

The Community College of Baltimore County
College Senate Minutes

Date: May 8, 2006
Site: Catonsville H308

Time: 3:00pm

APPROVED: June 12,2006

Members Present: Ira Albert, Jan Allen, Wayne Alt, Ruth Ambrose, John Bachelor, Evan Balkan, Bob Brown, Ken Buck, May Chen, Karen Dalton, Charles Dowling, Michael Ehrlinger, Bridget Gilmore, Paul Glasgow, Catherine Griswold, Dell Hagan-Rhodes, Rob Hess, Beth Hunsinger, Steve Kabrhel, Yana Karabelas, Thomas Kemp, John Kozarski, George Lavery, Donna Links, David Ludwikoski, Ken MacLaughlin, Cheryl McNamara, Chris Mirbaha, Casey O'Brien, Carolyn Payton, Mitchell Perkins, Penny ReVelle, James Robinson, Donna Rongione, Fran Smither, Al Starr, Ann Stearns, Robert Stone, Carol Tipton, Laura Trauth, Joe Whedbee

Excused Absence: Cassidy Chesnut, Marian Herb, Bernadette Low, Jacqueline Lucy, Michelle Mahan, Edna Michel-Moyer, Lucius Robinson, Virginia Schurman, Dennis Seymour, Louis Vuong, Lee Wible

Absent: Roger Emerson, Virginia Forster, Patricia Harrigan, Kimberly Keefer, Jack McLaughlin, Ashley Probasco, Christopher Rhines, Charles Seltzer, 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 3:07 pm by Senate Chair Ehrlinger.	
II. Chair report	BOT Report The BOT will meet next on Wednesday, June 21 st at Catonsville. Chair Ehrlinger and the Senate Tenure group, made up of Senators MacLaughlin, Mirbaha and Hess will be	

	<p>meeting jointly with BOT members Chair Tom Lingan, the Honorable Barbara Howe, Elayne Hettleman and Aurelia Burke. That meeting is slated for tomorrow evening on the Catonsville Campus. PAC members will present in support of reinstating tenure at CCBC.</p> <p>Grievance Committee elections: Administrators – Secretary Tipton solicited nominations for the administrative grievance panel. Today the Senators who are administrators gave final approval to the Administrative Grievance Panel, consisting of Linda Brothers, Dell Hagan-Rhodes, Michael Netzer, JoAnn Rasmussen and Tinnie Ward.</p> <p>Expanded Leadership Team – This is a group of some 50 administrators, used as a forum for the Chancellor to report out on items of key interest to the college. Much attention was devoted to the changes recently implemented due to the effort to effect the removal of AAUP sanctions. For instance, Jeff Hahn apprised the group of the same contract changes that he had previously presented at our last Senate meeting. Dr. Kurtinitis explained that the AAUP censorship is “not a badge of honor” and that she would have certainly had second thoughts about taking the position had she known about it prior to applying for the position here. She cited causes for the sanction against Essex Community College as being</p> <ol style="list-style-type: none">1. “Not good administrative practices”,2. Problems with wording within policies, <p>and</p>	
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	<p>3. Lack of retraining for the affected faculty.</p> <p>The Chancellor explained that a focused effort to maintain sound HR policies and institutional procedures will go a long way to ensure that this will not happen in the future. She concluded with the following points:</p> <ul style="list-style-type: none">○ These changes do not mean that we are going soft – but rather that “good fences make good neighbors” – Robert Frost○ She posed the challenge, “How do we improve the (lot of the faculty), the working conditions for the people who serve the college?”○ She challenged the ELT to spend more money on professional development and on offices.○ She noted that we will have to work to change counselor and librarian contracts to be more faculty-like contracts. <p>Dr. Kurtinitis then addressed the concerns of interim conditions while she assembles the new Vice Presidents in reorganizing the College. They have put out an RFP for search consultants in the selection process. They received 5-6 proposals ranging from \$45,000 to \$120,000, and the award went to ACCT, Association of Community College Trustees, which was the most competitive bid. She mentioned that search-committee volunteers are needed and asked Chair Ehrlinger if it was likely that faculty might be</p>	
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available to participate over the summer, particularly for the academic VP position. Since some faculty members have 12-month contracts, this should not be a problem. Perhaps a faculty Senator might take an interest in serving on a VP search committee.

Senior Staff – Having no new business to bring forward, Chair Ehrlinger asked about the disposition of the Developmental Education proposals charged by originally Donna McKusick and brought through Academic Standards particularly

- “Incomplete” Grade Option and
- “Audit” Grade Option

These two along with the Continuous Enrollment and FX Grade proposals that the Senate passed constitute a complete package to be considered for the catalog and to ensure that they would be implemented for the Fall semester. In the discussion of each proposal, Dr. Kurtinitis asked Dr. Starr to review publications and consider how these changes could be reflected to the extent that these classes can appear to be covered by the same general policies that govern other credit classes.

Reminders from the ExCom

Since we will be voting on Senate officers during our next meeting, please come prepared to make nominations.

If you are expecting an excused absence from a Senate meeting, please inform the Chair what the excuse is.

As a reminder, Senate proposals should be due to the Secretary

	<p>by noon the Friday prior to the Executive Committee meeting. That deadline will be June 2nd next month.</p> <p>As usual, Committee Chairs should come forward to deliver their reports to assist the Secretary in recording accurately.</p> <p>Finally, our next Senate Meeting will be on June 12 from 12:00-3:00 in the Essex J Building lecture room; Tom Ligan and Dr. Kurtinitis will be in attendance. Committee Chairs will report on charges to their respective committees this academic year and the disposition of each. Senate Chair Ehrlinger will send a list to each committee chair to assist in the preparation of this report. After lunch, which will be provided, the newly elected chair will conduct the first meeting of the 2006-2007 Senate. New Senators for the 2006-2007 will attend this meeting.</p>	
<p>IV. Approval of minutes</p>	<p>Senator Karabelas noted that page 8, first paragraph, should state that the BOT has <i>recommended</i> the hiring of an internal auditor. A sub-committee is exploring this recommendation, which has yet to be approved by the County Council.</p> <p>Clarification was requested about the disposition of the Course Repeat Policy and the International Baccalaureate Proposal. Chair Ehrlinger believes a letter from Dr. Kurtinitis states that both were approved, but he will follow up.</p> <p>It was suggested that the Evaluation Committee take on the task of developing a Cross Over Evaluation Policy for employees who are fulfilling part of their load in another area. Senator Stearns agreed for her committee to accept this assignment.</p>	<p>Minutes, with amendment, were approved unanimously.</p>

<p>V. Forum Reports</p>	<p>A. Catonsville. Senator Tipton reported that the next meeting will be held the first Monday in June.</p> <p>B. Dundalk. Senator Mirbaha reported that the next meeting will be held May 10, 3:00-4:30pm in J201. Enforcement of smoking regulations will be discussed.</p> <p>C. Essex. Senator Tipton read Senator Schurman's report on the May 3 meeting:</p> <ol style="list-style-type: none"> 1. Many students and others attended to discuss the free hour at Essex and their concern that it is being scheduled with classes, so that they are unable to attend special events and speakers, clubs, etc. Others expressed a concern that we need to make full use of the classroom spaces available during this "prime time". The matter has been referred to the Learning Environment/ Student and Community Affairs Committee of the Senate. 2. The Chancellor also attended. Some highlights were that: <ul style="list-style-type: none"> She restated the process of shared governance to the students and let them know that the issue would be sent through the Senate and then to the senior staff before any decisions were made. She asked the students to think about the whole college not just the Essex campus and to consider the impact on all of the campuses. She challenged the students to come prepared with some statistics to support the free hour such as looking to see if retention is higher for students engaged in student activity 	
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	<p>groups.</p> <p>She asked them to consider moving the time to a different time sequence or day sequence and to look at times when the student groups are meeting on the other two campuses.</p> <p>Cindy Peterka volunteered to help the students collect data.</p> <p>3. The next open forum will be scheduled in the fall. Senator Schurman is working with the student activities coordinator to find a day which will be best for encouraging students to come. It will have to be free hour Monday, Wednesday, or Friday.</p> <p>She feels the forums are becoming well attended by all different constituencies and are developing into a true forum in which ideas and concerns are brought forward and discussed.</p>	
<p>VI. Committee Reports</p>	<p>A. Academic Standards. Senator Kabhrel reported that the committee met last Monday and approved two policies which will be voted on later in the meeting, on Late Registration and Course Overloads. At its next meeting, tentatively scheduled for June 5, the committee will discuss an informal suggestion to work on a policy for student attendance. Senators are urged to give any suggestions on this to Senator Kabrhel by the end of next week.</p> <p>B. Budget Review. Senator Albert reported that the County Executive made a proposal on the budget which was very supportive of the college. The County Council can cut or retain this level of funding and will issue its determination in one or two weeks. The</p>	

	<p>Budget Committee will have another meeting with Steve Kirchner and Bob Kraft to find out more details.</p> <p>C. Curriculum and Instruction. Senator Lavery reported that the committee met the day after the last Senate meeting and discussed two new courses, one of which will be voted on today, English 260, Holocaust Literature.</p> <p>D. Evaluation. Senator Stearns reported that she hopes to have for Senate review a copy of the in-house instrument designed for evaluating supervisors. Both that instrument, which the committee prefers, and IDEA have been presented to Dr. Kurtinitis to make a final determination. The result will be reported at the next Senate meeting. The committee is also discussing the SIR II, which may be suspended for a year while other instruments are reviewed.</p> <p>E. Professional Affairs. Senator Mac Laughlin reported that PAC met today to discuss Senate recommendations on the tabled proposal to select Department Chairs, Program Directors and Coordinators. To assist PAC in this process, please email Senator Mac Laughlin with any concerns. To date, he has only heard from one Senator outside of PAC. The next meeting is on hold pending the results of the Tenure Committee meeting with the BOT.</p> <p>F. Learning Environment/Student and Community Affairs. Senator Dowling reported that LESCA will meet this Friday, May 12 at 10:00 to discuss the following items:</p> <ol style="list-style-type: none"> 1. College food service. Mandy Smith, representing Sodexo will be in attendance. Please send any 	
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	<p>recommendations on improving food quality and pricing to Senator Dowling. Input from student petitions will be shared.</p> <ol style="list-style-type: none"> 2. Free hour. This is currently an important issue on the Essex campus, but Catonsville students are not interested in instituting this practice. Dr. Kurtinitis wants statistical input on what day/s and time/s might be suitable in order to determine a cross-campus policy. 3. Using public workstations to access indecent websites such as myspace.com. The committee will discuss whether a policy is needed. 4. The elimination of block exams. <p>Senator Linkszt commented that the Constitution and Bylaws do not specify the official mechanism of how charges are brought to committees. A paragraph to this effect needs to be written and added to the Bylaws.</p>	
VII. Old Business	None.	
VIII. New Business	<ol style="list-style-type: none"> A. Senator Stearns reported on a suggested Breach of Conduct Policy, which would be added to course syllabi. Such a policy is needed because of increasing incidents of inappropriate behavior and language by students across all campuses. Because this policy originated from a sub-committee of the Civility Committee and does not reflect the opinion of the committee, Senator Whedbee moved that it should go back to the Civility Committee. <p>Senator Dowling suggested that this policy also be</p>	<p>The motion passed with many in favor, 2 opposed and one abstention.</p>

	<p>reviewed by the Academic Standards Committee.</p> <p>B. Senator Kabrhel introduced the Late Registration Policy for Senate approval. Senator Mirbaha added a friendly amendment stating that summer school, Wintermester and late-start, abbreviated session, classes be added to the exceptions. Senator Kabrhel accepted this. Concerns were raised that often a dean or designee would not be familiar enough with course content to determine whether late registration would be academically sound. Frequently deans do not have phone numbers of regular or adjunct faculty to ask for their input. During registration, deans and designees would need to be available 12 hours a day. Senator Kemp amended the proposal to read that students could register with the faculty member's and coordinator's permission, not only the dean or dean's designee. While this would save students from wandering around trying to find a dean or designee, it would mean that Records & Registration would need to be able to recognize hundreds of signatures, an impossible task, which increases the possibility of forgery. Senator Lavery remarked that while allowing late registration might adversely affect student retention, it is usually defined as allowing someone to register after the normal 3 or 4 days of drop/add schedule adjustment period. He is not in favor of late registration, and does not want to define it as the day after the start of the semester.</p>	<p>The amendment did not pass; 12 were in favor, 19 opposed, and 6 abstained.</p> <p>The main motion to approve the Late Registration Policy, with the friendly amendment, passed with 20 in favor, 12 opposed, and 4 abstentions.</p>
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	<p>C. Senator Kabrhel introduced the Course Overload Policy for Senate approval. Deans or their designees would only be able to overload a class under special circumstances, such as when the college has made an error, in consultation with faculty.</p> <p>Senator Linkszt reminded the Senate that since new policies go into effect July 1, 2006, deans need to be notified as soon as a policy becomes official in order to inform faculty of changes. Chair Ehrlinger meets with Senior Staff the first Tuesday of each month, and then they have 30 days in which to decide on new policy. Senator Albert stated that it is not the responsibility of Shared Governance to notify deans of changes, but Chair Ehrlinger recognized the need to know as early as possible. Senator Lavery stated that the flexi for Fall has already been printed and contains cut off dates for late registration, which advertise “schedule adjustments (add/drop) through September 1”, which is the Friday or Saturday of the first week of classes. Chair Ehrlinger will try to inform on an informal basis those who need to know of policy changes.</p> <p>D. Senator Lavery introduced a proposal from the</p>	<p>The motion to approve this policy passed with 33 in favor and 3 opposed.</p> <p>The motion to introduce this course passed unanimously.</p>
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	Curriculum and Instruction Committee to add ENGL 260, Holocaust Literature.	
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Senator Griswold announced that because this is National Nurses Week, with the current health-care crisis, kudos should go to all nurses.

The meeting was adjourned at 4:47pm. The next 2005-2006 Senate Meeting will be held Monday, June 12, 2006, at 12:00pm on the Essex Campus, J Building Auditorium.

Respectfully Submitted,
Carol Tipton
Senate Secretary, 2005-2006