

The Community College of Baltimore County
College Senate Minutes

Date: October 20, 2008

Time: 3:00pm

Site: Essex J Building Auditorium

Members Present: Jan Allen, John Bachelor, Richard Barnett, Pat Beard, Lamont Cephas, Paulette Comet, Erin Cordray, Karen Dalton, Bill DeLauder, Michael Ehrlinger, Seham El Gendi, Don Elliott, Alejandra Fernandez, Linda Fleischer, Sean Gearhart, Paul Glasgow, Jonathan Grimes, Catherine Griswold, Chris Halcott, Patricia Harrigan, Steve Kabrhel, George Lavery, Steve Macadoff, Daniela Machado, Ken MacLaughlin, Lynn MacLaughlin, Mark McColloch, Chris Mirbaha, Mitchell Perkins, Patricia Rhea, Tonja Ringgold, Lucius Robinson, Donna Rongione, Caroline Scott, Charles Seltzer, Morgan Slusher, Ann Kaiser Stearns, Carol Tipton, Laura Trauth, Encarni Trueba, Kate Van de Wal, Joe Whedbee, Amy Wilson, Karen Wons, Chuck Wright, Stephanie Younkins

Excused Absences: Javan Kontz, Rachele Lawton, Donna Links, David Ludwikoski, Nancy Smith, Judy Snyder, Charles Wright

Unexcused Absences: Nancy Bogage, Bob Brown, Joan McDade, Sakina Williams,

Guests: F. Scott Black, Colette Gaskins, Libby Kennedy, Dell Rhodes, Dennis Seymour, Al Starr

Item	Discussion	Action
I. Call to order	The meeting was called to order at 3:08 by Senate Chair Ehrlinger.	
II. Chair remarks	<p>The form for violation of classroom standards was passed by the Senate last time with the condition that Fran Smithers could ask about a change to the wording. A suggestion was made that it could be almost like a speeding ticket. Fran took the form to the police academy and got advice on the wording. Because the changes were editorial in nature, there was no need to take the form back to Senior Staff.</p> <p>Chair Ehrlinger reminded the Senate that proposals being submitted next month must be in by Friday, November 7 because</p>	

	we are meeting earlier in the month than usual.	
III. Approval of minutes	Several editorial changes were made: on page 2 the word, “board” was replaced with Senate, on page 4 “omission” was replaced with “admission”, and on page 6 the term “first meeting” was replaced with “third meeting.”	The minutes, with corrections, were approved unanimously.
IV. Remarks by VP of Instruction, Mark McColloch, on the COMAP document	<p>The Comprehensive Academic Plan is an administrative document intended to guide the Office of Instruction over the next several years. It details the academic mission of the college and the set of priorities guiding our work. Since our school is so large, with over 70,000 students, 400-plus full-time faculty, 500 adjuncts, and 1,200 Continuing Education adjuncts, three campuses and two large extension centers, and dozens of additional sites where con ed classes are taught, such a plan is absolutely necessary to keep the Office of Instruction on task. The draft was reviewed by the academic deans and is now being reviewed by program chairs, directors and coordinators. Their feedback will be incorporated into the document. On November 10 and 13, fora will be held on each of the three main campuses to allow for input from the instructional side and others. After the final draft has been written, the document will be in effect for the remainder of this year and years following. Most likely a revised edition will be developed during the summer of 2010.</p> <p>The document is a set of priorities for the instructional staff and instructional administration. If any areas require changes, normal shared-governance procedures would be followed, e.g. any change in curricula would go through CIC. The document contains 5 major priorities, listed on the last page. The first two carry more weight than the other three. The first is that we have the best possible pedagogy in place and the best possible faculty. Continuation of Excellence, Security and Professionalism (ESP) and implementation of the step-in-grade system, in spite of</p>	

	<p>budgetary constraints, will facilitate this goal being met and guarantee that our college is in first or second position for all ranks. At a recent Senior Staff meeting the President stated that resources are available to support these efforts. We are launching a big pedagogical initiative across the college to ensure we have the best possible pedagogy across all areas. Ten days ago a meeting was held with chairs, program directors and program coordinators to discuss pedagogical initiatives within the various academic disciplines of the college.</p> <p>We have a strong priority of supporting Enrollment and Student Services in a variety of initiatives, including a comprehensive advising system which will follow students throughout their college careers. Research on student retention and student success shows that an academic advising system is a very important element. The current system only mandates that most students get advising when they first enroll, resulting in approximately 15% of students receiving advisement. We are engaged in detailed study of how to bolster the advisement, probably moving to a system whereby incoming students will continue to receive advising. We'll also mandate a second semester orientation class as well as periodic advising throughout a student's enrollment at the college. When these proposals are developed, they will come before the Senate CIC because they will have substantial implications for everybody. It is a joint project of Instruction and Student Services to develop both the advisement system and the mandatory student orientation. Discussions are underway right now. All the deans in Rich Lilley's area are involved in this as well as all the deans in Instruction along with faculty members.</p> <p>Other priorities include building our partnerships outside the college and making sure we are carrying out marketing initiatives</p>	
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	<p>effectively. However, pedagogy, the effort to recruit and maintain the best possible faculty, and the development of the student support system remain the top priorities. Dr. McColloch encouraged the Senate to take a look at this document. Senior Staff and the other Vice Presidents have endorsed it, and everyone in the college will have a chance to give added input. Dr. McColloch is willing to return to the Senate to give an overview of the document contents. A draft incorporating input from chairs and program directors will be available next week online for review. A few hard copies will also be available in Dr. McColloch's office. The final version will come out after feedback received during the open fora is incorporated.</p>	
<p>V. New Business</p>	<p>Policy for Sale and/or Consumption of Alcohol at Events. This proposal came from the VP of Administration, Melissa Hopp. Dr. Al Starr presented the proposal. Tanja Ringgold and Scott Black also served on the committee which developed the proposal. About three years ago, a committee called the Facilities Committee was charged with developing a policy with guidelines regarding the sale and consumption of alcohol at college events. Generally, alcohol is not a part of college events, but the President can make exceptions, which are outlined in this document.</p> <p>Three amendments were proposed:</p> <ol style="list-style-type: none"> 1. Point II.3 should read, "Event' means an activity, sponsored by CCBC held on or off campus (<i>excluding official course requirements/curricula</i>), or an activity held at a CCBC facility for which CCBC is not a sponsor." 2. Point II.8 should read, "<i>The official 'Scheduling Office' of the college</i> means the scheduling office on the campus 	<p>The amendment passed with one opposed, one abstention and all others in favor.</p>

	<p>at which the event will be held.” This was considered an editorial change.</p> <p>3. Point V.5 should read, “Ask a guest to leave the event if the guest becomes disruptive and/or refuses to abide by the CCBC Requirements or this Policy. <i>Failure to comply with the request to leave may result in detainment by CCBC Public Safety officers or by local law enforcement.</i>”</p> <p>The proposal as a whole was voted on.</p>	<p>The amendment passed with 7 opposed, 5 abstentions, and 30 in favor.</p> <p>The proposal passed with one opposed, one abstention and the rest in favor.</p>
<p>VI. Committee Reports</p>	<p>ASC. Senator Kabrhel reported that the committee met on October 6 and discussed two policies, Children in Classrooms, which should be ready in an upcoming Senate meeting, and Food in Classrooms and Special Locations. Both policies have been sent to CESCA for their input. The next meeting is November 3 at 3:00pm in the interactive video classrooms.</p> <p>BISRC. Senator Barnett reported that the committee met just prior to today’s Senate meeting and has agreed on a policy for Senate travel reimbursement, which will be presented to the Senate in November.</p> <p>CESCA. Senator Slusher reported that the committee met just prior to today’s Senate meeting and discussed the issue of Children on Campus. Since its last meeting, the committee has been gathering examples of similar policies at other colleges. The committee is also working on a Food and Drink policy. The committee would like to revisit the “free hour” and possibly write</p>	

	<p>a proposal to reintroduce this at the college. The next meeting will be just prior to the November Senate meeting.</p> <p>CIC. Senator Dalton reported that the committee's first meeting will be held tomorrow on the Essex campus at 2:45 in L212. The Gen Ed Committee reported that Adrienne Summers, Director of the Floristry Program, has resigned, and the position will not be refilled. The floristry certificate will no longer be offered, but the courses with current students still enrolled will continue for two or three more semesters. Students are aware of this development. The Gen Ed Committee also reports that the Motivational Appraisal of Personal Potential was administered to over 2,000 students.</p> <p>Evaluation. Senator Kaiser Stearns reported that she and Senator Van De Wal met with VP McColloch and Jane Maddis prior to the second committee meeting of the year, which was the first Monday of the month (this is a change in the meeting time). Dr. McColloch and Ms. Maddis attended the committee meeting to discuss the APS Portfolio guidelines and especially the course and instructor evaluation questionnaire, which will be piloted in BSSWE this Fall. The committee piloted this new rating instrument last Spring. The designer of the questionnaire, from the University of Arizona will be coming to CCBC in January. There will be a training session for supervisors and faculty in the use of this instrument. Any faculty member who is currently being evaluated for retention or promotion will still use the SIRII until we have norms for the new instrument. The focus of the pilot will be on faculty development. The committee wrote a memo with some tips for faculty who will pilot the CIEQ this semester, and the committee is ready to help facilitate the pilot project. Due to budgetary constraints, full implementation of this instrument may be delayed.</p>	
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	<p>PAC. Senator MacLaughlin reported that PAC met on 9/22 and 10/13 by teleconference with full membership in attendance. The committee continued discussion on a proposal for Employees Bringing Children to Campus, which will come to the Senate during the November meeting. After multiple revisions, PAC membership could not reach agreement on issues relating to college liability, risk management, and the possible creation of an employee waiver document. The committee does not think that it has the expertise to address these issues, but has exhausted its deliberations, and plans on moving the policy forward. In addition, PAC recommends to the Executive Committee the creation of a taskforce with representation from PAC, CESCA, Academic Standards, and college legal counsel to create a single document combining the three charges and addressing the three stated issues regarding children on campus. The next meeting will be by teleconference on 11/10 at 3:00pm.</p> <p>Announcement. Chair Ehrlinger reminded the committee chairs that they will meet with the Executive Committee some time in November to discuss the use of reassigned time. John Kozarski, CCBC Director of Planning, has asked the Senate to review the Environmental Scan. Hopefully, the committee chairs can give advice on how best to do this.</p>	
VII. Forum Reports	<p>Catonsville. Senator Rhea reported that the Catonsville Forum meets on the fourth Monday of every month, which is the same time that the Essex Forum meets, but it seems it cannot be moved at this time. During the last meeting VP Hopp discussed the Sustainability Scorecard. Dean Ringgold discussed Phase 4 innovations for the Catonsville Campus, which include such things as toilet seat heights and extending hours at the Junction, where free-trade coffee can be purchased. There was a discussion on the events related to <i>Fast Food Nation</i>. If anyone</p>	

	<p>would like to be on the distribution list to be notified about Community Book Connection activities, contact Tara Ebersol. This coming Wednesday is Sustainability Day on all three campuses. The next meeting of the forum will be October 27 in Q Lounge because the meeting will be in concert with Fall Festivities, which will be held 12:30-2:00 prior to the Forum meeting at 2:00.</p> <p>Dundalk. Senator Mirbaha reported that the Dundalk Forum met on September 24 and discussed Sustainability Day. The next meeting is this Wednesday at 3:00 in J 201. Many people will be at Valencia College so the meeting will most likely be short, but the forum will also meet on November 5.</p> <p>Essex. Senator Grimes thanked Senator Lawton for preparing the Essex Forum minutes. The forum will now meet on the fourth Thursday of every month at 3:00 in B 214-215, the next meeting being this Thursday. The last meeting was well attended. Sina Reid gave a presentation on counseling services offered by the college on all three campuses. Everyone should be aware of this service of providing short-term counseling and referrals for longer term needs. The counselors are clinically trained and licensed. The issue of children on campus was also discussed with many opinions expressed, including the possibility of providing emergency care, and how the policies can be enforced. Concern was expressed about the payment rate for substitute teachers since this is a different rate than the normal rate. The issue of maximum class size for face-to-face versus online classes was discussed, as well as explaining about the buttons on the wall to call for emergency help.</p>	
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The October meeting of the 2008-2009 College Senate was adjourned at 4:20 pm. The next meeting of the 2008-2009 College Senate will take place on Monday, November 17, at 3:00pm on the Essex Campus.

Respectfully Submitted,
Carol Tipton
Senate Secretary, 2008-2009