

The Community College of Baltimore County  
College Senate Minutes

Date: June 9, 2008

Time: 11:00am

Site: Essex J-Building Auditorium

**Members Present:** Jan Allen, Richard Barnett, Pat Beard, Nancy Bogage, Sharon Casey, Erica Cirillo, Paulette Comet, Karen Dalton, Bill DeLauder, Antonia Dembeck, Charles Dowling, Michael Ehrlinger, Don Elliott, Linda Fleischer, Paul Glasgow, Jonathan Grimes, Catherine Griswold, Patricia Harrigan, Martha Hervey, Steve Kabrhel, Javan Kontz, John Kozarski, George Lavery, Rachele Lawton, Kelly Lemons, Donna Links, David Ludwikoski, Ken MacLaughlin, Mark McColloch, Joan McDade, Doug McNamara, Chris Mirhaba, Maureen O'Brien, Mitchell Perkins, Laura Pilat, Patricia Rhea, Donna Rongione, Caroline Scott, Charles Seltzer, Morgan Slusher, Ann Kaiser Stearns, Carol Tipton, Laura Trauth, Kate Van de Wal, Joe Whedbee, Lee Wible, Chuck Wright

**Excused Absences:** Bob Brown, James Robinson

**Unexcused Absences:** John Bachelor, Seham El Gendi, Chris Mihavetz, Carlos Muhammad, Kraft Rompf, Paul Webster

**Guests:** Lisa Boone, Timothy Davis, Valerie Farmer, Avon Garrett, Kim Jenson, Doug McNamara, Kevin Mick, Dennis Seymour, Fran Smither, Encarni Trueba, Amy Wilson, Karen Wons, Stephanie Younkins

Item	Discussion	Action
I. Call to order	The meeting was called to order at 11:05 by Senate Chair Ehrlinger.	
II. Chair Report	<p>CCBC SENATE Chair Report, 08-06</p> <p><u>BOT Report</u> – The EOY Committee reports are being compiled into an EOY Senate report for the June BOT meeting on the 18th here at Essex. We are all invited to lunch during our June Senate meetings, hosted by Tom Langan, Barbara Kerr Howe, and Sandra Kurtinitis. I hope you enjoy the menu today as I understand that it was one of Dr. K's favorites.</p>	

	<p><u>Senior Staff</u> - There were three new proposals from the last month: a) the Promotion Policy; b) the Equivalency Policy; and c) the bylaw Committee description changes, all approved at the last Senior Staff Meeting.</p> <p>#08-08: <i>Continuous Enrollment for ESOL Courses</i>: This policy will better enable ESOL students to succeed in all their classes as they address the language challenges they face. This is easier said than done. This policy also promises to be an administrative challenge to provide ongoing ESOL classes on all three campuses for the special needs of these students. Dr. Lilley will oversee this policy.</p> <p>#08-09: <i>Bylaw Amendments Subcommittees</i>: This change to the committee structure of the Senate recognizes that the curricular committees, such as GERB and LOAAB, are part of shared governance. This change is simple but important to the future of CCBC.</p> <p><u>Reminders from the ExCom</u></p> <ul style="list-style-type: none"> <li>○ Monthly committee meeting and forum reports. We aren't meeting again until August so there is plenty of time!</li> <li>○ Our August Senate Meeting is on the 18<sup>th</sup> at the Catonsville Campus. We will meet in H308. Although our meetings when classes are not in session usually start at 1:00, we are slated for 3:00 due to school meetings scheduled earlier in the afternoon.</li> <li>○ Finally, we will not close the 2007-2008 Senate sessions this morning unless our agenda is complete. At 11:50 or thereabouts we will hold elections for the 08-09 College Senate Chair, prior to breaking for lunch at noon. We break for lunch at noon and will hold the first meeting of the '08-'09 Senate this afternoon.</li> </ul>	
III. Approval of		The May Senate

Minutes		minutes were approved unanimously.
IV. Report on the Code of Conduct by Fran Smither and David O’Neal	<p>The Code of Conduct, Academic Integrity Committee has been meeting since April under the direction of Senator Caroline Scott. Committee members share the belief that academic dishonesty is both an academic and disciplinary issue. According to Dr. Gary Pavella, former Director of Judicial Programs at the University of MD and CCBC Code of Conduct consultant, feels that when addressing academic dishonesty, traditional administrative boundaries on campus can be crossed by creating procedures that can accommodate the interests of both the academic decision makers and at the same time draw on the experience and expertise of campus officials who regularly resolve disciplinary cases. The goals of the committee, as listed on the handout, are being addressed in response to the belief that instruction and student services need to address academic dishonesty as partners. Also, it is a response to a proposal that was approved by the College Senate and Senior Staff confirming that academic integrity issues would be subsumed within the Code of Conduct. Part of that approval was the idea that there needs to be an implementation process for academic dishonesty cases. Any changes would need to be reflected in the Handbook, the Catalogue and other venues. The members of the committee are listed on the handout. They were chosen to represent faculty of different schools who have an interest and expertise in academic dishonesty cases, Student Services staff who have experience with implementing the Code of Conduct and represent different campuses, and Continuing Education staff who have experience addressing student behavioral issues. Student members are also being sought. David O’Neal, lead faculty representative, stated that during a faculty in-service last semester it was recognized that the policy in the catalogue was rather unwieldy. Either a student has to agree to a faculty sanction or the case goes to Dr. Lilley. This has the potential to bury the administration with relatively trivial matters. The committee has attempted to revise Section</p>	

	<p>20 of the Code of Conduct and construct a flow chart to illustrate the process. It was still too complicated, so the committee is attempting to simplify the process further. The next step will be to refine the Code of Conduct. When completed, there will be three flow charts: one for Code of Conduct violations relating to academic dishonesty, one for other prohibited acts, and the third for grade disputes. A faculty member faced with an academic dishonesty issue can determine which of the three flow charts best addresses that issue and proceed accordingly. When the revisions are complete, the document will be delivered to the Senate Executive Committee for determination of which committee will handle it. The committee will have the legal aspects checked into prior to delivery to the Senate. The implementation process, which will hopefully take place next Spring, will take place in collaboration with the Center for Teaching and Learning Excellence. Workshops explaining the process will be held for faculty and staff.</p>	
V. Old Business	<p>CIC proposal regarding revisions to HUMS courses tabled during the May Senate meeting. Lisa Boone, Timothy Davis, and Dean Avon Garrett were present to address any continuing concerns. However, all concerns had been resolved, and Dean Garrett thanked the Senate for its input into this matter.</p>	<p>The motion was untabled and passed unanimously.</p>
VI. New Business	<p>A. CIC proposal to add new CINS courses, change three HITT courses, change the AA degree, change the Health Education and Physical Education transfer pattern within the AA degree, create two new nursing courses, and create two new theatre courses. Creation of CINS122, Business Solutions, was inadvertently omitted from the proposal, so an editorial change adding it was made. Dr. Valerie Farmer of SAIT explained that the course is needed to supplement technical skills with business skills which program graduates are often lacking. This course will begin as an elective, but the program may be revamped, making this course a core course in the program. Students from other areas may want to</p>	<p>The proposal, with amendment, passed unanimously.</p>

	<p>take this course to learn how to apply technology as a solution in their areas of operation. The course title is “Intro to MIS”.</p> <p>B. CIC proposal to support changes to the Mortuary Science program. Senator Dalton was commended for her clear and cogent presentations to the Senate during the past academic year.</p> <p>C. PAC proposal regarding the Procedure to Select Department Chairs &amp; Program Directors Reporting Directly to a Dean. Senator MacLaughlin reported that this proposal was sent back to committee in June, 2007. Last December Dr. McColloch created a taskforce to work on this policy. The members were Deans Eustis, Garrett, and Links, and Senators Grimes, Perkins, Rongione and MacLaughlin. After commending Dr. McColloch and the taskforce, Senator Allen expressed concerns about the proposal in the areas of content and process. Regarding content, she had issues with academics, labor, and the elimination of a key component of the proposal, the role of coordinators. The most essential interaction in an institution of higher learning is that between faculty and students. Classroom interaction is why a college exists. Faculty need to have a sense of autonomy and adherence to an electoral process. Research has demonstrated that employees who are involved in electing their leaders are more productive workers. Coordinators have the most immediate interface with faculty; they schedule classes, hire adjunct faculty and manage day to day operations within their area. With the new policy, coordinators who are not part of the constituency they will serve can be appointed. Regarding process, passing this proposal at the end of the academic year when most faculty are not around to give input is problematic. In addition, the taskforce consisted of people with powerful positions and faculty members who work under them. Senator Allen questioned whether a true balance of power existed on the</p>	<p>The proposal passed unanimously.</p>
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	<p>taskforce.</p> <p>Sentiment from the Senate was mixed regarding the appropriateness of using a democratic process to select supervisors. Whereas many faculty feel a need for involvement in the process, administrators prefer appointing people they know they can work with well. Dr. McColloch shared that the current procedure is for the administration to appoint department chairs and that this proposal represents a democratization of the process. It is a true compromise between faculty and the administration, one to which the deans made many concessions and would not want to extend further.</p> <p>A motion was made to postpone discussion of this proposal until the December meeting.</p> <p>A motion was made to amend #13 and 15 in the document.</p> <p>A vote was taken on the main motion.</p> <p>D. BISRC proposal regarding Children on Campus. Senator Lemons reported that the committee researched what other colleges are doing and consulted with Rod Pullen of Public Safety here. Safety was a primary concern. CCBC wants to be family-friendly and welcoming of people of all ages. Maryland law mandates that children under the age of 8 must be supervised by someone aged 13 or older. As long as a child is under supervision, the child may accompany a parent to the office. Faculty and staff would not be</p>	<p>The motion did not pass with 15 in favor and 19 opposed. The motion did not pass. The proposal carried with 24 in favor, 10 opposed and 3</p>
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	<p>allowed to leave a child alone in an office while the parent worked/taught elsewhere. The proposal does not specify the ages of children addressed here.</p> <p>A motion was made to return the proposal to the Executive Committee to possibly divide it into one proposal directed to college employees and one to students.</p> <p>E. PAC report on the creation of a Faculty Caucus. A proposal to create a Faculty Caucus was passed by the Senate in October of 2007, but was not approved by Senior Staff. Senator MacLaughlin reported that the current document was an information item only, that it would go back to Senior Staff. However, Senator Lavery expressed concerns that the form of the current document was not endorsed by the Senate, as stated in the report. Senior Staff had concerns about how refined the proposal was. Chair Ehrlinger said the proposal would not go forward with these words.</p>	<p>abstentions.</p> <p>The motion passed unanimously.</p>
<p>VI. Election of the 2008-2009 Senate Chair</p>		<p>Michael Ehrlinger was re-elected by acclamation.</p>
<p>VII. Committee Reports (submitted electronically)</p>	<p><b>A.</b> Academic Standards.</p> <p><b>B.</b> The committee met on May 9, 2008 via Teleconference. The proposal for <i>Children on Campus</i> was finalized for presentation at the June Senate meeting. Additionally, the committee discussed travel reimbursement of Senators for main body meetings as well as committee meetings. The committee members agree that these reimbursements should be made. The logistics need to be formulated. Rich Barnett is the new chair of the committee.</p> <p><b>C.</b> CESCO.</p> <p><b>D.</b> CIC. The committee approved:</p> <ul style="list-style-type: none"> <li>• new CINS, THTR, NURN and MORS courses</li> </ul>	

- revisions to HIIT and MORS courses
- changes to the AA Degree
  - Transfer patterns for Physical Education and Health
- changes to the AAS Degree in Mortuary Science

These proposals will be presented at the June 9 Senate meeting. General Education Committee reported that the new course, CINS 116 was approved (pending CIC and Senate approval) is a General Education. The first meeting of the 2008-09 Academic year will be September 16, 2008 at 2:45 on the Catonsville campus.

**E.** Evaluation. The Senate Evaluation Committee met today (June 9th) to elect our leaders for the 2008-2009 academic year, plan for our August work session on the Course and Instructor Evaluation Questionnaire (CIEQ) Pilot in which our members and several other faculty members participated in the spring (in advance of a wider CCBC pilot in the fall), and to meet with Dr. McColloch to discuss a memo of recommendations which we recently sent to him.

Elected to serve as co-chairs of the Senate Evaluation Committee in the coming academic year were Dr. Ann Kaiser Stearns and Dr. Kate Van de Wal. The work session on the CIEQ pilot will occur on August 14th at 1:00 PM at a luncheon at co-chair Stearns' home in Towson and will be our first meeting of the fall. We expect to continue to meet monthly - on the second Monday of each month - from 3:00-5:00 PM, on rotating campuses. But we will not finalize this meeting date until September when we can accord the schedules of Committee members.

It was announced that several faculty members at large have asked to join our Committee in the fall and that (from this list of persons) Dr. Josephine Lewis and Dr. Karen Wallace (a psychologist and counselor, respectively, both from the Catonsville campus) have been asked to become new members. Also serving on the Senate Evaluation Committee in the coming academic year will be Senator Don Elliott (joining us again to offer his valuable contributions) and Senator Linda Fleischer (whom we welcome as a contributor from the area of Criminal Justice).

Our recommendations to Dr. McColloch were well-received, including our request that Dr. Aleamoni or a member of his staff be directly involved in the CIEQ training sessions. Mark responded that he hoped this would be possible but that we need to see how Aleamoni's coming retirement from the University of Arizona affects his availability and how the financial negotiations go between CCBC and Aleamoni (the CIEQ vendor).

Our recommendation that an advisory evaluation council be established comprised not only of CETL Administrators but also representative members of the Senate Evaluation Committee was endorsed by Dr. McColloch. After he left, the Committee voted for Debby Hutchinson, Ann Kaiser Stearns and Kate Van de Wal to serve on this council and selected for service as alternates Jan Allen and Andrew Beiderman.

	<b>F. PAC.</b>	
VII. Forum Reports	<p><b>A. Catonsville.</b> The Catonsville Forum did not meet in May due to the Memorial Day holiday. The next meeting will be Friday, August 22, preceded by a welcome-back potluck luncheon. Senator Rhea plans to lead the Catonsville Forum in the fall.</p> <p><b>B. Dundalk.</b></p> <p><b>C. Essex.</b> The Essex Campus Forum did not meet in May due to Memorial Day. The next meeting will occur in the fall semester.</p>	

The final meeting of the 2007-2008 College Senate was adjourned at 2:25 pm.

Respectfully Submitted,  
Carol Tipton  
Senate Secretary, 2007-2008