

The Community College of Baltimore County
College Senate Minutes

Date: August 20, 2007
Site: Catonsville, H 308

Time: 3:00pm

Members Present: John Bachelor, Richard Barnett, Pat Beard, Bob Brown, Sharon Casey, Erica Cirillo, Paulette Comet, James Crouse, Karen Dalton, Bill DeLauder, Charles Dowling, Michael Ehrlinger, Don Elliott, Dian Fetter, Linda Fleischer, Paul Glasgow, Jonathan Grimes, Catherine Griswold, Steve Kabrhel, Natalie Kimbrough, John Kozarski, George Lavery, Donna Links, David Ludwikoski, Ken MacLaughlin, Mark McColloch, Joan McDade, Meg McKinley, Chris Mirbaha, Maureen O'Brien, Laura Pilat, Patricia Rhea, Christian Richards, Caroline Scott, Morgan Slusher, Robert Stone, Carol Tipton, Kate Van de Wal, Paul Webster, Joe Whedbee, Lee Wible, Chuck Wright

Excused Absences: Mary Hebranson, Kelly Lemons, Ann Kaiser Stearns, Laura Trauth, James Robinson

Unexcused Absences: Jan Allen, Patricia Harrigan, Martha Hervey, Bernadette Low, Carlos Muhammad, Mitchell Perkins, James Robinson, Kraft Rompf, Donna Rongione, Charles Seltzer

Guests: Cory Brown, Chris Halcott

Item	Discussion	Action
I. Call to order	The meeting was called to order at 3:04pm by Senate Chair Ehrlinger.	
II. Chair remarks	Chair Ehrlinger welcomed Senate members back after summer break. <u>BOT Report</u> On June 20 the BOT met at the Essex Campus and Chair Ehrlinger had the opportunity to present in brief an Executive Summary of the Senate activities. Senate Committee Chairs were commended for their written EOY contributions. Last year the Senate brought forward 10 proposals that the Senior Staff approved and made part of the college's business	

	<p>and policy manuals, five new programs of study along with some 66 new courses. The next BOT meeting is on Wednesday, September 19 at Dundalk.</p> <p><u>Senior Staff</u> The proposal on tuition reimbursement was presented at the Senior Staff meeting of June 19. It was well received, and Dr. Kurtinitis took immediate action separating “phase 1” from “phase 2” and asked those present to vote then and there on the “phase 1”. Senators attending the Fall Focus must have been gratified with the announcements complimenting the work of PAC and particularly Senator Mirbaha.</p> <p><u>Additional Proposal</u> Senator Bachelor brought forward a proposal to observe Veterans’ Day as an official college holiday. LESCA will deliberate on this proposal.</p> <p><u>Reminders from the ExCom</u></p> <ul style="list-style-type: none"> ○ Monthly committee meeting and forum reports should go to the Secretary as well as <i>attendance</i> reports from these meetings. In meetings with packed agendas these reports may well be used in lieu of reporting from the Senate floor. ○ As a reminder, Senate proposals are due to the Secretary by noon the Friday prior to the Executive Committee meeting. That deadline will be September 7. ○ Finally, our next Senate Meeting is on September 17 at our regular time, 3:00 on the Essex Campus. 	
III. Approval of Minutes	Senator Casey reported that the minutes should reflect that she was present at the June Senate meeting.	The minutes were approved unanimously.

	<p>Senator Links expressed concern about Dr. Cindy Peterka’s report from the last Senate meeting. Dr. Peterka, who no longer works for the college, reported that the new Academic Integrity Policy would be available on the web by July 1, and that hard copies would be available, but this has not occurred.</p>	<p>Chair Ehrlinger will follow up on the disposition of this policy.</p>
<p>IV. “A Short History of Shared Governance” presented by Chair Ehrlinger</p>	<p>The following text accompanies the PowerPoint slides, which are attached to the minutes.</p> <ol style="list-style-type: none"> 1. A Short History – or how I spent my summer vacation 2. History of Shared Governance – The first university in the Western world was the University of Bologna, founded in 1088. Since then faculty have worked within their disciplines, reviewed their peers, and chosen their department chairs and chancellors much in the same way that students have selected their own courses of study, their professors and defined the colleges they go to. 3. Defining Shared Governance – I chose this definition because of its source. Its from the Education Commission of the States (ECS), which is an organization that many legislators go to for information to support funding decisions, for example. (Please note their definition of constituencies here). 4. You Are Here – There are three tiers of governance, and note that we are at the bottom. 	

	<p>We go through all the work we do, simply to make recommendations. Most proposals can then become policy or procedure with administrative approval. A few will go to the Board; remember all authority within the college virtually comes and goes with the Board.</p> <ol style="list-style-type: none"> 5. A Recognized Problem at Old CCBC – We used to have a kind of a bicameral structure which turned out to be like two separate humps on two different camels. 6. The campus Senates we were used to were separated from the governance process, and they unfortunately lost their teeth overnight. 7. Middle States Recommendation – Middle States finally made a catalytic recommendation quoted here, and we finally had to do something about it. 8. Shared Governance Task Force – The S/G Taskforce was reconvened (really for the third time. It was tough getting the college community to feel like they were a part of anything). 9. A Solution – The Senate in its present form is a comprehensive body as well as the largest consensus building body that meets regularly at CCBC. As one Dean said, “It’s where you go to find out what’s going on at the College”. 10. Not Just For Faculty Only – This is a famous photograph by Alfred Eisenstaedt. I’ll be the first to agree that there are faculty-only issues, and we 	
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	<p>may well convene a faculty-only ad hoc committee to address one of more of the evergreen “tenure-like” issues that will make up much of the important work laid out on our agenda this year.</p> <p>11. Cultivating Shared Governance – Remember that the stature of the Senate reflects the overall quality and regard for our efforts in College Service. Many of us are looking to underscore our efforts for the annual evaluation as well as being of service to the College.</p> <p>12. I know that you’ve all probably heard of this but I didn’t know if you’d recognize it if you saw one . . .</p> <p>13. We will all have ample opportunity at the college to put our own concerns aside to further the mission of the institution.</p> <p>14. Dr. Adriana Kezar suggested that we could benefit by having an agenda, that we should fine tune our committee and our Senate work by reviewing committee definitions in the context of our Strategic Plan, which was developed with input from the entire college community.</p>	
V. Committee Meetings	Committees met, elected chairs and decided on meeting dates/times. This information is included in a separate attachment.	
VI. Workshop, “The New Strategic Plan and the College	The PowerPoint presentation is attached to the minutes.	

Senate”, presented by Senator Kozarski		
VII. Committees Self-Define the FY 2008 Directions	<p>Each committee was asked to address the following questions:</p> <ol style="list-style-type: none"> 1. What function(s) of your committee best address(es) the strategic plan? 2. What feature(s) of the strategic plan best describe(s) the role of your committee? 3. As observed by your committee, what is the best practice to better communicate with your constituency; how do we get better at what we are doing? <p>LESCA. Senator Dowling reported that the primary function of this committee is to provide a clean, comfortable environment conducive to learning. The committee wants to engage the community/our constituencies, meaning everyone who uses college facilities. Regarding features, a challenge will be maintaining the identity of each campus and also treating this as one college. Each campus has its own SGA, its own traditions. The committee wishes to encourage the establishment of a college-wide steering committee for the SGAs so that each one is aware of what is happening on the other campuses to enable the development of a sense of commonality among issues. Committee members will be active in campus forums and SGA meetings. LESCA wants to encourage greater use of technology by students, especially college email, providing them with incentives such as receiving registration confirmation, class cancellations and grades sooner.</p> <p>ASC. Senator Kabrhel reported, from the Bylaws, that the committee will be responsible for developing</p>	

	<p>recommendations for the maintenance of academic standards, for assessment and evaluation that accompany student learning, and for academic support and services that facilitate student learning. The committee, along with CIC and LESCA, will focus on Strategic Direction 1, Teaching and Learning Excellence, mainly on the middle bullet points. The committee will strive to use the best practice for communication, especially as it relates to official implementation of policies passed by the Senate and where these policies reside after implementation.</p> <p>Evaluation. Senator Van de Wal reported that this committee’s role is to develop, propose and align ideas of evaluation for non-unionized employees to improve teaching and learning through professional growth. The committee is aligned under all three parts of the Strategic Plan. Under Teaching and Learning Excellence, the committee will “support and fund faculty professional growth and development and better align faculty assessments and compensation with performance accountability.” Under Organizational Excellence, the committee will “better align policies, procedures, compensation, evaluations and operations to ensure appropriate consistency, fairness and effectiveness.” Under Community Engagement, the committee will “build a college community that embraces the diversity of our world and forges a rich learning and working environment for all.” Evaluation plays a key role in the working environment of a population. Interpersonal communication will occur through the campus fora, lunchtime meetings, and development of contact/email/distribution lists.</p>	
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	<p>BISRC. Senator Stone reported that the committee will develop recommendations regarding budget, operations and institutional support, with an emphasis on alignment, standardization, fairness and responsibility. Regarding communication, the committee wants to be the source of data provided by the person who has the most expertise.</p> <p>PAC. Senator MacLaughlin reported the committee supports educational and professional advancement by creating the mechanism to provide tuition reimbursement and funds for taking certifications required by professional affiliations. The committee is striving toward organizational excellence, following best practices, by realigning the college catalogue and all policies and procedures, making them clear, concise and accessible for both the college and outside communities. Senator Griswold addressed the communication aspect, stating that everyone experiences communication overload, especially via email, which is largely junk mail. The committee has come up with three W's: What you need to know, What's coming, and Who to contact. If someone needs to know more, information will be available on the Innerloop, including names of PAC members with their contact information. The committee feels that people will be more inclined to read one communication per month with just a few bullets rather than packets of documents. The committee also wishes to be on the agenda for departmental meetings.</p> <p>CIC. Senator Dalton reported the purpose of the committee is to review new courses, new curricula, new programs, and also to review any major changes to the above, which fits under Teaching Excellence. For</p>	
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	Communication, this committee is not only comprised of Senators, but also of two representatives from each school to ensure communication to constituents. It also has a very detailed website listing contact information, directions, and templates on how to make changes when Banner forms are needed in order to make sure that the process remains seamless.	
VIII. Senate Calendar	Senator Dowling suggested that we meet on the Monday of Thanksgiving week, on November 19 th , instead of November 12 th . All other dates were accepted.	The Senate approved this change with three opposed.
IX. Forum Meetings	<p>Catonsville. This forum will meet the 4th Monday of each month in E104, 3:30pm-4:30pm, except in January, which is the first day of classes. Senator Tipton will chair, and Senator Rhea may assume the chair Spring semester.</p> <p>Dundalk. Senator Mirbaha will chair this forum, which will meet in J201, 3:00-4:30pm, on September 26, October 31, November 28, January 23, February 20, March 19, April 23, May 28, June 25 and July 23.</p> <p>Essex. Senators Grimes and O'Brien will co-chair this forum, which will meet 12:30-1:20 on the 4th Monday of every month in B214-215.</p>	

The meeting was adjourned at 3:55 pm. The next 2006-2007 Senate Meeting will be held Monday, September 17, at 3:00pm on the Essex Campus.

Respectfully Submitted,
Carol Tipton
Senate Secretary, 2006-2007