

# The Community College of Baltimore County - College Senate Minutes

Date: 2/21/05

Time: 3P

Site: Dundalk Campus

**Members Present** (In order of School / Division Representation): Ira Albert, Phyllis Baytop, Kelly Costner, Ken MacLaughlin, Charles Seltzer, Regina Shea, Ann Sterns, Wayne Alt, Paul Glasgo, Samir Latif, Bernadette Low, Monica Ota, Mitchell Perkins, , Bob Brown, Karen Dalton, Jim Hershey, Steve Kabrhel, Chris Mirbaha, Carol Roush, Virginia Schurman, Joe Whedbee, Charlie Dowling, Mike Ehrlinger, Terry Wolfe, Robert Solomon, Beth Hunsinger, George Lavery, Fran Smither, Lee Wible, May Chen, John Kozarski, Bob Kraft, Michelle Mahan, Cassidy Chesnut, Donna Links, Sue Fowler James Robinson, Lucius Robinson, John Bachelor, Patricia Beard, Robert Stone, Al Starr, Jonathen Blakeney, Kesha King, Jeff Lee, Dave Schein

**Absent:** The following individuals were excused from this Senate meeting: Robert Hess Marian Herb, Judith Maisey, Erik Miller, Susan Thompson and Linda Weinhouse. The following individuals were absent: Tom Gregory, Ken Buck, Jacquelyn Lucy, and Dennis Seymour.

This meeting was a regular Senate meeting and was called by Vice Chair, Joe Whedbee in the absence of Senate Chair, Chris Rhines. The official name of this assembly is The College Senate of the Community College of Baltimore County or the College Senate. Submitting minutes from Vice Chair, Michael Ehrlinger in the absence of Senate Secretary Edna Michel-Moyer

Issue	Report/ Discussion	Outcome/ Action
I. Call to order & Chair Remarks	The Vice Chair called the meeting to order at 3:05 PM.	
II. Approval of the Minutes	The minutes were approved as submitted.	
III. Report of Executive Committee	<p>II. Vice Chair Remarks/ Executive Committee Report</p> <p>a. The Ex-com recommended a Senate Guide for the future. It will consist of the Constitution, Bylaws, and appendices. A Senate Guide would become a document for policies and procedures like Allocation of reassigned time.</p> <p>b. The Ex-com is developing a letter for adjuncts. It will give an overview of shared governance and will include the standing committees and their work of the senate. Adjuncts refer to this list to contact people for concerns under the various committee categories.</p> <p>c. An example of a standard proposal form was presented and discussed. The Senate Proposal Form and Cover Sheet met with general approval without vote. The observation was made that the Ex-com could establish these forms. One commentary advised changing the word “policy” to “proposal” when introducing the proposal.</p>	General Approval – no vote taken
IV. Standing Committee Reports		
A. Academic Standards (AS)	Senator Wayne Alt reported. Chris O’Kane spoke to the committee about a Banner “loop-hole” and brought a proposal forward in hopes of gaining Senate support. The AS proposal was voted upon favorably.	Report AS/ Proposal:passed unanimously.
B. Budget Review (BR)	<p>Senator Regina Shea reported. BR began with a list of the allocated budget and is systematically meeting with key people in charge of major budgetary areas. Senator Shea recounted a meeting with Dr. Jones in which a variety of budgetary concerns under review were discussed, including:</p> <ul style="list-style-type: none"> <li>• Priorities of health and safety at the Catonsville Campus</li> <li>• Programs flagged by MHEC for elimination</li> <li>• Discussions of buyouts</li> </ul>	

	<ul style="list-style-type: none"> <li>• Space problems at Owings Mills</li> <li>• Volunteers on campus being a potential liability</li> </ul> <p>A similar meeting with Dr. Proulx is scheduled.</p> <p>Senator Shea concluded her report reading the vision and mission statement of the BR committee.  <b>Vision Statement:</b> To involve all college constituencies in the budgetary process; and to ensure that the budget is being allocated in the most efficient and equitable manner.  <b>Mission Statement:</b></p> <ul style="list-style-type: none"> <li>• To provide a mechanism so that all Senate constituencies have a role in the budget process;</li> <li>• To include all college constituencies in the long-term capital planning and budget process;</li> <li>• To examine the budget by area of responsibility;</li> <li>• To make recommendations to the Senate to improve the budgetary process; and</li> <li>• To be the liaison between various constituencies within the college community and the administration of the college.</li> </ul>	
C. Curriculum and Instruction (CIC)	<p>Senator Bernadette Low reported. Curriculum work continues with course development including (3) courses in the Principles of Project Management, (2) in Arabic, (20) Radiation Therapy courses and also new offerings in Political Science.</p> <p>Senator Low also noted that Dr. Rose Mince has taken the place of Dr. Brad Ebersol as a liaison to the office of the Vice Chancellor of Learning and Student Development. Dr. Starr requested a CIC end-of-year report that would include a complete, compiled report of the final draft approval of all new curricula from CIC.</p>	No action.
D. Learning Environment Committee (LEC)	<p>Senator Beth Hunsinger reported. A proposal for Animals on Campus was disseminated to the Senate, however, LE had determined that the SCA should deliberate on the proposal prior to Senate. Civility and other issues have also been on the agenda of LE.</p> <p>Senator Hunsinger also disseminated a report from Tara Ebersol (CISL) to garner support on classroom beautification at CCBC.</p>	No action.
E. Professional Affairs Committee (PAC)	<p>Senator Ken MacLaughlin submitted Sick Leave Bank proposal in final form: approved.</p> <p>Compensation for Classified Staff Senators: a proposal that is intended to describe an alternative for released time for classified staff when elected to Senate leadership; with Senator Bachelor's amendments: also approved.</p> <p>The topic of an On-line Course Evaluation was brought up for discussion, introduced by Dr. Starr. Dan McConochie, Sr. Director Planning Research and Evaluation, was a guest of the Senate and brought out the following points:</p> <ul style="list-style-type: none"> <li>• Evaluation could be done at the end of the course</li> </ul>	<p>Sick Leave Bank unanimously approved.  Compens./Class. Staff Senators approved, (1 opp.)</p> <p>On-Line Eval. Report &amp; discussion – No action taken</p>

	<ul style="list-style-type: none"> <li>• There is a possibility to correlate scores to national norms (like SIR II)</li> <li>• It would require taking the students to a computer lab.</li> <li>• It would be cheaper than SIR II.</li> </ul> <p>Discussion ensued. Mr. McConochie furthered described the objectives of an on-line pilot:</p> <ul style="list-style-type: none"> <li>• Would examine reliability of the instrument</li> <li>• Would address security issues</li> <li>• Would incorporate focus groups with students</li> </ul> <p>Senator McLaughlin brought forward a change in the Promotion Policy. “Any faculty member of CCBC who holds a full time temporary contract will be allowed to use all accrued teaching time in order to qualify for time in grade towards a promotion request.”</p>	Approved Unanimously
F. Student & Community Affairs (SCA)	Senator Charles Dowling introduced a proposal to designate smoking areas 25 feet away from building entrances and intake air ducts. A number Senators spoke for and against the issue. The central question being enforcement vs. encouragement. A roll call vote was requested and taken.	Smoking Policy Approved: 32 For, 4 against, 1 abstention
V. Campus Forum Reports		
A. Catonsville	No report.	
B. Essex	Senator Shea reported on a forum held regarding Senior Housing on the Essex Campus. The subject was also rife for discussion at the Senate with many Senators speaking against. The Senate found many unanswered questions regarding the prudence of such activity. Dr. Starr offered some conciliatory remarks.	
C. Dundalk	Senator Mirbaha reported that the Dundalk forum also met.	
VI. Unfinished Business	Vice Chair Whedbee introduced the End-of-Year Reporting amendment to the Senate Bylaws.	Bylaws EOY Approved (35 For)
VII. New Business	None	
VIII. Political Action Committee	Senator Ira Albert reported on activities and a plan for simultaneous rallies at all three campuses to create a focused event for media attention.	
VIII. MHEC Report	Senator Shea reported the MHEC Faculty Advisory Committee met 2/15/05. In the December meeting there was a discussion of MHEC capping enrollment at the community colleges, as well as reducing tuition support for employees’ families.	
IX. Announcements	None	
X. Adjournment	Meeting to adjourn was requested at 5:00 PM.	Unanimous