

The Community College of Baltimore County
College Senate Minutes

Date: January 23, 2006
Site: Dundalk J201

Time: 3:00pm

APPROVED: FEBRUARY 20,2006

Members Present: Ira Albert, Jan Allen, Wayne Alt, Ruth Ambrose, John Bachelor, May Chen, Cassidy Chesnut, Karen Dalton, Charles Dowling, Michael Ehrlinger, Catherine Griswold, Marian Herb, James Hershey, Rob Hess, Beth Hunsinger, Steve Kabrhel, Thomas Kemp, John Kozarski, George Lavery, Donna Linksz, Bernadette Low, David Ludwikoski, Ken MacLaughlin, Jack McLaughlin, Cheryl McNamara, Edna Michel-Moyer, Chris Mirbaha, Casey O'Brien, Carolyn Payton, Chris Rhines, James Robinson, Lucius Robinson, Virginia Schurman, Charles Seltzer, Dennis Seymour, Fran Smither, Al Starr, Ann Stearns, Robert Stone, Carol Tipton, Joe Whedbee, Lee Wible

Excused Absence: Ken Buck, Yana Karabelas, Michelle Mahan, Laura Trauth,

Absent: Evan Balkan, Bob Brown, Virginia Forster, Roger Emerson, Paul Glasgow, Kimberly Keefer, Jacqueline Lucy, Mitchell Perkins, Ashley Probasco, Donna Rongione, Lisa Turner

This meeting was a regular Senate meeting and was called by Senate Chair Michael Ehrlinger. The official name of this assembly is The College Senate of the Community College of Baltimore County or the College Senate. The Senate secretary is Carol Tipton.

Item	Discussion	Action
I. Call to order	The meeting was called to order at 3:00pm by Senate Chair Ehrlinger.	
II. Chair report	Chair Ehrlinger reported to the Board of Trustees on January 10 on the FX grade, the college email policy, and the submission of electronic grades. The Executive Committee met on January 17. To satisfy the	The Senior Staff will deliberate tomorrow and get back to us February 10. We will solicit

	<p>requirements of the Grievance Procedure, we need to establish three panels to review grievances that arise: faculty, administrators, and Units 3 and 4 Staff. Lists of employees in each category are being compiled.</p> <p>The Course Repeat Policy is still being deliberated by the Academic Standards Committee.</p>	<p>volunteers via email and elect members at our next meeting.</p> <p>A proposal will most likely be forthcoming at our next meeting.</p>
<p>III. Report on the college email policy by Dr. Ron Heacock</p>	<p>The college email policy was amended in June, 2005. In 1998, the original policy stipulated that college email be limited to college business, but over time, since no other form of communication was available, the definition of “college business” became more widely defined. Three complaints kept coming in: There were too many college-wide emails, many emails were not business related, and there was no alternative forum for discussion. The Innerloop was introduced to provide a broader form of communication, including discussion groups. The Innerloop was cumbersome to use at first, but later iterations have been more user friendly. The Information Technology Council, comprised of 45 or 50 college representatives, makes decisions about these matters. As a result of the survey put forth by the Strategic Communication Taskforce, campus and college-wide email became unavailable, except in cases of emergency. Some felt this policy was too restrictive. Dr. Heacock met with LESCA to discuss the Senate request to have access to college and campus email by Senate officers. The Daily Post is still available as a discussion forum. A distribution list of full-time faculty is being assembled as well as one for classified staff, which will be updated automatically since they are based on contract status in Banner and payroll records.</p>	<p>After discussing this with Dr. Kurtinitis and Senior Staff, the policy was amended to allow Senate officials and Dr. Kurtinitis herself full access to campus and college-wide email.</p>

	Senators Hess and Mirbaha are on the IT Council.	Senator Hess will spearhead an effort to report to the Senate on the activities of this council.
IV. Approval of minutes		Minutes were approved unanimously.
V. Committee reports	<p>A. Academic Standards. Senator Kabrhel reported that the committee will meet next Monday at 3:00pm and discuss the Course Repeat Policy.</p> <p>B. Budget Review. Senator Albert reported that since Dr. Kurtinitis welcomes input from the Senate on the budget process, the committee is working on a detailed process that will delineate our role in these deliberations. A proposal will be presented in February. Senator Albert requested from Steve Kirchner, Vice Chancellor for Finance Administration, a monthly report summarizing the progress of the budget process, including problems and concerns and ways we can help the administration get more funding. Mr. Kirchner will take this request to the Chancellor and Representative Starr before responding.</p> <p>C. Curriculum and Instruction. Senator Low reported that the committee had not met since our December meeting but will meet tomorrow.</p> <p>D. Evaluation. Senator Kaiser-Stearns reported that a proposal for the IDEA instrument to evaluate supervisors would be presented during new business. She also requested that more</p>	

	<p>senators join this committee.</p> <p>E. Learning Environment/Student and Community Affairs. Senator Dowling reported that the committee is taking a comprehensive look at the inclement weather closing policy and will work out a proposal to cover all aspects of it. One suggestion made was to have a dedicated line for nursing students/faculty which could be made available. Another option is to use Schoolsout.com to send text messages to cell phones when school has been cancelled or has a late opening.</p> <p>F. Professional Affairs. Senator MacLaughlin reported that the January 9 meeting was cancelled. Senator Mirbaha is still working on a tenure reinstatement proposal. The Employee Handbook will be forthcoming in February.</p>	
<p>VI. Forum reports</p>	<p>Catonsville. Senator Michel-Moyer reported that the forum will meet in February. Senator Dowling will report on LESCA activities.</p> <p>Dundalk. Senator Mirbaha reported that 26 people attended the January 10 meeting. Senate committee activities were discussed. Some kind of relationship, perhaps an exchange program, is being planned with the Dundalk Technical College in Dundalk, Ireland. The next meeting will be held on February 15 at 3:00pm in J201.</p> <p>Essex. Senator Schurman reported that there was no January meeting. The next meeting will be held February 1 in the Board Room, J100, at 12:45pm.</p>	
<p>VII. Old Business</p>	<p>A. Tenure report. Senator Mirbaha reported that since PAC had not met, a report will be sent out after its next meeting. Many areas in the document need to be fixed.</p> <p>B. Grievance Policy update regarding the AAUP sanctions. There was nothing new to report.</p>	

<p>VIII. New Business</p>	<p>A. Senator Kaiser-Stearns reintroduced the IDEA Supervisor Evaluation Instrument, which has been in use since the 1980's with national norms for department chairs. It can be used to evaluate department chairs, deans and administrators. It has an online format in which data goes to Kansas State University for processing. Email reminders are sent to those who have not responded. It takes 20 to 30 minutes to complete. Comments are reported verbatim. Previously, the committee had developed an in-house instrument, which was approved by PAC and the deans, but this was not used because it did not have national norms. For the past two and a half years the committee has investigated 25 instruments and has narrowed down the search to this one. Middle States has mandated that we use an instrument to evaluate supervisors. The Chancellor gave the go ahead to proceed with this instrument, which will cost \$15,400. Since some administrators are also faculty members, the use of any new evaluation instrument must wait until the next contract year. Due to questions about how this instrument would be utilized, the following motion was introduced: The Evaluation Committee will provide a set of guidelines and a detailed description of the pilot study using the IDEA instrument, to be presented at the next Senate meeting.</p> <p>B. Grievance Committee elections will be held at the next Senate meeting. We will solicit volunteers to serve on the three panels. One does not have to be a Senator to serve, but the Senate chooses the members from among the pool of applicants, making sure that each campus is represented fairly.</p>	<p>The motion passed with four abstentions.</p>
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The meeting was adjourned at 4:15pm. The next 2005-2006 Senate Meeting will be held on Monday, February 20, 2006 at 3:00pm on the Essex Campus, J Building Auditorium.

Respectfully Submitted,
Carol Tipton
Senate Secretary, 2005-2006