

The Community College of Baltimore County
College Senate Minutes

Date: December 17, 2007
Site: Dundalk G-100

Time: 1:00pm

Members Present: Jan Allen, John Bachelor, Richard Barnett, Pat Beard, Bob Brown, Sharon Casey, Paulette Comet, James Crouse, Karen Dalton, Charles Dowling, Michael Ehrlinger, Don Elliott, Linda Fleischer, Jonathan Grimes, Chris Halcott, Steve Kabrhel, Natalie Kimbrough, John Kozarski, George Lavery, Kelly Lemons, Donna Links, David Ludwikoski, Ken MacLaughlin, Mark McColloch, Chris Mirbaha, Maureen O'Brien, Mitchell Perkins, Patricia Rhea, Kraft Rompf, Donna Rongione, Caroline Scott, Morgan Slusher, Carol Tipton, Laura Trauth, Kate Van de Wal, Joe Whedbee, Chuck Wright

Excused Absences: Erica Cirillo, Paul Glasgow, Catherine Griswold, Patricia Harrigan, Joan McDade, Carlos Muhammad, Laura Pilat, Ann Kaiser Stearns, Robert Stone

Unexcused Absences: Bill DeLauder, Seham El Gendi, Martha Hervey, Jack McLaughlin, James Robinson, Charles Seltzer, Paul Webster

Guest: Antonia Dembeck

Item	Discussion	Action
I. Call to order	The meeting was called to order at 1:02pm by Senate Chair Ehrlinger.	
II. Chair remarks	<p><u>BOT Report</u> - The next meeting of the BOT is this Wednesday at the Catonsville Campus, and the proposed 2009 budget is to be presented and voted on. Melissa Hopp is scheduled to present the budget to the Senate at the January meeting.</p> <p><u>Senior Staff</u> - President Kurtinitis' response to two of the proposals from last month came in recently.</p> <ol style="list-style-type: none"> 1. The proposal to observe Veteran's Day as a holiday 	

	<p>was not approved.</p> <ol style="list-style-type: none"> 2. The form for a Breach of Classroom Behavior was approved and given over to Drs. Lilley and McColloch to work on an implementation plan. 3. The third proposal, the Faculty Caucus, was not decided on. The purpose of this proposal was to create a Faculty Caucus Committee, separate from the College Senate, to provide faculty with a forum to discuss faculty issues and raise concerns without fear of reprisal. After a lengthy discussion regarding the role such an entity might play within or outside of the college governance structure, no definitive conclusion was clear. Dr. Kurtinitis decided that no final position could be taken on the proposal at this meeting. She asked that the vice presidents review the proposal with their staffs for discussion at a later meeting to get broader input, particularly from the academic deans. <p><u>Expanded Leadership Team</u> - Dr. Michael Ehrlinger and Dr. Ann Kaiser Stearns presented a brief history and intent of the recently approved College Senate’s supervisor evaluation proposal to develop an instrument that includes supervisee input. Dr. Kurtinitis has approved moving forward with a process that will mirror that used for the faculty evaluation process. She asked Ms. Melissa Hopp and Dr. Stearns to co-chair a taskforce to guide the process and to engage the services of a consultant to provide expertise in developing this instrument. Dr. Kurtinitis extended an invitation to ELT members to volunteer to serve on the taskforce. Five people did volunteer. The goal will be to develop an instrument that provides the College with the best evaluative instrument</p>	
--	--	--

	<p>possible.</p> <p>At today’s meeting the Senate will be asked for input into some changes to the Constitution. A survey was sent out.</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 the committee 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 January 4. ○ Finally, our next Senate Meeting is on January 14 at the Dundalk Campus, in G-100. Please note that we have scheduled that meeting earlier in the day, at 1:00. Dr. Kurtinitis will be at this meeting along with Vice President Hopp. 	
III. Approval of Minutes		The November minutes were approved unanimously.
IV. Forum Reports	<p>A. Catonsville. Senator Tipton recognized Senator Rhea, who had a big impact on forum results both in October and November. In the October meeting she asked that the college institute a recycling effort. Directly after the meeting Melissa Hopp asked Gary Keedy to follow up. He has met with Senator Rhea, Greg Case, SGA representatives and others to get the recycling program off the ground. Recycling will begin on the Catonsville campus and hopefully extend to the entire college.</p>	

	<p>During the last forum meeting, on November 26, several people expressed concern that we are losing our campus identity. While we have had a push to consider ourselves one college, the sense of affiliation with one campus has faded. President Kurtinitis expressed her support for the idea of having a good balance between the existence of a campus identity as well as a one-college feel. Senator Rhea shared that we had a potluck in the past to get people together at the beginning of the semester. Gary Keedy brought that back to the Community Relations Committee, and as a result, we are having in conjunction with the Catonsville Forum, a potluck on the Friday before classes begin, January 25, 11:00-1:00. A portion of this gathering will be devoted to forum business, a time for sharing of concerns primarily about the Catonsville campus. A follow up on recycling will be presented.</p> <p>During the last forum Mugs Gilbert presented on emergency notification, both informing the college community as a whole about emergency situations and the provision for individuals to report dangerous situations to authorities quickly and efficiently.</p> <p>B. Dundalk. Senator Mirbaha reported that the Dundalk Campus Open Forum met on October 31, 2007. After the introductions, standing committee reports, the SGA report, a suggestion was made to make available in strategic public locations some hand sanitizer containers to minimize the spread of germs (such as MRSA), to which Melissa Hopp said she would look into it, and Dr. Kurtinitis stated that this should (and would) be looked at more closely since several people chimed in about places where this was needed.</p>	
--	--	--

	<p>Senator Tipton reported that Fred Schanken told the Catonsville Forum that all the bathrooms and locker rooms have been steam cleaned to prevent the spread of MRSA.</p> <p>There was a discussion about the intent to create an administrator evaluation. Dr. Kurtinitis confirmed this intent. The Honor's Program is holding a series of workshops during the month of November for students on various topics. There was a reminder about wellness walks. Public Safety personnel are needed at the various extension centers/CEED sites. Dr. McColloch announced that the Office of Instruction would be publishing a newsletter four times a year, starting the first full week of November.</p> <p>The next meeting was held on December 5. In addition to the regular reports, a discussion occurred regarding some incidents on campus, including the theft of some books from a faculty member's office. The procedure for room reservations was reviewed. A request was made to set aside space in the library for group study. This is not possible now, but will be when a new library is constructed. President Kurtinitis reported that CCBC is either the only one or one of very few colleges having two NSF grants awarded concurrently. The next meeting will be January 23, 2008, 3:00-4:30pm in J-201.</p> <p>C. Essex. Senator Grimes reported that the Essex Forum had Rich Lilley, Patricia Hall and others who are working on the emergency notification document discuss plans for implementation. There was much discussion about emergency phone numbers. On the Essex campus it has long been x6300, but was changed to x6893 a while back to contact Public Safety directly. Many people were unaware of the change and need to be informed. Every classroom will have a mechanism</p>	
--	--	--

	<p>to notify Public Safety and Media Services in the event of a problem. This system is planned to become operational by the end of this school year. Forum attendees also discussed the appropriate use of computers, such as students surfing the web in the library and faculty conducting personal business on college computers. The Breach of Student Conduct Form generated a lot of discussion, especially regarding many “what ifs”, such as if a student refuses to sign the form or if the student secures legal representation. This feedback was given to Rich Lilley for follow up. Senator Dowling requested this feedback also. The next meeting will be held in January.</p>	
<p>VI. Committee Reports</p>	<p>A. Academic Standards. Senator Kabrhel gave a synopsis of the October 22 meeting, when the committee met with Joel Martin, who is in charge of the DLAC, the Distance Learning Advisory Council. Discussion centered on WebCT and online courses, what the rules and regulations are, and who is in charge. Joel will have some things to present to the committee during its January meeting, the date of which is yet to be determined. Classroom size is an issue as are relevant policies for online classes. The committee did not meet in November or December. Senator Kabrhel will meet with Dr. Lilley on January 9 to discuss academic dishonesty and breach of classroom behavior as well as plan for Dr. Pavella’s visit in February. VP McColloch added that he and President Kurtinitis were appointed to a special taskforce, chaired by Margaret Gilbert, to examine the</p>	

	<p>issue of distance education, to determine where we are and where we want to go over the next three to five years.</p> <p>B. BISRC. Senator Lemons reported that the committee has formulated a clear policy, based on state law, regarding children on campus and how they should be supervised. Input was received from General Council, Beth Woodland-Hargrove. Rod Pullen of Public Safety will attend the next meeting and give feedback. Following this meeting, the policy should be ready to be presented to the Senate. The date for the January meeting will be announced via email.</p> <p>C. CIC. Senator Dalton reported that when the committee met in November, three proposals were reviewed, two of which will be voted on today: a new course, and modifications to the AA degree. GERB stated that pending CIC approval of the new modified CCO's, foreign language will now be included as a diversity selection. The next meeting is December 18 at 9:30 in the Wilmer Room of the Catonsville library.</p> <p>D. Evaluation. Senator Allen reported that the committee has been very active this fall with the Policy and Procedures Committee, co-chaired by Debbie Hutchinson and VP McColloch, to determine how the new evaluation instrument should operate. The Evaluation Committee is also involved with the Promotion Committee, co-chaired by Senator Kaiser Stearns and VP McColloch. In addition, a new committee is being formed to work with a consultant to develop a supervisor evaluation. Evaluation</p>	
--	--	--

	<p>Committee members have been invited to sit at the table with administrators who are responsible for creating these policies, which is a new development and one for which the committee is grateful.</p> <p>E. LESCA. Senator Dowling reported that the committee has not met.</p> <p>F. PAC. Senator Mac Laughlin reported that PAC met on December 12th with full attendance, welcoming the newest committee member, from Catonsville, David Ludwikoski. Dr. McColloch presented his version of the Selection Process for Department Chairs, Program Directors, and Program Coordinators to PAC. Dr. McColloch will form a committee composed of several PAC Senators and select others to create the proposal. Today Chair Mac Laughlin received the second draft of the Employee Handbook. The committee will meet on January 7, 2008.</p>	
VII. New Business	<p>A. CIC proposal. Senator Dalton proposed the development of a new course, Chemical Dependency Program, a one-credit capstone course for the development of an electronic portfolio, and a change in the AA degree, including foreign languages as an option in the required two-semester sequences.</p> <p>B. Survey Regarding Possible Constitutional Changes. The survey was initially sent to committee chairs, but has been expanded in order to receive input from the entire Senate before a proposal is brought to the Senate floor in January. Since only a few people have responded, the Secretary will resend it. The new deadline will be COB January 4. Sentiment was expressed that a live discussion regarding the pros and</p>	The motion passed unanimously.

	<p>cons of each issue would be more beneficial than merely responding on paper without input from others. Currently the bylaws do not speak to standing sub-committees. For the Senate not be involved with general education, learning outcomes assessment or program review is most likely an error of omission.</p> <p>We need to be careful not to micromanage or take on work which the administration or faculty or others should be doing. This can lead to committees or committee chairs becoming overburdened.</p> <p>Regarding perceived inequities in release time for committee chairs, it is difficult to predict what the workload of a committee will be over a given year. We do not want to be reactionary when imbalances occur or make busy work during a lull in committee workloads. However, looking in arrears, we can get a sense of projected workload demands. Adjustments can then be made accordingly. Perhaps a baseline with flexibility built in for reassigned time can be established. Dr. McColloch will examine reassigned time college-wide to get a sense of how it is currently operating. This should be done every two or three years. A standard of three credits equaling one working day per week or 105 hours is being considered. The Senate does not currently have a standard.</p>	
--	--	--

The meeting was adjourned at 1:48 pm. The next 2007-2008 Senate Meeting will be held Monday, January 14, at **1:00pm** on the Dundalk Campus, G-100.

Respectfully Submitted,
Carol Tipton
Senate Secretary, 2007-2008