health condition (illness, accident, etc.) to the full extent of the sick days accrued. The policy states that an employee☐s job is protected as long as they have sick leave or limits defined by FMLA. In the case of teaching faculty returning to work during the semester, it may be necessary to assign the faculty member to a non-teaching assignment for the remainder of that semester. Motion was made to approve this policy; motion was passed. Motion was made to have the changes (in bold) changed to italics when submitted to the Chancellor☐s cabinet. Motion passed.

Illness in Family: Changes were made in this policy providing for accident, birth or adoption of a child. Motion was made to add **domestic partner** after spouse. Motion passed.

ii) Personal Leave: Employees are entitled to three urgent personal business leave days per year, with pay. The Personal Leave policy deals with unpaid personal leave, not to exceed three months. It is typical to exhaust all paid leave before unpaid leave is granted to an employee. Changes made to this policy are to include **family** as a personal reason and **family leave may be granted for extended maternity/paternity leave after the use of sick leave utilized for child rearing purposes after the birth or adoption of a child**. Question was raised regarding employees being responsible for making benefit contribution payments while on unpaid leave. Is there any policy stating that payments can be spread out or must it be paid in a lump sum? Motion made to approve this policy; motion passed.

iii) Professional Leave: CCBC has this in paid leave form of sabbatical (every seven years). However, opportunities arise sooner; this policy will

allow an employee to take unpaid leave. This differs from a leave of absence, which is three months and may be extended to six months; the professional leave is up to twelve months. Henry Linck reminded everyone that there are two separate policies □ unpaid leave and leave of absence. The next to last sentence should now read: ***The campus president shall have final authority for approval of this professional leave.*** Since there is already a policy 309 (B) □ Military Leave □ this Professional Leave Policy is now 309 (C). Motion made to approve this policy with editorial change; motion passed unanimously.

4. New Business:

a) Goals and Objectives Form: Mike pointed out that some divisions have their own goals and objectives form (included in the self evaluation form) with nowhere for an employee or his/her supervisor to sign. There needs to be a form to go along with the evaluation indicating what an individual's goals and objectives are, since that is the intent of merit pay. Henry suggested that everyone should also be doing an Action Planning Worksheet for each of their objectives.

b) Middle States Report: There is a part of the Middle States Report which relates to governance and administering policies. There are some recommendations about constituency evaluation. There are two kinds of recommendations □ self study recommendations and task force recommendations. The college should undertake a process to clarify the roles and responsibilities of the administration and outline accountability measures. CCBC's self study will be used as a national model by Middle States. The visiting team had eleven recommendations which CCBC will have to address. The Middle States team thought that CCBC was an outstanding institution. Henry said that he would like a sub-committee of PAC to look at faculty workload and begin to define it in some new ways.

5. 2002-2003 Election of Officers:

Mike stated that he would like to continue his position as Chair. A discussion followed regarding delaying the elections until the August 26 meeting; it was decided to hold the election today. Motion was made for Mike to continue as Chair; this was approved. Motion was made for Ken to continue as Vice-chair, representing the Dundalk campus; this was approved. The Essex representative will be decided at the next meeting.

6. Chancellor's Cabinet Report:

Henry reported on the status of the policies approved by PAC and sent to the Chancellor's Cabinet. The following policies were approved: Pay for Independent Study, Emeritus Policy, Procedures for Classroom Observation, Classroom Observation Form, and Faculty Office Hours, (the outside employment restrictions was removed) and the Syllabus Format. The Intellectual Property Policy and the Sick Leave Transfer Policy are still being reviewed. The Faculty Grade Book will be changed to meet State requirements. The Writing Policy was not approved; Henry will be putting together a collegewide committee to develop a writing intensive program.

Mike thanked Chris for his help in authoring many policies and Henry for steering the policies through the Cabinet.

The meeting was adjourned.