Board of Trustees
Open Session

Tuesday, February 26, 2013
4 P.M.

Business and Continuing Education Division
Corporate Training Room #30
BALTIMORE CITY COMMUNITY COLLEGE

Board of Trustees

Dr. Rosemary Gillett-Karam, Chair

Mr. Craig Thompson, Esq., Vice Chair

Dr. Donald A. Gabriel

Mr. Jay Hutchins

Dr. Mary E. Owens Southall

Ms. Pamela Paulk

Ms. Shelley Payne, Student Trustee

Dr. Gary Rodwell

Ms. Maria Harris Tildon
TAB 1
I. CALL TO ORDER (Dr. Rosemary Gillett-Karam, Chair)

II. ADOPTION OF AGENDA

III. AWARDS, RECOGNITIONS, HONORS, ETC.

IV. BOARD ACTIONS/CONSENT AGENDA (All actions requiring a vote.)
   A. Approval of the February 26, 2013, Agenda...................................................... TAB 1
   B. Approval of the January 22, 2013, Minutes ....................................................... TAB 2

   Action: Move to approve the Board Actions/Consent Agenda

V. COLLEGE CONTRACTS ............................................................................................................ TAB 3
   (Action)

VI. POLICIES ............................................................................................................................ TAB 4
   (Action)

VII. FINANCE COMMITTEE RECOMMENDATIONS (Trustee Gabriel)
   A. Mid-Year Budget Realignment............................................................................ TAB 5
      (Action)
   B. FY 2012 Tuition and Fee Recommendation .................................................. TAB 6
      (Action)
   C. WBJC Fund Allocation Policy ............................................................................... TAB 7
      (Action)

VIII. FACULTY REQUEST FOR SABBATICAL LEAVE ..................................................... TAB 8
      (Action)
   A. Dr. Richard Bucher
      Department of Education, Behavioral and Social Sciences
   B. Dr. Kathleen Kennedy Norris
      Department of Natural and Physical Sciences

IX. COLLEGE REPORTS
   A. Student Government Association (Mr. Calvin Gore, President)......................... TAB 9
      (Information)
   B. Faculty Senate (Dr. Brad Lyman, President).................................................... TAB 10
      (Information)
   C. AFSCME Local 1870 at BCCC (Ms. Charlene Gray, President).......................... TAB 11
      (Information)

X. PRESIDENT’S REPORT (Dr. Carolyn Hull Anderson, President)
   A. Updates
      • Enrollment Report
Combined and Deleted Programs
Summary of Legislative Session February 7, 2013 and February 8, 2013

B. Vacancy Report

XI. TRUSTEES REPORT (Board Members)

XII. ADJOURNMENT

XIII. NEXT MEETING:
Tuesday, March 26, 2013, Liberty Campus

The Closed Session of the Board of Trustees is designed to discuss personnel issues; pending purchase of property for the future needs of the College; and, to obtain legal advice.
TAB 2
Baltimore City Community College  
Board of Trustees  
Unapproved  
Open Session Minutes  
Tuesday, January 22, 2012, 4 p.m.  
Mini Conference Center-Liberty Campus

**Board Members Present:** Dr. Rosemary Gillett-Karam (Chair), Dr. Donald Gabriel, Ms. Maria Harris Tildon, Ms. Shelley Payne, Dr. Mary Owens Southall, Dr. Gary Rodwell and Mr. Craig Thompson

**Board Members Absent:** Mr. Jay Hutchins and Ms. Pamela Paulk

**Closed Session**
The Board voted unanimously, under the Open Meeting Act, State Government Article, Section 10-508, to convene in Closed Session on January 22, 2013, to discuss real estate, personnel and to obtain legal advice.

**I. Preliminary Presentations** (Awards, recognitions, honors, etc.)
Chair Gillett-Karam extended condolences on behalf of the Board to Trustee Owens Southall for the loss of her mother and Ms. Deidre Soileau, vice president of Institutional Advancement, Marketing and Research, for the loss of her husband and introduced Dr. Carolyn Anderson as the interim president. Trustee Gabriel commended Trustee Payne for being selected by Phi Theta Kappa to attend the International Scholars program in Beijing, China and Ms. Judith Krummeck, radio announcer at WBJC, for pursuing her Master’s degree.

**II. Public Presentations**
None

**III. Board Actions/Consent Agenda** (All Actions requiring a vote.)
The Board voted unanimously to approve the January 22, 2013, consent agenda:
- January 22, 2013, Agenda
- November 27, 2012 Minutes

**IV. Items Removed from the Consent Agenda**
None

**V. College Contracts**
None

**VI. Policies**
None

**VII. College Reports**
A. Student Governance Association* (Mr. Kadrick Henry, Vice President)
   Please see the January 22, 2013, Board of Trustees Open Session Board Book for the full SGA report.
B. **Senate Executive Committee*** (Dr. Brad Lyman, President)

Dr. Lyman stated that the Faculty Senate voted on January 11, 2013, to pass a Resolution of Commendation to the Board for changing the leadership and appointing Dr. Anderson as the interim president. Dr. Lyman provided an update on a number of issues including enrollment and faculty requests for sabbatical. Vice Chair Thompson inquired at the number of sabbatical applications submitted and about reasons for denial of the requests. Dr. Lyman could not report on the number of applications submitted, but was told that the College was not able to afford sabbaticals earlier.

Chair Gillett-Karam asked Dr. Lyman for clarity on the suggestion to extend registration beyond the start of classes. Dr. Lyman stated that the suggestion was made as a consideration since the College is experiencing unusual enrollment declines. Trustee Gabriel asked if faculty would consider prorating courses or combining courses instead of dropping classes due to low enrollment. Dr. Lyman explained that faculty are willing to explore the idea of combining courses, but that he is not a fan of prorating courses. Trustee Payne asked if the issue with students being dropped from courses for non-payment was resolved. Dr. Lyman stated he understood that the vice presidents held a meeting to resolve this issue.

**Please see the January 22, 2013, Board of Trustees Open Session Board Book for the full SEC report.**

C. **AFSCME Local at BCCC*** (Ms. Charlene Gray, President)

Chair Gillett-Karam asked for clarification on the upcoming Union testimony in Annapolis and what type of outcome the Union plans to achieve by testifying. Ms. Gray explained that the Union planned to testify for better wages and benefits for contractual employees.

**Please see the January 22, 2013, Board of Trustees Open Session Board Book for the full AFSCME report.**

VIII. **ENROLLMENT UPDATE** (Dr. Alicia Harvey-Smith, vice president of Student Affairs)

Dr. Harvey-Smith provided an enrollment update that identified potential enrollment barriers, enrollment strategies and possible recommendations. Chair Gillett-Karam questioned reducing the number of payments in the deferred payment plan from three payments to two. Trustee Payne asked if the College has considered partnering with Baltimore City Public Schools to introduce developmental educational courses in City high schools. Dr. Harvey-Smith stated that Interim President Anderson plans to meet with a core group of vice presidents and review the deferment policy. She added that the Division of Student Affairs can explore the idea of early testing in Baltimore City high schools. Dr. Peggy Bradford, vice president of Academic Affairs, added that the College is working with City schools to target more college ready students and to align the developmental education curriculum so that students who have been identified as developmental understand the requirements for college ready courses.

Vice Chair Thompson asked for the percentage of public high school students outside of the City and State who attend BCCC and what efforts have been made to attract those students. Dr. Harvey-Smith was unsure of the exact number, but said there is room for growth in marketing those students. She stated that she will provide Dr. Anderson with the
data at the next Board meeting. Trustee Harris Tildon inquired if the College has a competitive advantage on tuition as a State agency and wondered if this advantage could be used as a marketing strategy. Dr. Harvey-Smith responded yes, students pay one flat rate for tuition. Trustee Harris Tildon asked if the College has any programs that target middle school students to introduce them to the college. Dr. Harvey-Smith stated that the College offers program for middle and high schools which are connected to the early enrollment efforts.

IX. CLIMATE SURVEY UPDATE* (Mr. Tony Warner, executive director of Human Resources)
Please see the January 22, 2013, Board of Trustees Open Session Board Book for the full report.

X. PRESIDENT’S REPORT* (Dr. Carolyn Anderson, interim president)
Please see the January 22, 2013, Board of Trustees Open Session Board Book for the full President’s Report.

XI. BOARD COMMENTS
Trustee Owens Southall welcomed everyone back and thanked everyone for their support over the loss of her mother. She also noted concern about the students that were in the deleted programs and asked that there be an update at the next meeting.

Trustee Payne welcomed everyone back.

Trustee Tildon stated that she is excited for Dr. Anderson’s presence and looks forward to being supportive during her tenure.

Trustee Gabriel welcomed Dr. Anderson and pledged his support. He asked that there be updates from the Alumni Association and online education at the next meeting.

Vice Chair Thompson pledged his support to Dr. Anderson and stated that the time is right to continue expanding the marketing efforts in a more aggressive way to attract a broader base of students. He also suggested that the College invite some of the major gubernatorial candidates to the College to showcase the campus and services offered.

Chair Gillett-Karam noted that the College must concentrate on improving the graduation rate and the fundraising efforts.

XII. NEXT MEETING
February 26, 2013, Business and Continuing Education Division

XIII. ADJOURNMENT
The Board of Trustees meeting adjourned at 5:30 p.m.

Respectfully submitted,

Carolyn Anderson, Ed.D.
Interim President

*Full report on file in the President’s Office
ATTENDANCE:
Dr. Carolyn Anderson, Interim President

BCCC Staff Present: Ms. Tope Aje, Mr. Lucious Anderson, Dr. Wayne Beckles, Dr. Peggy Bradford, Mr. Melvin Brooks, Ms. Vera Brooks, Dr. Lesley Brown, Ms. Nicole Cameron-Becketts, Ms. Kathy Odell Carlson, Dr. Maria Cazabon, Ms. Beatriz del Castillo, Mr. Edward Ennels, Mr. Cedric Grant, Ms. Charlene Gray, Ms. Valerie Grays, Ms. Lyllis Green, Ms. Karen Guilford, Mr. Thomas Hampton, Ms. Dena Hasty, Dr. Alicia Harvey-Smith, Dr. Meta Harris, Ms. Yolanda Harris-Robinson, Ms. Shawn Harrison, Ms. Eileen Hawkins, Ms. Salita High, Mr. Will Hug, Dr. Bob Iweha, Mr. Edward Jackson, Dr. Brad Lyman, Dr. Anil Malaki, Ms. Latonia Moss, Mr. Carlos Muhammad, Ms. Sheryl Nelson, Ms. Sue Niehoff, Mr. Scott Olden, Mr. Patrick Onley, Ms. Leslie Perkins, Mr. Albert Phillips, Dr. Shanta Rao, Ms. Jean Richie, Dr. Ann Ritter, Ms. Sylvia Rochester, Mr. Scott Sanders, Ms. Daviedra Sauldsberry, Ms. Shelia Scott, Dr. Karen Shallenberger, Ms. Sabina Silkworth, Mr. Ron Smith, Dr. Daphne Snowden, Ms. Kathy Styles, Ms. Carol Taylor, Mr. Chima Ugah, Mr. JaHon Vance, Dr. Sophia Ward, Mr. Tony Warner, Ms. Cynthia Webb, Ms. Nicole Webb, Dr. Dennis Weeks, Ms. Meintje Westerbeek, Mr. Charles Wilson, Mr. Andre Williams, Ms. Juanita Wingo, Mr. Miles Woodhouse, Dr. Diana Zilberman

Others Present: Mr. Richard Harris, Department of Legislative Services; and Mr. Bryan Perry, Office of the Attorney General
TAB 3
NO COLLEGE CONTRACTS
NO COLLEGE POLICIES
MID-YEAR BUDGET REALIGNMENT

THE FINANCE COMMITTEE RECOMMENDS APPROVAL OF THE FISCAL YEAR 2013 MID-YEAR REALIGNMENT TO THE BOARD OF TRUSTEES.

*Please see the February 26, 2013, Finance Committee Book for the full report*
FY 2012 TUITION AND FEE RECOMMENDATION

THE FINANCE COMMITTEE DOES NOT RECOMMEND AN INCREASE IN TUITION AND FEES FOR FY 2014.

*Please see the February 26, 2013, Finance Committee Book for the full report*
TAB 7
WBJC FUND ALLOCATION POLICY

THE FINANCE COMMITTEE RECOMMENDS THE FOLLOWING TRANSACTIONS OCCUR ANNUALLY:

1. THE FY 2012 TRANSFER FROM WBJC’S FUND BALANCE TO BCCC WILL BE BASED ON A GROWTH RATE OF 3.0% ANNUALLY.

2. A 1.0% REVENUE INFLATION FACTOR WILL BE APPLIED ANNUALLY.

*Please see the February 26, 2013, Finance Committee Book for the full report
Baltimore City Community College Requests for Sabbatical Leave

Name of Applicant: Dr. Richard Bucher
Date Hired: September 1974
Department: Education, Behavioral and Social Sciences
Teaching Area: Sociology
Degrees Earned: Ph.D., Howard University
                        M.A., New York University
                        B.A., Colgate University

Occupational Experience: Professor of Sociology
Starting Date and Completion Date for Sabbatical Request: September 2013-January 2014
Purpose of Sabbatical: To work on the revisions of Diversity Consciousness and Building Cultural Intelligence, books authored by Dr. Bucher.

Name of Applicant: Dr. Kathleen Kennedy Norris
Date Hired: August 1988
Department: Natural and Physical Sciences
Teaching Area: Biology/Biotechnology
Degrees Earned: Ph.D., Penn State University College of Medicine
                        B.A., Lycoming College

Occupational Experience: Research Associate
Starting Date and Completion Date for Sabbatical Request: August 2013-January 1, 2014
Purpose of Sabbatical: To research new techniques in nucleotide and protein extraction, fermentation techniques, and RT-PCR methodologies that will ensure the Biotechnology curriculum is current and competitive. Dr. Norris proposes to work with several biotechnology companies at the Biopark throughout this sabbatical experience.
BCCC Welcome Back Week  
January 28 – February 1

As students geared up for the new semester, the Office of Student Life and the Student Government Association, in conjunction with the BCCC clubs and organizations, collaborated to bring a warm and engaging welcome for the students. Activities for the entire week included clubs and organizations promotion, Panther Pride Game Day, Meet and Greet Completion Mentoring Welcome Back, MLK Community Service Day and Purple Pride Tailgate Activity. In addition to this, we also gave out school supplies to students such as journals, planners, pens, flash drives, pins, towels, hand sanitizers and purple stress-relieving footballs.

**Clubs and Organizations Promotion (Monday – Thursday):**
Students were informed of the different clubs and organizations existing at the college, and they had the opportunity to sign-up for membership. The clubs that participated include the Allied Human Services Club, Anthropology and Sociology Club, Beautifully-Created Panther Ladies, BC$^3$ and Conquer, Biotechnology Student Society @BioPark, CADD Club, DEFinition, Engineering Club, Fashion Overload Club, History Club, International Students Club, Society of Physics Students, and Student Government Association.

**Panther Pride Game Day (Wednesday):**
Several gaming systems were assembled in the school’s cafeteria to engage the students in a competitive atmosphere. The students displayed great sportsmanship as well as positive aggression as they played a number of popular games. The day’s event was geared towards relieving any potential tension of attending the first week of classes, as well as developing camaraderie and school spirit. It is our hope that the students will also direct this competitive spirit into their academics throughout the rest of the semester.

**Meet and Greet Completion Mentoring Welcome Back (Thursday):**
The mentors and mentees of the Completion Mentoring Program were formally greeted to the beginning of another semester by the program facilitator, Ms. Gloria Chance. The participants were placed in pairs and engaged in activities aimed at developing stronger mentoring relationships.

**MLK Community Service Day (Friday):**
Two groups of students and Student Life staff gave back to the community during our MLK Community Service Day. Several students read stories to the children on our campus at the Blount Child Development Center, while others facilitated fun-filled activities in the
Bridge Park Nursing Home. The residents were very pleased to have our students visit as we filled their home with our youthful spirit.

*Purple Pride Tailgate Activity (Friday):*
The Student Government Association, in conjunction with the Office of Student Life and Division of Student Affairs, held the school’s first Purple Pride Tailgate Activity to honor the city’s football team – Baltimore Ravens. The campus was decorated with Ravens paraphernalia and students were served with traditional stadium food such as hotdogs, burgers, chips, cookies and soda. We also gave away purple stress relieving footballs.
TAB 10
Faculty Senate Report to the Board of Trustees
February 2013

On Monday, February 4, 2013, Senate President Lyman and Vice President Webb met with Interim President Dr. Carolyn Anderson. The primary focus of our discussion were the Interim President’s Report to the Board of Trustees (January 22, 2013) and her report on meetings. We also discussed the supplementary report to the Middle States Commission regarding the separation of President Williams and legal issues. Dr. Anderson informed us that Dr. Karen Stout of Montgomery College in Pennsylvania will be the visiting team leader for our Self Study. She also introduced us to new members of the Interim President’s staff.

The Senate Executive Committee has extended an invitation to Interim President Anderson to meet at her convenience to share their concerns. The Senate Executive Committee has been working through a variety of academic policy revisions. The Academic Master Planning Committee and the Program Review Committees of the Faculty Senate are working toward recommendations due March 31, 2013.

The Faculty Senate leadership continues to consult with various divisions of the College regarding such concerns as credentialing of faculty, academic coordination, the organization of developmental studies, the placement of academic programs, academic standing of department leaders, overload assignments, assignment of adjunct faculty, a faculty salary study, recruitment efforts, etc. The Senate Executive Committee has under consideration several position papers on issues of concern.

Ms. Talcur Stubbs-Wasiki, a graduate student at Morgan State University, has agreed to serve as an intern to the Faculty Senate, under the direction of Dr. Lyman. Ms. Stubbs-Wasiki will work on developing historical and functional underpinnings of academic freedom and shared governance with special emphasis on the American Association of University Professors censure of BCCC in 1992. She will work toward policy language that will allow BCCC to remove this stigma.

On February 18, 2013, Dr. Lyman will present the first of monthly professional development sessions for the college community on the topic of Shared Governance. The Faculty Senate is pleased to announce that furniture has been delivered to the new Faculty Senate Office. The office will provide meeting space for Senate committees as well as archival space for Senate records. It is in the Fine Arts Wing, Room 165, and we invite the Board of Trustees to view the office before or after the Board of Trustees meeting in March.

As always the Faculty Senate leadership is available to answer your questions and offer consul.

Respectfully submitted
Brad Lyman, Ph.D.
President of the Faculty Senate
President: Brad Lyman “x”
Vice President: Cynthia Webb “x”
Secretary: Edward Ennels “x”

Membership (“X” indicates meeting attendance)
Meeting began at 2:05 p.m.

<table>
<thead>
<tr>
<th>SEC Members</th>
<th>Standing Committee Chairs</th>
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<tbody>
<tr>
<td>delCastillo, Beatriz ME Alternate: Gleger, Marianna</td>
<td>Chapple, Fred, ME Alternate: Mohammad Salajegheh Dr. Shawn Lane Curriculum &amp; Instruction</td>
</tr>
<tr>
<td>Laditan, Adewale NPS Alternate: Okereke, Emmanuel</td>
<td>Paraskevoudakis, Fred NPS Alternate: Radhakrishnan, Malathi Prof. Albert Phillips Program Review &amp; Evaluation</td>
</tr>
<tr>
<td>Fakinlede, Solomon BMT Alternate: Osztreicher, Tibor</td>
<td>Webb, Cynthia BMT Alternate: Walker, Cortez Prof. Jacqueline McNair Faculty Affairs</td>
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<tr>
<td>McNair, Jacqueline NAH Alternate: Doty, Terry</td>
<td>Arvin, Shiree NAH Alternate: Beaty, Tonya Prof Beverly Constantine-Fraser Grievance</td>
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<tr>
<td>Shallenberger, Karen ESBS Alternate: Servio-Mariano, Boyd ESBS Alternate: Dr. Katana Hall Prof. Tracy Leshan Faculty Evaluation</td>
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# Call to Order

Dr. Lyman called the meeting to order at 2:05 p.m.

# Approval of the Agenda

**Action:** Professor Fred Chapple moved to accept the agenda with addition of the Student Evaluation of Faculty Questionnaire and Dr. Ann Ritter seconded the motion. The motion passed unanimously.

Dr. Lyman asked for a motion to accept the October 19, 2012 SEC minutes.

**Action:** Professor Cynthia Webb moved to accept the minutes of October 19 with amendments and Dr. Karen Shallenberger seconded the motion. The motion passed unanimously.

# Old Business

There was no old business to report.

# New Business

## I. Report of the SEC President – Dr. Brad Lyman

See addendum for SEC President’s Update to the Senate Executive Committee.

## II. Report of SEC ARP Election Committee –

The three faculty voted in to serve on the Academic Rank and Promotions Committee are Professor George Andrews, Associate Professor Brian Lazarus, and Assistant Professor Kathy...
### III. Approval of Sabbatical Leave Applications – Dr. Brad Lyman

A total of 55 faculty votes were cast. A full-time faculty list was obtained from Ms. Susie Forbes, Administrative Coordinator to the VP of Academic Affairs, to verify the legitimacy of every faculty who voted. Dr. Ann Ritter and Professor Edward Ennels tallied the votes. They separated out the ballots from the envelopes so votes were anonymous. Dr. Lyman will inform the faculty of the election results and follow up with the newly elected committee members.

All sabbatical leaves must be approved by the SEC before the Dr. Carolane Williams can give her approval. Three sabbatical leave requests were submitted to the SEC. Faculty applying for sabbatical leave include Dr. Kathleen Norris, Dr. Richard Bucher, and Professor Lucia Diaz Starr. All three are applying for half year sabbaticals. The SEC is looking to past practices for approving sabbaticals. Dr. Ann Ritter informed the group that sabbatical candidates would come present proposed sabbatical leave to the SEC. Professor Beatriz del Castillo suggested that the SEC Representatives have a chance to review all proposals before they are presented. The applications for sabbatical will be reviewed and recommendation of approved candidates will be forwarded to Dr. Peggy Bradford. Dr. Bradford will in term makes recommendation to the Dr. Williams. Dr. Williams will submit her recommendation to the Board for approval in the January Board meeting. Professor Cynthia Webb would like candidates to submit proposals to SEC members and then in the next SEC meeting have candidates come in to present their proposals. Dr. Brad Lyman will request electronic copies and forward such copies to the SEC membership.

### IV. Middle States Monitoring Report – Dr. Karen Shallenberger

Dr. Chen completed the draft Middle States Monitoring Report on October 25, 2012 and sent a copy to Dr. Brad Lyman for feedback. Dr. Lyman asked Dr. Karen Shallenberger to collect faculty input on the document and to share feedback during today’s SEC meeting. There is still work to be done on the report before it is submitted to Middle States. Professor Cynthia Webb proposed a committee to review the report work with Dr. Chen to write the final report. The committee should have representations from the various programs so that accurate information is recorded. The SEC agreed to having five to six people serve on the committee. We need people who understand the overall process. Dr. Katana Hall said she
### V. Faculty Role in Enrollment Repair – Dr. Brad Lyman

Dr. Brad Lyman stated that the current enrollment decline is unlike anything he has ever seen in his 37 year history with the College. This enrollment decline threatens the continued existence of BCCC and he plans to send out an urgent request to all faculty members to take an active role in recruitment efforts. He also wants faculty to come up with additional suggestions for increasing enrollment. While most years we experience a drop off in enrollment from fall to spring, Dr. Lyman is confident that if each of us promotes the College, we can generate an increase this coming spring semester. Professor Edward Ennels is the SEC representative on the Strategic Enrollment and Management Committee that will be meeting on Tuesday November 13, 2012. Professor Ennels will provide an update to the SEC on upcoming recruitment activities for the College.

### VI. Student Evaluation of Faculty Performance Questionnaire – Dr. Katana Hall

Dr. Katana Hall and Professor Tracy Leshan were asked by the SEC to participate in discussions regarding the Student Evaluation of Faculty Online Survey. College plans to administer the survey through BlackBoard. The online faculty evaluation survey will be accessible to students to complete starting on November 26 through December 9, 2012 with daily reminders. There will be an online survey for the online and hybrid courses and a separate online survey will be developed for face-to-face classes. The faculty have some concerns about response rates and how students would go to BlackBoard to answer questions on their own. Some students may not want to go online to complete a survey.
The results may be skewed. Dr. Hall suggested a pilot study before the survey is fully implemented and was told a pilot would be too complicated, expensive and not possible. Other issues of concern include the lack of a contingency plan if BlackBoard goes down; how would independent study courses be affected as well as questions regarding anonymity. Past experiences of faculty from other colleges using online surveys are not positive. The results of the survey should not be used in faculty evaluations. In the past, with paper surveys if a course had less than 10 responses the survey results were not counted. Given that classes size vary by program perhaps percentages should be used instead of number of responses in determining if survey results should count. Dr. Ann Ritter wanted to know if the survey would be invalid if a student did not respond to all statements. Dr. Hall said no. A zero is assigned to a question with no response. There is a new software package that will analyze the results and make them available immediately to the faculty. A group needs to sit down with Institutional Research and Advancement to discuss the kinds of statistics and reports that need to be generated. We also need a policy on who will have access. The SEC recommends that the results only be available to immediate supervisor and the faculty member for which the student survey is intended. Professor Cynthia Webb reminded the SEC that a revised faculty evaluation proposal is still awaiting Board approval. If the new online survey is going to part of faculty evaluation then we may need to include this information in the faculty evaluation proposal awaiting Board approval.

**Faculty Affected by Hurricane Sandy**

Professor Tracy Leshan and Professor Elaine Jadacki houses were significantly damaged by Hurricane Sandy. The Faculty Affairs Committee will send out cards.

**Spring 2013 Course Scheduling Issues**

There appear to be issues with course scheduling. For example, some of the times are not appropriate which makes it difficult for students to organize their class schedule. There was
no input sought from program coordinators on the Spring 2013 Schedule. Program coordinators should have a larger say in course scheduling for their program areas. Professor Cortez Walker said that some of the courses that traditionally run in spring have been eliminated.

**Faculty Participation for Increasing Enrollment**

Dr. Lyman asked for suggestions from the SEC Representatives on how faculty could help with increasing enrollment. He emphasized that we needed to do something extraordinary to address the College’s enrollment decline. Some suggestions included having faculty call assigned advisees, phone banks, radio advertising, and block registration. Professor Cynthia Webb recommended that no classes be cancelled in the spring semester. Administration should lower the minimum enrollment to 5 or 6.

**Faculty Re-alignment of Faculty in Developmental Education**

Dr. Rose Monroe delivered to the SEC the signed petition from the English Department against the English faculty being assigned to teach either Developmental English or credit level English. The majority of the English Department signed the resolution. Professor Beatriz del Castillo stated that the Math Department already voted unanimously not to support such a move and that a signed petition will be forthcoming to the SEC. Professor Beatriz del Castillo also shared concerns as to why the meeting the Math Department that was scheduled with Dr. Peggy Bradford was cancelled. Dr. Brad Lyman admitted that he asked Dr. Bradford to cancel the meeting. He presented a proposal that Dr. Bradford will take under advisement for 30 days. The proposal suggests a procedure for a transition to a department of developmental studies with faculty applying for position in the new department. Professor del Castillo had concerned about a proposal presented to the Vice President for Academic Affairs that was not vetted by the math department. Dr. Lyman volunteered to attend the Math Department meeting on Wednesday, November 14, 2012, to hear the concerns and discussion possible resolutions.

**Lack of Department Leadership**
### VIII. Announcements – Dr. Lyman

Professor Cynthia Webb said that the Business and Technology Department still does not have an associate dean. Dr. Katana Hall stated that English and Performing Arts Department still does not have an associate dean and that the arts department is floundering.

The next SEC Meeting is scheduled for the Friday, November 16, 2012 but Dr. Lyman would like the SEC to consider pushing the meeting to Monday, November 26, 2012, so the SEC can approve the Middle States Monitoring Report before it goes to the President. Professor Cynthia Webb proposed that the Monitoring Report Committee meet on Wed, November 7 from 11:30am to 6:00pm.

Respectfully submitted,

*Edward Ennels*, SEC Secretary

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**Meeting Adjourned: 4:23pm**

**Action:** Dr. Katana Hall moved to adjourn the SEC meeting at 4:19 p.m. and Dr. Karen Shallenberger seconded. The motion passed unanimously.
On October 23, 2012 at the Board of Trustees Meeting, I expressed the faculty’s disappointment that President Williams had chosen not to bring our agreed upon policy change on professional development (to remove the mandatory 40 hours) to the Board of Trustees. The President explained her intention to discuss professional development with other College constituencies. The Board asked the President to bring the proposal to the November board meeting.

On October 23, 2012, I reported to the Board of Trustees, the SEC resolution on un-enrolling students partway through the semester. There was a lively discussion among the members of the Board. The President informed the Board that the deadline had been extended and the College would look for ways to ensure the financial stability of the College.

Following the submission of the SEC resolution on the Academic Organization, Professor Webb and I met with VPAA Bradford. We presented a proposal to transition to a Department of Developmental Studies by Fall 2013 with faculty applying for positions in the new department. The VPAA has taken the proposal under consideration. Subsequently a petition was submitted to VPAA signed by 20 faculty requesting they remain as a single English department.

The College-wide Assessment Council (CWAC) met on October 24, 2012. Much of the discussion was about Student Learning Outcomes Assessment in the Academic Division. I explained the concept of the committee and sent Professor Carole Quine and VP Soileau the description of the committee as proposed by the SEC in December of 2010.

The Enterprise Resource Planning Working Group met on October 24. The discussion centered about a proposed company that would help the College assess its information technology needs. Professor Michael Kay has agreed to represent the SEC on this working group.

October 26-28, 2012 I attended the American Association of University Professors conference governance. VPAA Bradford also attended. We discussed actions required to remove the College from the censure list with Dr. Levy of AAUP. I will try to work the necessary procedure to protect academic freedom. If we can create “tenure like” protections that AAUP may accept in lieu of tenure.
On November 1, 2012, Professor Webb and I met with VPAA Bradford and VPSS Harvey-Smith (and various staff members). We discussed two modifications to the Student Grievance Procedure – first to include the Associate Dean before the student goes to the Office of Judicial Affairs and secondly to include the VPAA an ultimate decision at the end of the grievance process. We discussed the possibility of creating a Honors Program and coordinating the various honors scholarships, etc. I took the position that if Pre 100 remains a credit course, that it be under the supervision of an academic department. It was a productive discussion.

As of November 1, 2012 I had received three sabbatical leave requests for 2013-14.
Working Conditions 10/17/12 Meeting Notes

Reports - Old Business

1. Ann Frazier - Reported on student bullying of instructors - she suggested that the Procedure on Civility be incorporated into the Student Code of Conduct where there are sanctions that could be used for bullying. She was asked to contact Kathy O’Dell Carson to move it forward.

2. Terry Doty reported that in the past there had been a committee that suggested revisions for the TAU agreement which never went anywhere. She was asked to bring this proposal to the next meeting. Lance Mauck will also check on TAU agreement.

3. Mohammad Salagegh reported that there had been changes in the faculty overload agreement. He is looking for documentation on this and will report at the next meeting.

4. Ann Ritter reported that she had an initial meeting with Dr. Weeks on Faculty Credentialing and he stated that the VPAA is the top Academic Officer and was responsible for faculty credentials. They will schedule a future meeting in two weeks.


Reports - New business

1. Parity and Equity Study - Ann Ritter contacted Tony Warner whether there had been any new study since the 1995 study. He is not aware of any new study.
2. Job Descriptions of the VPAA and Deans, procured from Tony Warner, were distributed to the Working Conditions members.

3. Search Committees – Tony Warner reported that search committees are selected by the division VPs and approved by the President. There is no faculty input on selecting individuals to serve on these important committees.

Other issues discussed

1. Lack of CITS support in LSB

2. Ordering of equipment from CITS

3. Mold in the LSB building

4. College structure- Beatrice del Castillo reported that there are departments without chairs.

5. Structure of departments- Beatrice del Castillo reported that Math faculty voted to remain together in one department. However, they have been informed that there will be an edict handed down by the VPAA sometime next week on whether they will be allowed to do so.

6. The English department has not met as a body for some time; however, Alice Kimara volunteered to investigate a petition to assess the English department’s views on being divided.

7. TAUs report- Beatrice del Castillo reported that the pro-rated adjustment’s formula is not accurate and these adjustments TAUs have adversely affected her salary.

8. Late cancellation of classes- Jo’han Vance reported that the late cancelation of his classes (the Sat. before the fall 2012 semester started) forced him to accept 5 writing courses for a full load. His textbooks did not arrive until the 3rd week.

The next meeting of the Working Conditions Committee will be Wed., Nov. 28 location TBA.

GRIEVANCE COMMITTEE CHAIR REPORT (PROFESSOR BEVERLY CONSTANTINE FRASER)

The Grievance Committee have completed a new policy but we are in the process of writing the justification and editing the final draft hopefully we will have a draft by the end of this month for the SEC.
FACULTY EVALUATION COMMITTEE CHAIR REPORT (PROFESSOR TRACY LESHAN)

Well, lots of developments have occurred in recent weeks regarding faculty evaluation. Katana and I would like to give you an update. Please read to the end - there is an item there requiring your feedback.

1. Katana and I met recently with Dr. Bradford and Dr. Williams, along with Cynthia Webb and Brad Lyman, and discussed our proposal to integrate professional development into the faculty evaluation process. Our proposal was agreed upon, with a few minor wording changes.

2. Dr. Williams has since informed us that she is not taking our proposal to the Board of Trustees in October, because she wants to see if similar procedures regarding professional development can be adopted for all units of the college, and she doesn't want a "piecemeal" approach. Of course, we are very disappointed with the delay, which means that our new procedures for PD may not go into effect until Fall 2013. Brad Lyman will be updating the Board at the October meeting with our proposal and the President's decision to delay.

3. The College wants Katana and me to train Associate Deans and Deans on the faculty evaluation process and documents. We have proposed that this be done in January. We have also proposed that we conduct a training session for faculty at Faculty Development Day in January.

4. Tony Warner has requested a meeting with Katana and me to discuss how we can implement surveys for faculty to evaluate their Associate Deans, Deans, the VPAA, and the President. We are meeting on Fri. Nov. 2nd, at 11:30 am, to start the discussions. We will share the surveys we considered using in the past. I believe he also has found some surveys from the Chronicle and elsewhere that we might use.

5. The College wants to conduct the student evaluations this semester online, through Blackboard. I met with Diana Zilberman and Charles Wilson this past Tuesday to discuss this. As a statistics teacher, I had several concerns, some of which were resolved at the meeting, some of which still remain. I must say that it seemed like it was a "done deal" when I arrived at the meeting (Katana was unable to attend, due to illness, but we conferred after I met with them).

Here's what we agreed on:

- The evaluations will run for 2 weeks, from November 26 through December 9
- They will send multiple reminders to faculty to encourage students to complete the evaluations (every other day)
• The questions will be formatted from 0 – 5 where 0 is N/A and 5 is excellent (the formatting on the sample was 1 for highest, 4 for lowest, which does not match our evaluation, or what we previously used)

• They will include reminders to students and faculty that all Blackboard users edit their email address in Blackboard, so that they ensure that they do receive email sent through Blackboard

- A separate survey will be developed for use in online classes

We have three main concerns.

a. The response rate. How can we assure that students will take the time to go to BB and answer the survey on their own time? This is especially a concern for developmental classes and lower level courses. This may lead to low response rates and skewed results - only the students who feel strongly about the professor and the instruction (one way or the other) will take the time to go to BB and fill out the survey.

b. We should conduct a pilot where some classes take the BB survey, others take the traditional in-class survey, then compare the response rates. I was told that this was too complicated and not possible.

c. Are there contingency plans if BB goes down?

I have attached the proposed survey to be used for online classes. Please send me your feedback/suggestions on this or any of the other updates by next FRIDAY, OCT. 26th. The online survey questions need to go to the SEC for approval on Fri. Nov. 2nd.

PROGRAM EVALUATION COMMITTEE CHAIR REPORT (PROFESSOR ALBERT PHILLIPS)

The Evaluation Committee is hosting a meeting Friday for all Program Coordinators in MNB 252 from 9-1pm. We will be discussing where they are in their program evaluation and any assistance required to meet the deadlines. We also will be reviewing the SLOA processes that are associated with the upcoming monitoring report and how these processes should fit together as we move the college forward. I am also preparing to assist the two special programs (Special Education Transfer Program (Patricia Woodard) Office Assistant Program (Cynthia Webb) that were recently added to the original 7 programs that are to be assessed this year. It is determined that they were in danger of being deleted and are will require additional resources and recommendations so that they will obtain a concrete plan to make both programs viable.
Original Programs

The programs being evaluated this year and their assigned coordinators are as follows: Nursing (Deidre Stokes); Respiratory Care (Ed Monaghan); Physical Therapy (James Dyett); Health Information Technology (Jacqueline McNair); Dental Hygiene (Annette Russell); Surgical Technology (Andrea Drisdom) & Teacher Education Transfer (Patricia Woodard);

CURRICULUM AND INSTRUCTION COMMITTEE CHAIR REPORT (DR. SHAWN LANE)

The CIC met on October 10. During the Executive Session, the committee discussed the need to review all courses with developmental education prerequisites after the RENG and MAT development courses are approved in order to ensure accuracy and consistency. It was agreed that Deans would be asked to bring ALL such revisions rather than individual programs and coordinators. Due to misunderstandings of the CIC schedule, RENG and MAT 87 presentations were not heard and will be rescheduled for November 14. No new courses or programs were presented.

FACULTY AFFAIRS COMMITTEE CHAIR REPORT (PROFESSOR JACQUELINE C. MCNAIR)

The Faculty Affairs Committee met on October 18, 2012 to discuss the proposed quote received from Martin’s West Catering Center concerning the Faculty Holiday Celebration. Committee members present felt this property was ideal and very accessible with ample parking. Ms. McNair shared with the committee that a deposit was required to secure the proposed date. Ms. McNair will also inquire again with Martin’s West as to the cost per person of 75 individuals as opposed to 100. Ms. McNair also reported to committee members that as of October 5, 2012 the balance in the account was $4,044.21. The next scheduled meeting is October 30, 2012 at 4:00 p.m.

FACULTY HANDBOOK COMMITTEE CHAIR REPORT (DR. ROSE MONROE)

The Faculty Handbook Committee has completed two sections. These are the only sections that have had AAUP standards applied to them. The third section is now being completed with the applicable AAUP standards. The fourth section is still in progress, as important information needed has not been supplied. Tony Warner, Director of Human Resources, has indicated that he is putting something together to address faculty liability in medical emergencies, and Vice President Niehoff has not responded to a request for weather emergencies. Lastly, the public safety document was sent via a pdf file. Our CITS Department does not have software to convert the document to Microsoft Word. Therefore, I will have to take the document home and scan it as text so that I can place the information into the fourth section. If both parties respond soon with the required information, we may be able to have the fourth section completed by the end of the month. Dr. Tchamala has agreed to apply the AAUP standards to the fourth section once it has been completed. The committee will reconvene then to review the completed draft.
Minutes
(Approved by SEC on 12/07/12)

President: Brad Lyman “x”
Vice President: Cynthia Webb “x”
Secretary: Edward Ennels “x”

Membership (“X” indicates meeting attendance)
Meeting began at 3:05 p.m.

<table>
<thead>
<tr>
<th>SEC Members</th>
<th>Standing Committee Chairs</th>
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<tbody>
<tr>
<td>delCastillo, Beatriz ME Alternate: Gleger, Marianna x Chapple, Fred, ME Alternate: Mohammad Salajegheh Dr. Shawn Lane Curriculum &amp; Instruction</td>
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<tr>
<td>Laditan, Adewale NPS Alternate: Okereke, Emmanuel x Paraskevoudakis, Fred NPS Alternate: Radhakrishnan, Malathi Prof. Albert Phillips Program Review &amp; Evaluation</td>
<td></td>
</tr>
<tr>
<td>Fakinlede, Solomon BMT Alternate: Osztreicher, Tibor x Webb, Cynthia BMT Alternate: Walker, Cortez Prof. Jacqueline McNair Faculty Affairs</td>
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<tr>
<td>McNair, Jacqueline NAH Alternate: Doty, Terry Arvin, Sheree NAH Alternate: Beaty, Tonya Prof Beverly Constantine-Fraser Grievance</td>
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<tr>
<td>Shallenberger, Karen ESBS Alternate: Servio-Mariano, Boyd ESBS Alternate: x Dr. Katana Hall Prof. Tracy Leshan Faculty Evaluation</td>
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Dr. Lyman called the meeting to order at 3:05 p.m.

**Approval of the Agenda**

**Action:** Dr. Ann Ritter moved to accept the agenda and Dr. Katana Hall seconded the motion. The motion passed unanimously.

Dr. Brad Lyman deferred approval of the SEC Minutes for November 2, 2012 and November 14, 2012 until our next SEC Meeting.

**Old Business**

There was no old business to report.

**New Business**

1. **Report of the SEC President – Dr. Brad Lyman**

   **Enrollment Update**

   Dr. Brad Lyman shared with the group enrollment data on from the 16 Maryland community colleges. He highlighted the fact that as of 9/7/12 Baltimore City Community College Fall Head Count was down 22% and Fall FTE was down 28%. Chesapeake Community College had the second largest decline in Fall Head Count with a negative 10% and Fall FTE at a negative 9%. The range in the Fall Head Count among the 15 community colleges (not including BCCC) is between -9% to +5.9% with BCCC Fall Head Count and...
FTE significant compared to other Maryland Community Colleges. Clearly there is more going on with BCCC’s enrollment than just changes to the federal financial aid policy.

**Deferred Payment Update**

At the last board meeting Dr. Lyman raised the issue of the college removing students from class if they did not make deferred payment. Dr. Lyman presented the group with survey information on the deferred payment policy of the other Maryland community colleges. Almost all college offered a deferred payment but they do not remove students from class for non-payment. International students are offered the same payment arrangement as regular students. The report showed that in colleges where student fail to make payment the consequences include a hold on transcripts and the student not being able to enroll in future courses until the debt is satisfied. It is the recommendation of the SEC that we be in compliance with other community colleges on this issue.

**Promise Academy and Developmental Education Program**

Since last meeting Dr. Lyman met with the math department and agreed to rescind his proposal to Dr. Peggy Bradford regarding developmental education. Representatives from the Math Department will meet with representatives from the English Department to draft concerns and proposed solutions regarding Promise Academy and centralizing developmental education. Professor Edward Ennels, and Professor Beatriz del Castillo will work with Dr. Rose Monroe and Dr. Ann Ritter to write a joint report on the Developmental Education Program.
| II. Advising Model – Dr. Adewale Laditan | Due to time constraints Dr. Adewale Laditan’s report on the Advising Model was tabled until the next SEC Meeting. |
| III. Discussion of the Middle States Monitoring Report – Dr. Brad Lyman & Dr. Peggy Bradford | Enrollment Decline  
Dr. Brad Lyman presented Dr. Peggy Bradford with enrollment data from the 16 community colleges and also shared deferred payment plan policies of the other colleges. Dr. Lyman shared the SEC’s recommendation that students not be dropped from classes if they are unable to make their last deferred payment. Student who are unable to make the last payment should not be allowed to get their transcript or be allowed to enroll in subsequent courses until the bill is satisfied. Dr. Bradford stated that this topic has been discussed between she and Dr. Alicia Harvey-Smith, Vice President of Student Affairs. The administration still has to work with Business and Finance to put a revised policy in effect.  
Middle States Monitoring Report  
Dr. Peggy Bradford informed the SEC that edits are still being made to Monitoring Report including changes to the table of contents. There will be no substantive changes. As Dr. Bradford was going over the Monitoring Report it became clear that the SEC Officers and Representative were given the wrong draft of the report. The draft we had did not include the revisions from Dr. Carolane Williams. Professor Cynthia Webb and the rest of the group asked to see the final version of the |
Monitoring Report that was going to the Board. Dr. Lyman told Dr. Bradford that the SEC cannot approve a version that it has not seen. The SEC has had two emergency meetings on the Monitoring Report. Dr. Lyman stated that he feels that the faculty have participated in the process of developing the Monitoring Report. Dr. Bradford said she would email the group the final report with appendices later in the day. After the report is sent in Middle States may do a follow up visit to the College.

Dr. Karen Shallenberger stated that program coordinators submitted summary statements for the Monitoring Report that were not accurately recorded. Dr. Bradford stated that faculty were involved from the beginning in writing the report. Monitoring Report. The SEC would like to make sure that the information from the faculty in the report is accurate. After the Board members have given their feedback on the report, the final version will be uploaded to Middle States on the 29th or 30th.

Professor Webb stated that the chart on page 9 of the Monitoring Report is confusing. There is no reference to what the numbers mean. Dr. Bradford stated that the chart was being updated. There were 300 additional documents that came in Thursday that were not included in the table. The Board presentation of the Monitoring Report will be just a summary. Dr. Karen Shallenberger stated that there was a break down in the system for getting the report ready. Why are we still get information in at the last minute? She asked Dr. Bradford “What can we learn from this experience?” Accountability is important but the process is only as good as the people who are part of it. Faculty have gotten very little to no training on how this
process works. Have to communicate the process over and over.

Dr. Brad Lyman noted that we lost three people out of the assessment office. Went from 18 Department Liaisons last Spring to 5 this Fall. How are we going to get this institutionalized? The College assigned writing of the Middle States Report to a newly hired Director of Assessment, Dr. Chen, and put her in a difficult situation. Dr. Katana Hall stated that her area has had a great deal of difficulty with communication relating to assessment updates. She had not been asked to contribute anything to the Monitoring Report since the Spring of 2012. Dr. Rose Monroe agreed stating that the last time that the faculty in the various programs had to submit anything was last Spring. Nothing has been asked since that time. No requests have been made. There was no follow through. The Department Liaison is not communicating information to English Department.

Dr. Lyman ended the discussion with Dr. Bradford by stating that the SEC would like to see the final draft of the Monitoring Report prior to submission to the Board of Trustees and thanks Dr. Bradford for her time. Dr. Lyman expressed his concern about a compliance mind set on the part of the faculty and administration that needs to be worked on. Dr. Hall indicated that this needs to be a lived experience and that training for everyone should be ongoing. She went on to say that it’s very difficult when things are being done in isolation.

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New Interim Associate Dean for Business and Technology

Professor Cynthia Webb stated that there is a new Interim Associate Dean for
### V. Announcements – Dr. Lyman

Business and Technology who has not even been introduced to the department.  
*Spring 2013 Faculty Academy*

Professor Webb shared the agenda for the Spring 2013 Faculty Academy. Dr. Katana Hall was nominated to work with Dr. Peggy Bradford to organize the Faculty Academy. Dr. Hall encouraged the faculty to email their suggestions for the Faculty Academy. Some suggestion from SEC included BCCC’s plan for Learning Outcomes Assessment; Civility; Dr. Rose Monroe would like to have MHEC present to us on credentialing and assessment of credentials. There is nothing on the agenda regarding outcomes assessment. The College Wide Assessment Committee has met only once this semester. Some of the initial members have been removed. Professor Beatriz del Castillo got an invitation to join the College Wide Assessment Committee.

Board of Trustees meets tomorrow in the Mini-Conference Center. There will be no Board meeting in December. The next Board meeting will be January 22, 2013.

The next SEC meeting will be December 7.

Respectfully submitted,

*Edward Ennels, SEC Secretary*

### Meeting Adjourned: 4: 23pm

**Action:** Dr. Karen Shalenger moved to adjourn the SEC meeting at 4:34 p.m. and Dr. Katan Hall seconded. The motion passed unanimously.
Minutes
(Approved by SEC on 2/15/13)

President: Dr. Brad Lyman
Vice President: Professor Cynthia Webb
Secretary: Professor Edward Ennels
Membership: Full Faculty Meeting (91 faculty attended)

Meeting began at: 12:32pm

Vote on the Resolution of Commendation for the Board of Trustees as 94 yes, 1 no and 1 present.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION/REPORTS/ACTION</th>
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<tbody>
<tr>
<td>I. Call to Order @ 12:32pm</td>
<td>Meeting was called to order at 12:32 p.m. by Dr. Brad Lyman.</td>
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<tr>
<td>Old Business</td>
<td>No old business was discussed</td>
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<tr>
<td>New Business</td>
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<tr>
<td>II. Welcome – Dr. Brad Lyman</td>
<td>Dr. Brad Lyman welcomed back the Faculty and wished them all a productive and successful semester.</td>
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<td>III. Resolution to the Board of Trustees – Dr. Brad</td>
<td>Dr. Brad Lyman read aloud the following Resolution being proposed for presentation from the faculty to the Board of Trustees. The Vice President, Professor Cynthia Webb,</td>
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was asked to preside while the SEC President, Dr. Lyman, presented the Resolution.

Resolution of Commendation for the Board of Trustees of Baltimore City Community College

Whereas, the Faculty Senate has for some time been concerned with the academic integrity and the trajectory of Baltimore City Community College,

Whereas, the Faculty Senate expressed its lack of confidence in the leadership of President Williams,

Whereas, the Faculty collaborated with the administration to design and implement a system of student learning outcomes assessment that resulted in the Middle States Commission removing the stigma of probation,

Whereas, the Faculty Senate applauds the appointment of an Interim President,

Whereas, the Faculty Senate stands ready to collaborate with the Board of Trustees and the administration to conduct a comprehensive self-study, to develop a new visionary Strategic Plan, and to bring new leadership to the College,

Be it therefore Resolved, that the Faculty Senate of Baltimore City Community College commends the Board of Trustees of Baltimore City Community College for its leadership and vision.

Dr. Lyman called for a motion to accept the above resolution.

Action: Dr. Shawn Lane move to accept the resolution. Prof. Darlene Godwin 2nd.

Discussion of the motion: One Faculty member felt it was too soon for a resolution. He is not against commending the Board. He just thinks we should wait to see the work of the new interim President. Another professor stated that we should publically commend the board for the change in leadership. The Faculty are thankful to the Board for listening and...
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<tr>
<th>IV. Update on Coordinator Discussion – Professor Cynthia Webb</th>
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<tr>
<td>the Faculty commends the Board for addressing our concerns. A Faculty member stated that it helped for the SEC to encourage the Board to go back a review the original documentation on vote of no confidence in our former President Dr. Carolane Williams. One Faculty member commented that we should issue an official response to the Board. She suggested some changes to the wording of the resolution. Keep statements with accommodations to the board. It was indicated that turning your back to someone who has done something for you is an insult. Another Faculty member added that the new Board has been with us for a year and we need to say thank you for their work. Dr. Brad Lyman stated that we need to develop a relationship with the Board of Trustees. The Board has paid attention to what the Faculty is saying and appears to be listening to our advice. Dr. Lyman said he could provide specific examples. The Board really is listening and we need to commend them for taking this action. It was stated that it is important to show support to the Board and we need to nurture this relationship. Professor Cynthia Webb commented that we now have a very insightful and experienced Board who are interested in Faculty input. A friendly amendment was added to the resolution to indicate interim president.</td>
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<td>Action: Dr. Shawn Lane moved for acceptance as a friendly amendment to the resolution to write interim President and not include specific names just titles. Dr. Carolyn Dabirshiaghi 2nd the amended motion.</td>
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<td>The motioned passed with 94 yes votes, 1 no vote, and 1 present</td>
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<td>Dr. Brad Lyman stated that the Resolution to the Board of Trustees will be included in the upcoming Board Meeting Report and will be read at the Board Meeting on January 22 in mini-conference room.</td>
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<tr>
<td>Professor Cynthia Webb submitted her report to Dr. Peggy Bradford, Vice President of Academic Affairs, regarding program coordinators and course facilitators. She is still</td>
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**V. Update on Working Conditions Discussions – Dr. Ann Ritter**

waiting for a reply. The report focuses on standardization of processes for all program coordinators and course facilitators.

Dr. Ann Ritter, Chair of the Working Conditions Committee, reported that the committee had three meetings and presented to Dr. Dennis Weeks, Dean of Arts and Social Sciences, a recommendation regarding Faculty who are unqualified to teach certain courses who were qualified when they were hired. Dr. Weeks planned to discuss the matter with Dr. Peggy Bradford. Still waiting for follow up. The Working Conditions Committee has a number of other issues that it will be addressing in the upcoming Spring 2013 Semester.

Dr. Brad Lyman stated that the Faculty Senate is an integral part of the College; so, we will have a physical presence in campus. He announced to the faculty that Secretary Edward Ennels is leading SEC’s efforts to furnish the new Faculty Senate office space and requested he give an update to the faculty body. Professor Ennels reported that Dr. Peggy Bradford, Vice President of Academic Affairs, and Mrs. Sue Niehoff, Vice President for Business and Finance, have secured a new office space for the Faculty Senate (Fine Arts Building, Rm 165). The space will be furnished with two office desks; computers with internet access; a phone with multiple lines; a bulletin board; and a conference table. It is a large space that will be used for the following:

- Senate Executive Committee meetings may be held in the new office. These meetings are scheduled on the 1st and 3rd Friday of each month from 2 p.m. to 4:30 pm.

- We will be collecting faculty senate documentation to house at this location. Professor Ed Ennels will be serving as the Faculty Senate Archivist to collect and organize the materials. He called upon any faculty interested in helping with this
VII. Academic Rank and Promotions Committee - Professor Dariush Kochesfahani

Professor Dariush Kochesfahani, a returning active member of the Academic Rank and Promotions (ARP) Committee reported that the committee has not met yet. He asked all members of the committee to stand and be recognized. Professor Kochesfahani stated that the committee will meet next week to elect a chair and secretary. He reminded Faculty who are interested in applying for promotion that they had to be in rank for at least three years before applying. Faculty eligible for promotions need to get their materials ready. The committee will come up with a time table and will schedule two or three information sessions where faculty will be able to ask questions.

Following the update, there were some concerns voiced by the Faculty regarding the promotions process. It appears that when committee members change the process changes. The process needs to be standardized. Concerns were also shared about committee members having access to personal files in HR. Committee members take confidentially very seriously. Professor Tracy Leshan stated that only the committee chair and one other committee member look at the HR file. All of the necessary documentation should be placed in a white envelope and placed in the front of the file. Committee members are only allowed to look at the contents of the envelope. Professor Kochesfahani encouraged all faculty to make an appointment with HR to review their file. Dr. Shawn Lane shared that faculty need to notify HR that they want to review their files.

Task to send him an email. Professor Ennels asked Former SEC Presidents and SEC Secretaries to contact him if they have faculty senate documents in their offices or saved on their computers. We need to collect such documents for our Archive. All documents will be stored in a locked file cabinet that only the SEC President, Vice President, and Secretary will have.

- The new Faculty Senate Office may also be used for Standing Committee meetings. Committee chairs need to contact the Secretary of the SEC to reserve space for their meetings.

We plan to have everything in place by mid-February and will be hosting an open house for the faculty, administration, and Board members.
three days in advance. Another issue of concern was the evaluation process of faculty. It was stated that the evaluation process has not been working the way it’s supposed to due to changes in administration. Professor Leshan stated that the committee will account for those issues if the faculty shares such concerns in their promotions packet.

Dr. Solomon Omo-Osagie, who chaired the committee last cycle, stated that we ran a transparent process. He reported that 60% of those who applied for promotion were recommended for the next rank. He said that the issues raised are issues in which every committee member struggles, which is why he appointed to a committee to review the promotions process. Changes to the promotions process have to come from the SEC. We give the committee members the charge to come up with their own procedures for promotion to allow for some flexibility.

Professor Linda Benjamin from the Business and Technology Department stated that she went from Chair of the Curriculum and instruction Committee to Co-chair of Steering Committee for the Self-Study process along with Mrs. Nicole Cameron-Becket. Professor Benjamin did a presentation yesterday as part of the Community Forum. Everyone should have gotten the Self Study: Creating a Useful Process and Report prepared by the Middle States Commission on Higher Education. The College will be starting its self-study soon. The interim President, Dr. Carolyn Anderson, is still waiting for the go ahead from Middle States on the process used by the College for the Self-Study. In the meantime, Professor Benjamin report that the College is in the process of forming a Steering Committee and Working Groups. Dr. Brad Lyman stated that any concerns about the college should be part of the self-study. We need to take an honest look at where we are as a College. Issues of concerns will be assigned to the working group to address. New Faculty are strongly encourage to sign up for a working group. Dr. Lyman would like to see a higher participation rate of faculty than Hartford Community College (38%). Anyone can go to the Middle States’ website. All of the higher education institutions listed along with the most recent committee actions. In fact on December 21, 2012 Middle States requested from BCCC information with regards to the action of the former president and the legal action taken against an employee. Anytime the College makes significant changes it should be reported to Middle States.
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<tr>
<th>IX. Workshops on Shared Governance – Dr. Brad Lyman</th>
<th>Dr. Brad Lyman stated that the College should have workshops once a month on shared governance. He indicated that he would facilitate the workshops. These workshops would count towards the 40 hour professional development. We need to assert our rights as a faculty to have greater control over the academic process. We should have some say in how the institution is running.</th>
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</table>
| Announcements - Dr. Brad Lyman and Professor Cynthia Webb | **Sabbatical Leave**
Dr. Lyman stated that sabbatical leave for two out of three applicants were approved by the SEC and forwarded to Dr. Peggy Bradford. She is still looking at the budget and said she would get back to the SEC on her decision. If all goes well the recommendations will go to the Board of Trustees in January with action taken in February.

**Meeting with Interim President**
Dr. Brad Lyman and Professor Cynthia Webb have been invited to meet this afternoon at 3:00 p.m. with the interim President. They have an extensive list of concerns to share.

**AAUP Chapter on Campus**
Dr. Lyman is still pushing for the establishment of an AAUP chapter on campus. AAUP has been around since 1915. Its primary mission is to set standard for shared governance and academic freedom. We still need 7 additional members. Interested faculty can go to the AAUP website to join as a member. Then we can start a chapter on campus. The membership fee is tax deductible.

**Professional Development**
Professor Cynthia Webb reported that Faculty still need to ascertain 40 hours of professional development by June 30, 2013. The new proposal was submitted on time but the former President Dr. Carolane Williams decided to table the proposal until after getting input from the rest of the college. Nothing is finalized at this point. In the future we hope that professional development will be one element of the faculty evaluation |
process. The Self-Study Working Group work may not count towards professional development. Dr. Lyman said he would follow up with the interim President.

Respectfully submitted,

Edward Ennels, SEC Secretary

| Meeting Adjourned at 1:35pm | Action: Professor Cynthia Webb made a motion to adjourn the Faculty Senate meeting. Dr. Shawn Lane seconded the motion. The Faculty Senate meeting was adjourned at 1:35 p.m. |
Minutes
(Approved by SEC on 2/15/13)

President: Brad Lyman “absent”
Vice President: Cynthia Webb “x”
Secretary: Edward Ennels “x”
Membership (“X” indicates meeting attendance)
Meeting began at 12:42 p.m.

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Baltimore City Community College  
Senate Executive Committee Meeting

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<tr>
<th>Alternate:</th>
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<th>Dr. Ann Ritter</th>
<th>Working Conditions</th>
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| Coleman, Theron  
EHVPA  
Alternate: Kerr, Lynn | Hall, Katana EHVPA  
Alternate: Moss, Latonia | | |
| **x** Ritter, Ann PA  
Alternate: Rhodes, Cheryl | Monroe, Rose PA  
Alternate: Kimara, Alice | | |

**Guests:**  
Professor Cortez Walker  
Professor Jà Hon Vance

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<tr>
<th>TOPIC</th>
<th>DISCUSSION/REPORTS/ACTION</th>
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<tr>
<td><strong>Call to Order</strong></td>
<td>Professor Cynthia Webb, Senate Vice President, called the meeting to order at 12:42 p.m.</td>
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<tr>
<td><strong>Approval of the Agenda</strong></td>
<td>Action: Professor Jacqueline McNair moved to accept the agenda and Dr. Karen Shallenberger seconded the motion. The motion passed unanimously</td>
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</table>
| **Approval of Minutes of December 7, 2012 – Professor Cynthia Webb** | Action: Dr. Rose Monroe moved to accept the minutes of December 7, 2012 with amendments and Professor Jacqueline McNair seconded the motion. The motion passed unanimously.  
The SEC Secretary, Professor Edward Ennels, was thanked publicly by SEC Vice President Professor Cynthia Webb for doing such a wonderful job with the SEC minutes. |
| **Old Business – Professor Cynthia Webb** | Professor Webb stated that the College needs to do an assessment on its SLOA process. There is concern about a possible last minute change to the process requiring SLOARs for everyone course taught in the Fall 2012 Semester. A meeting was supposed to take place this week between the administration and department liaisons (DLs) to discuss the issue, but the meeting was cancelled. It was indicated that the meeting between the administration and department liaisons will happen soon. It was stated in a division meeting that faculty are to |
B. Dr. Chen and Dr. D are “streamlining” the process, should SEC establish a SLOA committee?  
C. Should we have an SEC member as Liaison?  
D. Should we delegate to the CIC?

follow the five-year plan already established until informed otherwise. Professor Beatriz del Castillo was just reinstated as a department liaison this week along with several other faculty from other departments. There used to be 17 DLs, that number dropped to five, and now the administration has decided to add more at the suggestion of Dr. Chen. Professor del Castillo reported that there was training for DLSs on Tuesday and Wednesday for the new system being used to track SLOA data. Professor Cynthia Webb commented that we have a five-year SLOA plan that was sent to Middle States. Dr. Karen Shallenberger stated that we have an approved guide in place for doing the SLOA that we should follow. Administration deviating from the approved guide is a violation of Standard 6: Academic Integrity.

Professor Cynthia Webb posed the question: What is SEC’s role in maintaining and revising the SLOA process? Professor Terry Doty suggested that perhaps the department liaisons could be formed into a committee that would report back to the SEC. The SEC will request an update list of DL’s from Dr. Chen. Dr. Rose Monroe stated that such a committee may not be necessary given that we have College Wide Assessment Council (CWAC). The SEC members that serve on that council can report back to the SEC. The issue regarding the SLOA process could be delegated to the Curriculum and Instruction Committee (CIC). Dr. Karen Shallenberger agreed since CIC is involved with curriculum. She also suggested that Dr. Chen have a role with the CIC. Changes to the SLOA process should come through the CIC. It was suggested that CIC be charged with approving any changes to the SLOA process and reporting back to the SEC. Dr. Shallenberger made it clear that she was only suggesting that CIC oversee changes to the guidebook not the process. Dr. Katana Hall encouraged the group to see the larger picture. We do not want this process to get lost in all the other responsibilities of the CIC. It is important that the faculty body be part of any ideas or modification to the process.

Professor Cynthia Webb also posed the question: Who in SEC is monitoring the process? Dr. Katana Hall stated that she was is a little nervous letting other people take care of things that
we are going to be responsible for completing. There are faculty representatives on CWAC, which is set up to monitor the process. Dr. Carolyn Dabirsiaghi is working on streamlining the process. Dr. Peggy Bradford asked her to streamline the process after Dr. Nevada Winrow completed the guidebook and a condensed version of the guidebook. The condensed version was never distributed to the Faculty. It seems that Dr. Bradford is asking Dr. Dabirsiaghi to do what Dr. Winrow did.

Dr. Karen Shallenberger suggested that the SEC make a written statement to Dr. Bradford that the guide that has been approved be the guide that the College follows. If Dr. Bradford agrees then we should follow the process. If she does not agree then we sit down and figure out what changes should be made to the guide. This would help avoid a lot of the confusion. The SEC needs to obtain a copy of the condensed SLOA guide written by Dr. Nevada Winrow. VP Webb indicated that she had shared that copy with Dr. Dabirsiaghi.

**Action:** Dr. Karen Shallenberger moved to direct the President and Vice President of the Faculty Senate to communicate to the Vice President of Academic Affairs that the Baltimore City Community College Comprehensive Learning Outcomes Assessment: A Practical Guide is the approved process for carrying out Student Learning Outcomes Assessment. “The College needs to follow the guide until such time as an agreed upon process for changes to the guide has been developed. The SEC further directs the President and Vice President to schedule a meeting with the Vice President for Academic Affairs to discuss the processes through which the Practical Guide can be assessed and modified.

Professor Jacqueline McNair seconded the motion. The motion passed unanimously.

Dr. Brad Lyman will be back on the January 22 and will be meeting with Dr. Bradford to follow up on the issue.
### II. Report from Dr. Chen

Professor Cynthia Webb asked Dr. Chen to attend this meeting to provide an update on the SLOA process. It was a very short notice, and she was not able to attend.

### New Business

<table>
<thead>
<tr>
<th>I. Report of the SEC President – Professor Cynthia Webb</th>
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<tr>
<td>Professor Cynthia Webb reported that the Presidential search will start soon. She and Dr. Brad Lyman met with Dr. Carolyn Anderson, interim President, for 2.5 hours on January 11, 2013 to discuss faculty concerns. Professor Webb commented that the meeting was very refreshing and that Dr. Anderson was very receptive. Dr. Adewale Laditan commended Dr. Lyman and Professor Webb for addressing the concern of the faculty with the Interim President Dr. Anderson. See attached addendum for Report of the SEC President to the Senate Executive Committee for January 18, 2013.</td>
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<tr>
<th>II. New Policies Discussed at Academic Council – Professor Cynthia Webb</th>
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<tr>
<td>Dr. Rosemary Gillett-Karam, Chair of the BCCC Board of Trustees, stated at the Faculty Academy held on January 11, 2013 that the faculty should ask for more money. She suggested that we do a salary study. Professor Já Hon Vance submitted to the SEC Secretary a chart comparing faculty salaries by rank within the 16 community colleges in Maryland. The chart compiled by the Maryland Higher Education Commission shows that BCCC faculty are at the bottom of the salary scale when compared to the other Maryland Community College. The SEC will follow up with the Board.</td>
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All SEC Representatives received copies of the academic policies discussed at the recent Academic Council meeting that took place on Wednesday, January 16, 2013. These are existing policies that need to be revised. There are 21 in academic affairs. Professor Cynthia Webb asked the SEC Representatives if they had any suggestions or comments about any of...
III. Report on the SEC Office – Professor Edward Ennels

the policies for the record. Since this was the first time the SEC Representatives saw the policies, it was decided to table the discussion until the next SEC Meeting on February 1, 2013 to give the representatives time to review the policies.

Professor Ed Ennels reported that Dr. Peggy Bradford, Vice President of Academic Affairs and Mrs. Sue Niehoff, Vice President for Business and Finance have secured a new office space for the Faculty Senate (Fine Arts Building, Rm. 165). The space will be furnished with two office desks; computers with internet access; a phone with multiple lines; a bulletin board; and a conference table. The College has furniture in inventory that we can use for the Faculty Senate Office. Professor Ennels is making arrangements with Mr. Gomaz, Director of Facilities, to allow the SEC leadership the opportunity to see what they would like to have moved to the new office space. Professor Jacqueline McNair suggested that the SEC consider using Faculty Affairs dollars to offset some of the cost for smaller items needed for the office such as a scanner and shredder.

It is a large space that will be used for the following:

- Senate Executive Committee meetings.
- An archive for faculty senate documentation. Professor Ed Ennels will be serving as the Faculty Senate Archivist to collect and organize the materials. He called upon any faculty interested in helping with this task to send him an email.
- Standing Committee meetings. Committee chairs need to contact the Secretary of the SEC to reserve space for their meetings.

We plan to have everything in place by mid-February and will be hosting an open house for the faculty, administration, and Board members.

Since Professor Beverly Constantine-Fraser was absent, we decided to table the discussion of the draft Grievance Proposal until the next SEC meeting.

IV. Grievance Committee Draft – Committee Chairs

the policies for the record. Since this was the first time the SEC Representatives saw the policies, it was decided to table the discussion until the next SEC Meeting on February 1, 2013 to give the representatives time to review the policies.

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## V. Report on Academic Advisement Committee  
- Dr. Adewale Laditan

Dr. Adewale Laditan is co-chairing the Academic Advisement Committee along with Mrs. Nicole Cameron-Becket. The committee met on December 3, 2013 and discussed the problems with financial aid. The members considered financial aid issues for students who are regular full-time and those who are not full-time students. Dr. Laditan stated that problems with being taken off financial aid appeared to affect non-credit students more than credit students. This discussion will be ongoing. Mrs. Nicole Cameron-Becket will look into the matter with the assistance of Dean of Student Development, Mr. Ron Smith. The Academic Advisement Committee will meet once a month. There is a conference for training on academic advising in Philadelphia in March.

## VI. Faculty Affairs Update  
- Professor Jacqueline McNair

*Faculty Affairs Committee*

Professor Jacqueline McNair reported that 54 faculty have paid their dues. She plans to ask Mrs. Susie Forbes, Administrative Coordinator for the VP of Academic Affairs, for a complete roster of full-time faculty so notices can be sent out for those who have not paid. As of January 18, 2013 the current balance is $3,672.08. Professor Cynthia Webb respectfully asked the Faculty Affairs Committee chair to submit to the SEC a detailed monthly report on the activities and associated costs. Professor Jacqueline McNair said she would have the committee treasure Prof Beverly Constantine-Fraser to provide that information.

Professor McNair reminded the group to mark their calendars for the upcoming Faculty Retirement Dinner that will be hosted at the Double Tree Hilton Hotel on Reisterstown Road on May 23, 2013. The $500 deposit from the cancelled faculty holiday party is going
VII. Faculty Concerns - SEC Representatives

An incident was reported that occurred during the lineup for graduation. Dr. Wayne Beckles informed the Developmental English Department members that they were to line up behind him and they were not to move until he gave the order to do so.

Dr. Bradford is concerned about the low pass rates and low retention rates in the remedial
classes. One Dean indicated that Faculty need to make themselves more available to students. Additional office hours and/or office hours in the labs are being required in one division. Dr. Beckles was informed that there are issues beyond the faculty’s control that contribute to the poor results in Developmental English, including lack of sufficient services for disabled students and students who refuse to attend classes. The College wants to recruit more students, but how are we going to recruit students if we don’t have courses available for them. also It was stated that students feel that there are too many hybrid classes. Students are requesting more 15 and 12 week class sections. Hybrid classes prove frustrating to students who have low reading and comprehensive levels. Most traditional classes are in the morning and very few classes are running in the afternoon. Faculty in the Promise Academy were told that students need to register for classes that are available. There will not be any waiting lists. The first floor in the Main Building was supposed to be designated for developmental classes. RENG classes are computer based. Professor Kimara did an informal inventory to see if there were labs available to add 12 week classes Dr. Sophia Ward, was informed; however no additional classes were added. It was reported that in December the English Department met with Dr. Peggy Bradford and shared their concerns about designating faculty to only teach developmental English. They also discussed why faculty were not allowed overloads.

Professor Cynthia Webb stated that the SEC is acting on behalf of the faculty, but changes take time. She suggested that faculty become more vocal to let administrators know what is needed to move the College forward. Credentialing is still an issue that needs to be resolved. Only four universities award master’s degrees in developmental education. Faculty are still confused about the Promise Academy, which was supposed to be designed for the lowest level of English and Math. The administration said that changes were made to the Promise Academy after the recommendations were approved by the faculty. The SEC never provided input or voted on the approval of the Promise Academy. The SEC should revisit the original academic restructuring document that was approved by the SEC and discuss it
Many faculty feel unappreciated for the work they are doing for the college. Professor Cynthia Webb said we have all suffered; but it is now time to get back to what we do best and that is to develop the curriculum at the College. We haven’t had any new program for years. How can we sustain ourselves if we keep going like this? She emphasized that things will get better. Hang in there! Do what you need to do for yourselves to stay motivated. It was stated that what is spoken by the administration is not actualized and supported. It was also stated that we are not bringing goals to completion.

A concern was voiced about the new student deferment payment process. Instead of three payments students now only have to make two payments. Business and Finance requires 50% of tuition and fees up front and the rest at the end of semester around May 3. Professor Cynthia Webb commented that this was a concern discussed at the Board meeting. Board members asked the College to take another look at this option. It was suggested to have five incremental payment terms. At least students will not be dropped from class; but now it appears that we have created another problem.

Respectfully Submitted,

Edward Ennels, SEC Secretary

Meeting Adjourned: 3:07pm

Action: Dr. Adewale Laditan moved to adjourn the SEC meeting at 3:07 p.m. and Dr. Karen Shallenberger seconded. The motion passed unanimously.
On Monday, December 10, 2012 the President of the Senate was called to a meeting by the Dr. Gillett-Karam, Chair of the BCCC Board of Trustees. In attendance at the meeting were the Vice Presidents as well as others who report directly to the President. Dr. GK announced that the Board of Trustees had decided to separate President Williams from the College. She asked that those present wait for an official announcement before discussing it with anyone. Additionally she informed us that Board was thanking Dr. Williams for her work, but had decided to go in another direction. Dr. GK indicated that an Interim President would be appointed for up to a year while a national search was conducted for a new president. On December 11, 2012, I sent an email to the faculty with the above information.

Former Senate President Chima Ugah telephoned to say that the Sun Paper had contacted him about the Board’s action. He was calling to alert me that he has supplied the reporter with my telephone number. I thanked him for his consideration. The Sun Papers never contacted me.

On December 14, 2012, Senate President Lyman and Vice President Webb attended the BCCC Academic Affairs Administrative retreat to make a presentation on shared governance. The presentation included a brief history of shared governance in higher education highlighting the 1915 Declaration of Principle on Academic Freedom and Academic Tenure as well at the 1940 Statement of Principles on Academic Freedom and Tenure. These statements, by the American Association of University Professors, help to define the functions of higher education, as well as the role of faculty both within the institution and their obligations to the broader public interest. We also reviewed the Statement on Government of Colleges and Universities that was formulated jointly by the AAUP, The American Council on Education and the Association of Governing Boards of Universities and Colleges in 1966. The statement expressly notes that faculty have a special role to play in the academic decision making and that unilateral action creates confusion and conflict. The essence of the statement revolves around what they call “joint effort”, based on the inescapable interdependence between the governing board, administration, faculty and students. We will be offering additional sessions on shared governance to any members of the College community interested in understanding the unique characteristics of colleges and universities.
On January 3, 2013, Vice President Webb attended the Meet and Greet with Interim President Anderson. She presented a one page briefing paper that listed the two most important issues facing the College as the Self Study and Communication. She also successfully lobbied to change the name of the Town Hall to the Community Forum.

At the Community Forum (January 10), the Faculty Academy (January 11) and the Adjunct Faculty Academy (January 12), Dr. Lyman gave greetings on behalf of the Faculty Senate.

The Faculty Senate met on January 11, 2013. The Senate passed a resolution of commendation for the Board of Trustees of Baltimore City Community College. A number of Senate Committees reported their activities and plans. Secretary Ennels reported on the progress toward preparing the Faculty Senate office space. Interim President Anderson invited Professor Webb and myself to meet with her on January 11, 2013. We met for two hours. We briefed the Interim President on 1. Structure of the Faculty Senate 2. The background of how the College arrived at our situation 3. Issues of Concern to the Faculty Senate. I reiterated my commitment to the Board of Trustees that the Senate would try to resolve issues at their appropriate level. Dr. Anderson asked which issues needed to be addressed before the start of the Spring Semester. We mentioned the credentials and coordinators proposals currently with the Vice President. We discussed the concerns expressed at the December 7, 2013 SEC meeting about the assignment of classes (including overloads) to faculty, the cancellation of classes, the assignment of TAUs, etc.

The specific list of Faculty Senate issues we presented to Interim President Anderson included: The Self Study, the Presidential Search, Strategic Planning, Professional Development Policy Proposal, Policy of dropping students for non-payment, Removing the College from AAUP Censure, the non-faculty status Department Chairs (Associate Deans), The configuration of developmental education, The evaluation of faculty credentials to teach, The coordination of academic programs and disciplines, A supervisor survey of the Academic Division, A faculty salary study, the climate survey, coordination with the Student Services Division.

The Faculty Senate believes these decisions require collaboration and consultation with coordinators and faculty within academic departments. It is not clear that there is consistency across the departments or that the Faculty Handbook is being followed. I suggested a division wide statement from the VPAA about these procedures to reduce confusion and feelings of disparity between departments.

Respectfully submitted,
Brad Lyman, Ph.D.
President of the Faculty Senate
Minutes  
(Approved by SEC on 2/15/13)

President: Brad Lyman “x”  
Vice President: Cynthia Webb “x”  
Secretary: Edward Ennels “x”  
Membership (“X” indicates meeting attendance)  
Meeting began at 2:11 p.m.

<table>
<thead>
<tr>
<th>SEC Members</th>
<th>Standing Committee Chairs</th>
</tr>
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</table>
| delCastillo, Beatriz ME  
Alternate: Gleger, Marianna | Chapple, Fred, ME  
Alternate: Mohammad Salajegheh | Dr. Shawn Lane  
Curriculum & Instruction |
| Laditan, Adewale NPS  
Alternate: Okereke, Emmanuel | Paraskevoudakis, Fred NPS  
Alternate: Radhakrishnan, Malathi | Prof. Albert Phillips  
Program Review & Evaluation |
| Fakinlede, Solomon BMT  
Alternate: Osztreicher, Tibor | Webb, Cynthia BMT  
Alternate: Walker, Cortez | Prof. Jacqueline McNair  
Faculty Affairs |
| McNair, Jacqueline NAH  
Alternate: Doty, Terry | Arvin, Shiree NAH  
Alternate: Beaty, Tonya | Prof Beverly Constantine-Fraser  
Grievance |
| Shallenberger, Karen ESBS | Servio-Mariano, Boyd ESBS | Dr. Katana Hall  
Prof. Tracy Leshan  
Faculty Evaluation |
### Baltimore City Community College
#### Senate Executive Committee Meeting

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<tr>
<td>Coleman, Theron&lt;br&gt;EHVPA&lt;br&gt;Alternate: Kerr, Lynn</td>
<td>Hall, Katana EHVPA&lt;br&gt;Alternate: Moss, Latonia</td>
<td>Dr. Ann Ritter</td>
</tr>
<tr>
<td>Ritter, Ann PA&lt;br&gt;Alternate: Rhodes, Cheryl</td>
<td>Monroe, Rose PA&lt;br&gt;Alternate: Kimara, Alice</td>
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**Call to Order**

Dr. Brad Lyman, SEC President, called the meeting to order at 2:11 p.m.

**Approval of the Agenda – Dr. Brad Lyman**

- **Action**: Professor Cynthia Webb moved to accept the agenda and Dr. Ann Ritter seconded the motion. The motion passed unanimously.

**Approval of Minutes of January 11, 2013 (Full Faculty Senate) and January 18, 2013 (SEC) – Dr. Brad Lyman**

- **Action**: No action taken. Minutes for January 11, 2013 and January 18, 2013 will be tabled until the next SEC meeting on Friday, February 15, 2013, to give committee members time to review.

**Old Business**

Nothing to Report

**New Business**

1. **Report of the SEC President – Dr. Brad Lyman**

Dr. Lyman asked for the SEC consent to invite Dr. Carolyn Anderson to with the Senate Executive Committee at a future meeting. All agreed that it was a good idea.

**Guests:**

- Professor Cortez Walker
- Professor Jà Hon Vance
Dr. Brad Lyman shared an update on enrollment. The enrollment crisis at the College continues. Data from Mr. Jerry Reichenberg shows that as of Tuesday, January 29, 2013, our student headcount was down 14%, and our FTEs down 18% from Spring 2012.

At the November Board of Trustees meeting, Dr. Lyman urged the Board to make enrollment a standing agenda item. This potential spring downturn was discussed at the January Board of Trustees meeting; at which time, Dr. Lyman urged caution in the cancellation of classes, consideration of extending registration, and the need to look for innovative ways to boost our spring enrollment. President Carolyn Anderson will receive daily enrollment reports to track the situation. Dr. Lyman indicated that, according to Mr. Reichenberg, almost all of the hours and FTE’s lost through cancellations of Spring 2013 classes were replaced with subsequent registrations or “Adds.” This finding is consistent with a report provided by Mr. Reichenberg a few months earlier that dealt with the Fall 2012 enrollment. The same students who were dropped through cancellations added nearly the same number of credit hours after those cancellations. This data provides no evidence that cancellations have directly affected enrollment. Dr. Lyman reported that Mr. Reichenberg recommends adding and filling 12 week classes, especially the general studies and developmental classes as the best way to deflate our losses.

See Addendum for the full President’s Update to the Senate Executive Committee

See Addendum for Standing Committee Chair Summary Reports for January Activities

The Senate Executive Committee reviewed several proposed academic policy revisions presented at the last Academic Council meeting that took place on Wednesday, January 16,
Brad Lyman

2013. The following policies were discussed:

a. Adjunct Faculty Development (5005) – In light of the current proposal to remove the 40 hour requirement for full time faculty, it was the view of the SEC that the last two sentences of the Policy Language should be removed. The five hour professional developed requirement should not be required of adjunct faculty.

**Action:** Professor Solomon Fakinlede moved to approve the policy language with amendments and Dr. Ann Ritter seconded the motion. The motion passed unanimously.

b. Children On Campus (5003 1/17/13) - The SEC had a lengthy discussion about this proposed policy. The SEC recommends the removal of the phrase “such as those that are inevitable when children are present.” The SEC also recommends the removal of “Therefore, library computers do not restrict website accessibility.” (The SEC considered these statements incorrect). There was some concern about the absolute language of the last sentence regarding employees prohibited from bringing their children to campus. There is a typo that needs to be corrected “camps” in line 3 should be campus.

**Action:** Professor Cynthia Webb moved to approve the policy language with amendments and Dr. Adewale Laditan seconded the motion. There were 4 abstentions, 4 yes, 0 no. The motion passed.

c. Program Advisory Committees (5001 1/17/13) – The SEC added “community” to the end of the second sentence. In the third sentence the SEC changed the word “less” to “fewer” and changed “nine members” to “five.” (“(5)” was also removed the in the next sentence).

**Action:** Professor Solomon Fakinlede moved to approve the policy language with amendments and Dr. Ann Ritter seconded the motion. The motion passed unanimously.
d. Field Trips (Unnumbered)  1/17) - The SEC had a variety of questions regarding this policy. Does it relate only to local travel? How does it relate to study abroad? It indicates that it provides guidelines, but only addresses financial issues. What are the duties and authority of faculty? What are the liability issues of travel? What is the academic standing of students? How do faculty handle disruptive students? Health and legal issues while traveling. The SEC would like to see a more comprehensive approach to the travel policy, perhaps in a set of accompanying procedures.

**Action:** The SEC took no action on this proposed policy.

e. Final Examination Policy (unnumbered  1/17/13) - The SEC found this policy confusing, it seems more procedural that policy. Are final exams required? Why are midterms addressed in a Final Exam policy? Why will there be conflicts if there is an exam schedule?

**Action:** The SEC took no action on this proposed policy.

f. Student Independent Study – The main question with this policy was how many students constitute an independent study?

**Action:** Dr. Ann Ritter moved to approve the policy language and Professor Fred Chapple seconded the motion. The motion passed unanimously.

The SEC tabled the Nursing and Allied Health policy proposals while it gathers additional information.

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**IV. Outcomes Assessment – Dr. Brad Lyman**

The Senate Executive Committee passed a motion on Student Learning Outcomes assessment at its last meeting on January 18, 2013. The motion directs the President and Vice President of the Faculty Senate to communicate to the Vice President of Academic Affairs that the
### V. Concerns for Interim President – Dr. Brad Lyman and Professor Cynthia Webb

Baltimore City Community College Comprehensive Learning Outcomes Assessment: A Practical Guide, is the approved process for carrying out Student Learning Outcomes Assessment. It further directs the President and Vice President to schedule a meeting with the Vice President for Academic Affairs to discuss the processes through which the Practical Guide can be assessed and modified. Dr. Lyman will follow up with Dr. Bradford to schedule a meeting to discuss this issue.

A meeting has been scheduled for Monday, February 4, 2013, at 2:30 p.m. with the discipline liaisons, associate deans and deans in regards to Middle States requirements and BCCC’s assessment process. At this point, the faculty will follow the Baltimore City Community College Comprehensive Learning Outcomes Assessment: A Practical Guide, and follow the guidelines to submit and all of the required documentation. Dr. Carolyn Dabirsiaghi has been asked by Dr. Bradford to review the Practical Guide and make recommendations in terms of how it can be streamlined.

On January 11, 2013, Dr. Lyman and Vice President Webb met with Interim President, Dr. Carolyn Anderson, to present issues and concerns of the Faculty Senate. In accordance with Dr. Lyman’s statement to the Board of Trustees at the July 2012 retreat, the Faculty Senate continues to work toward resolving issues at the appropriate levels of authority. Please see the SEC President’s Update to the Senate Executive Committee. The Report, in the addendum, lists the Faculty Senate concerns shared with Dr. Anderson.

### VI. Faculty Concerns – SEC Representatives

Professor Cynthia Webb was given information by Dr. Rose Monroe regarding the reorganization of the English Department and Developmental Education. What is currently

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*Reorganization of Developmental Education*

Professor Cynthia Webb was given information by Dr. Rose Monroe regarding the reorganization of the English Department and Developmental Education. What is currently
in place is not what was presented to the Faculty. Furthermore, the current reorganization of the Developmental Education Program was not approved by the SEC. There needs to be an analysis of how this reorganization process took place and the positive and negative outcomes of its implementation. The issue should be addressed in the self-study. Further discussion on this matter was tabled until the next SEC meeting.

*Concerns about Faculty Overloads*

The SEC Representatives also shared concerns about the denial of overloads by the Vice President of Academic Affairs. It was reported that Dr. Bradford is trying not to give overloads particularly to those faculty members who have small programs. The Faculty Handbook states that TAU overload shall be limited to the value of two courses per semester. This is not being equitably implemented across the college.

*Office Hours*

Concerns were expressed that supervisors are not following the college policy regarding office hours. Some supervisors are requiring faculty to use some of their office hours to volunteer in the tutoring centers. It’s also unclear how office hours are defined for online courses. It does not make sense that instructors have to be on campus for all five hours, if their courses are taught online.

*Graduation Rates of BCCC Students*

The BCCC graduation rate of 3% was shared by Dr. Anderson at the last Board Meeting in January. This rate was lower than any other college in Maryland; however, the rate is only a mean percentage of students who graduate within 4 years. It appears that that the remaining 97% do not graduate which is not accurate. The statistics are misleading because the numbers do not reflect the students who take longer than 4 years to graduate.
**Baltimore City Community College**  
**Senate Executive Committee Meeting**

<table>
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<tr>
<th>VII. Announcement</th>
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<tr>
<td><em>Other Concerns</em></td>
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<tr>
<td>Please check your W2 Forms to ensure that the wages paid out is the same amount reflect on your contracts.</td>
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<tr>
<td>The College needs to make it clear that if an instructor’s contract does not have the title Professor they should not be addressed as such. Faculty need to give some thought about the message that it sends when anyone allows themselves to be called a professor just because they teach a course.</td>
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<tr>
<td>The next Board of Trustees Meeting is Tuesday, February 26, 2013 at BCED at the Harbor Campus.</td>
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<tr>
<td>Respectfully Submitted,</td>
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<tr>
<td>Edward Ennels, SEC Secretary</td>
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**Action:** Dr. Adewale Laditan moved to adjourn the SEC meeting at 4:12 p.m. and Dr. Ann Ritter seconded. The motion passed unanimously.
January 22, 2013 - Board of Trustees Meeting. The written report to the Board of Trustees was submitted for the board book on January 11 (please see below.) I read the Resolution of Commendation to the Board of Trustees and reported the vote of 94 yes, 1 no, and 1 present. Additionally I expressed my personal appreciation for their action and for their appointment of Dr. Anderson as Interim President. I told the board that I had been approached by numerous college employees who expressed their optimism for the future.

In my oral comments I noted that Vice President Harvey-Smith was reporting to the Board on the enrollment situation. I suggested that the College should be cautious in cancelling classes and needs to consider other innovative ways to increase our spring enrollment. The Chair of the Board asked my opinion about extending registration and I expressed ambivalence about the dilemma of increasing enrollment but not disadvantaging students. Dr. Gabriel inquired about prorating faculty as a way to keep classes open and I expressed my view that faculty loads should not be prorated. I told the board that if the College was experiencing financial difficulties that the College as a whole should share the burdens - that faculty alone should not bear the pain of the enrollment decline. Dr. G-K inquired about totally online programs, I incorrectly said we did not, but Dr. Zilberman came to the mic to correct my error.

I also reported that the Faculty Senate is establishing an office to hold our records and provide meeting space for committees that perform essential functions for the College. Professor Ennells, Senate Secretary will serve as archivist.
I reported the Board that the SEC had approved two sabbatical leave applications for 2013-14. Because of the transition of leadership, the President will make recommendations to the Board in February for discussion with action in March. I have notified the applicants of the delay. I noted that it has been 2007 since a faculty member has had a sabbatical, so it is not unreasonable to grant two sabbaticals in one year.

**Middle States Self Study** – On January 23, 2013 I met with President Anderson, VPAA Bradford and Professor Linda Benjamin and Nicole Cameron-Beckett (Co-chairs) about the planning for the Middle States Self Study. We discussed their progress recruiting working group co-chairs, a timetable for workgroups and the need to expand the steering committee to include a broader section of the College community. The team visit will be spring 2014. Dr. Anderson reported that she, VPAA Bradford and Board Chair Gillett-Karam had traveled to Philadelphia on January 17, 2013 to meet with Dr. Petrisko. They reported a warm welcome, but were told that the supplementary report on leadership and legal issues was due January 31, 2013. I asked that communications between the College and Middle States be shared with the Faculty Senate. On January 28 about 6 PM Professor Webb and I received a draft report with a deadline to respond of 7AM January 29, 2013. We both responded. The final report has been submitted to Middle States.

**Enrollment** - Jerry Reichenberg has been sending Professor Webb and me his daily report on enrollment. He recommends opening more 12 week classes. Professor Webb and I have both made suggestions on enhancing enrollment. Dr. Harvey-Smith has recommended reopening closed classes. Dr. Bradford concurred with the 12 week strategy and reported she had opened more 12 week classes. She also requested data on the how many students reenrolled after the cancellations. Mr. Reichenberg responded that his analysis shows that most students whose courses were canceled reenrolled or added classes, so there was no net loss of students from the cancellations. I sent a letter to the faculty updating them on the enrollment situation and requesting they consult with their Associate Deans about opening classes and other innovative ideas. Mr. Reichenberg’s report on January 31, reports:

At the end of our third day of classes, we had the following credit enrollment:

- Student headcount was 5,043, 14 percent down from the 5,872 enrolled last year (Figure 1)
- FTE’s from Maryland residents were 1,426, 18 percent down from the 1,729 enrolled last year (Figure 2)
- Total FTE’s were 1,538, 18 percent down from the 1,871 enrolled on the eve of classes last year. (Figure 3)
Faculty Concerns – I have met with a number of faculty individually regarding their teaching situations. I continue to ask faculty to consult with their Associate Deans. When I urged Dr. Bradford to allow faculty and coordinator collaboration on class scheduling, cancellation, assignment, she told me I was misinformed, and that collaboration was occurring.

Shared Governance Workshops - I have requested that Ms. Nelson schedule professional development workshops on Shared Governance (open to any of the College Community for the following dates. I will invite the Board of Trustees Members to attend if they wish. Monday, February 18, 2-4PM, Tuesday March 19, 2-4, Wednesday, April 17 12-2, Thursday May 9, 12-2.

Professor Webb and I have a meeting scheduled with President Anderson on Monday, February 4, 2013.

The next Board of Trustees Meeting is February 26, 2013 at BCED at the Harbor.
On January 11, 2013, the Faculty Senate of Baltimore City Community College unanimously passed the following resolution:

The Faculty Senate
January 11, 2013

Resolution of Commendation for the Board of Trustees of Baltimore City Community College

Whereas, the Faculty Senate has for some time been concerned with the academic integrity and the trajectory of Baltimore City College.

Whereas, the Faculty Senate expressed its lack of confidence in the leadership of President Williams.

Whereas, the Faculty collaborated with the administration to design and implement a system of student learning outcomes assessment that resulted in the Middle States Commission removing the stigma of probation.

Whereas, the Faculty Senate applauds the appointment of an Interim President.

Whereas, the Faculty Senate stands ready to collaborate with the Board of Trustees and the administration to conduct a comprehensive self-study, develop a new visionary Strategic Plan and to bring new leadership to the College.

Be it therefore Resolved, that the Faculty Senate of Baltimore City Community College commends the Board of Trustees of Baltimore City Community College for its leadership and vision.
Other Faculty Senate Activities:

On January 11, 2013 Dr. Lyman and Vice President Webb met with Interim President Dr. Carolyn Anderson to present issues of concern to the Faculty Senate. In accordance with Dr. Lyman’s statement to the Board of Trustees at the July 2012 retreat, the Faculty Senate continues to work toward resolving issues at the appropriate levels of authority. An update on issues of interest to the Board:

1. President Lyman’s recommendations for the Co-Chairs of the Middle States Self Study were accepted by President Williams. A large contingent of BCCC faculty and administrators attended the Middle States Conference in early December. The Co-Chairs have begun to organize for the Self Study. The composition of the Steering Committee is still under discussion. The Faculty Senate believes the steering committee should include a member of the Board of Trustees. The Faculty Senate considers the Self Study as the most important element in the redefining the future of BCCC.

2. The Presidential Search – The Faculty Senate expects the national search for a new President to be the second pivotal element for 2013. The Senate looks forward to participating at the invitation of the Board of Trustees.

3. At the Board of Trustees October 2012 meeting, the Faculty expressed concern over the procedure of dropping students from classed for non-payment. Alternative collection processes have been discussed at the Vice Presidential level. The Senate would like to move forward with new procedures to avoid the disruption of the academic process.

4. President Williams agreed to a Faculty Senate Proposal to revised the professional development process for faculty. It was agreed that the President would present the new policy proposal to the Board of Trustees at the October meeting. The President did not present the proposal, but elected to consult other college constituencies regarding a modification of the college wide professional development policy. The Senate would like to move forward with the policy revision for 2013-14.

5. In 1992 the College was placed on the Censure List of the American Association of University Professors. The Faculty Senate believes this stigma unnecessarily disadvantages the College. The Faculty Senate has opened a dialog with AAUP and believes that with modifications to the Faculty Handbook, the Censure finding can be resolved. VP Bradford and Dr. Lyman met with Dr. Levy of AAUP to this end. The Faculty Senate will put forward a proposal by March in hopes that faculty and administrative collaboration can resolve the situation.

6. The College annually conducts a climate survey. The Senate has been concerned about the choice of questions on the survey. Focus groups were conducted on the results with various college constituencies, the Senate expressed concern that there was no faculty focus group.

On December 14, 2012, President Lyman and Vice President Webb attended the BCCC Academic Affairs Administrative retreat to make a presentation on shared governance. The presentation included a brief history of shared governance in higher education highlighting the 1915
Declaration of Principle on Academic Freedom and Academic Tenure as well as the 1940 Statement of Principles on Academic Freedom and Tenure. These statements by the American Association of University Professors help to define the functions of higher education as well as the responsibilities and privileges of faculty.

We also reviewed the Statement on Government of Colleges and Universities that was formulated by the AAUP, The American Council on Education and the Association of Governing Boards of Universities and Colleges in 1966. The essence of the statement revolves around what they call “joint effort”, based on the inescapable interdependence between the governing board, administration, faculty and students.

“Every board will wish to go beyond its formal trustee obligation to conserve the accomplishment of the past and to engage seriously with the future; every faculty will seek to conduct an operation worthy of scholarly standards of learning, every administrative officer will strive to meet his other charge and to attain the goals of the institution. The interests of all are coordinate and related, and unilateral effort can lead to confusion or conflict.” (Statement on Governance of Colleges and Universities, 1966) (Emphasis added)

In the upcoming Presidential Search the Faculty Senate stands ready to participate, recognizing that the ultimate responsibility rests with the Board of Trustees. As the Association of Governing Boards of Colleges and Universities puts it:

6. Governing boards have the ultimate responsibility to appoint and assess the performance of the president. Indeed, the selection, assessment, and support of the president are the most important exercises of strategic responsibility by the board. The process for selecting a new president should provide for participation of constituents, particularly faculty; however, the decision on appointment should be made by the board. Boards should assess the president’s performance on an annual basis for progress toward attainment of goals and objectives, as well as for compensation review purposes, and more comprehensively every several years in consultation with other constituent groups. In assessing the president’s performance, boards should bear in mind that board and presidential effectiveness are interdependent. (Association of Governing Boards. 2010 revision at http://agb.org/news/2010-03/statement-board-responsibility-institutional-governance)

As always the Faculty Senate leadership is available to answer your questions and offer consul.

Respectfully submitted

Brad Lyman, Ph.D.
President of the Faculty Senate
STANDING COMMITTEE CHAIR SUMMARY REPORTS FOR JANUARY ACTIVITIES

WORKING CONDITIONS COMMITTEE CHAIR REPORT (DR. ANN RITTER)


GRIEVANCE COMMITTEE CHAIR REPORT (PROFESSOR BEVERLY CONSTANTINE-FRASER)

The last old grievance on the books was called and addressed and a decision was rendered. At the last SEC meeting for the fall’12 semester I gave the Grievance Committee Draft of changes, and sent the secretary an electronic copy of the draft to send to all faculties. I am awaiting the results and the changes that were suggested. The Grievance Committee has not met for the spring semester but a meeting will be called when changes are received.

FACULTY EVALUATION COMMITTEE CHAIR REPORT (PROFESSOR TRACY LESHAN)

The co-chairs of the Faculty Evaluation Committee conducted two overview sessions for faculty on the faculty evaluation process and documents at the Faculty Academy on Jan. 11, 2013. In addition, faculty evaluation documents were updated to reflect the title change from Chairs to Associate Deans and the wording change from student evaluations to student surveys. Copies of the 1/11/13 presentation and the updated faculty evaluation documents have been placed on Blackboard for optimal faculty access. Faculty Evaluation Committee and SEC Concerns Regarding Administration of Student Surveys Via Blackboard for Fall 2012.

PROGRAM EVALUATION COMMITTEE CHAIR REPORT (PROFESSOR ALBERT PHILLIPS)

The last scheduled PRE meeting was Thursday 1/24/13 at 11:00am. In attendance were Albert Phillips, Darlene Godwin, Edward Jackson, Anthony Johnakin; Penny Wiedner to clarify assessment part of the paperwork and how we could better capture the SLOA information in a way that was less confusing to those who are completing the work. (Stephanie Reidy; Sherry Roxbury did not attend). The committee consists of: Albert Phillips, Darlene Godwin, Edward Jackson, Anthony Johnakin; Stephanie Reidy; Sherry Roxbury.
The Program Coordinators who were in attendance were Deirdre Stokes, Michael Butler, and Patricia Woodard as well as Penny Weidner from the Assessment Department. We are working with Penny Weidner from the Assessment office to begin developing a program evaluation tool in the Xitracs system (the same one we are using for Student Learning Outcomes Assessments). This will serve as a data base to keep track of all programs being evaluated electronically from this point on as a central repository. PRE will be one of the administrators and will provide recommendations to program coordinators. Program coordinators will have access to input the data but the committee will be responsible for overseeing the data and adding the recommendations. Once implemented, the Associate Deans, Deans, SEC, VPAA, President, and Board Members will have access to review but not alter data which also should foster a smoother process. There assistance will be required to ensure that the coordinators meet scheduled deadlines and stay within compliance.

We have sent these attached documents last September to each Program Coordinator listed below and also to the Associate Deans and Deans. We haven't heard from any of the deans concerning program evaluation. However, I have spoken with several of the program coordinators person and/or via email to discuss the need for documents to be completed by the deadlines before the end of last semester. We are behind now, which places even more on our plates as we are expected to complete information for student learning outcomes assessments, syllabi, re-arranging schedules due to recent cancellation of courses, TAU forms etc. However, according to schedule below the PREC was required to have their worksheets submitted on Dec. 17th 2012. We are now one week past our other deadline of January 21st according to the schedule where my committee was supposed to check the worksheets for completion and include the recommendations from the committee so that we can possibly obtain the resources that they may need to keep their programs viable.

As of today, of the seven (7) programs that are listed below that are up for evaluation, I have only received correspondence from two (2) programs: Teacher Education and Legal Assistance (both who were late entries into the process). The committee will make its recommendations to those two courses this week at our second meeting of the semester. The February 4th deadline for us to prepare and submit their work to the deans and associate deans is quickly approaching. I realize that some of the programs have just completed accreditation or are about to be slated for re-accreditation. That being said, the information needed should not have been that difficult to obtain. The PRE recommendations of the program coordinators to contact Jerry Richenburg to obtain information that is needed from institutional research has not been met either. If they let him know that their programs are being evaluated, he will already know exactly what to send them via email. We believe that since each program has already had to complete the information for assessment, the required information should easily be transferred to the provided worksheets for completion however, in its current status the form does not capture all of the data need to be complete. Therefore a new form was created and I am forwarding this to you for review. I would love to come to the SEC meeting to discuss the form. However, I have to enter my assessment data into Xitracs tomorrow all day and will not be finished in time.

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The Program Evaluation Committee (PREC) sent information to each program coordinator two weeks ago informing them once more that we will require the forms to be completed by January 21, 2013 to reassure me that the PREC will be able to meet the deadline that must be completed by February 4, 2013. We also invited them to contact us if needed to schedule a meeting. I’ve heard from everyone but we still haven’t secured all necessary documents to move forward. Deirdre Stokes of the Nursing Department did come our last meeting as I mentioned earlier. She appears to have a better understanding of the process and what the expectations are. Dean Holly and the other programs in the Allied Health were unable to come but they want a meeting with us next week to clarify the process in a group setting. We are working out the times and dates that is convenient for the committee and the program coordinators to meet. I wanted to schedule it for February 6th but it’s the same day as our meeting with the Associate Dean. Perhaps we could meet afterward. We had an opportunity to look at
the Legal Assistant program and the Teacher Education Program. Both are near completion but require more information before we can send it forward. I am working with Patricia Woodard and Michael Butler who should have the last of the requirements within a few days.

Our goal this semester is to have a member of PRE from each program (Preferably the Program Coordinators) which would allow them firsthand experience of what to expect in upcoming evaluation years. We have extended an invitation to them all last semester and we will be sending out another this week as we believe the stress of the first week of school may have settled down somewhat. There were a few coordinators who expressed interest when we were at Middle States Conference last year but they have never confirmed as of today. We have also invited those who program who are scheduled to be evaluated next year but to no avail.

Another one of our goals this semester entails working with Stephanie Reidy/Sherry Roxbury (who are now on the committee) from the library is to set up a process of evaluating the Library’s holding to support learning. Ms. Reidy thought it wise to target the collections that support programs under review by the PRE committee. This will keep us all on the same review cycle. Ms. Roxbury is already responsible for the development of the collection and also serves on CIC and is able to keep up with the information needs of new and changing curricula.

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<tr>
<th>Programs under review</th>
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<tbody>
<tr>
<td>School of Allied Health Nursing Department &amp; School of Arts and Social Sciences</td>
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<tr>
<td>Nursing (Deidre Stokes)</td>
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<td>Respiratory Care (Ed Monaghan)</td>
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<td>Physical Therapy (James Dyett)</td>
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<td>Heath Information Technology (Jacqueline McNair)</td>
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<tr>
<td>Dental Hygiene</td>
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CURRICULUM AND INSTRUCTION COMMITTEE CHAIR REPORT (DR. SHAWN LANE)

CIC met on December 14, 2013 and approved the MAT 87M Integrated Elementary and Intermediate Algebra course. Still waiting to hear from Developmental English to approve the RENG courses.

FACULTY AFFAIRS COMMITTEE CHAIR REPORT (PROFESSOR JACQUELINE C. MCNAIR)

The Faculty Affairs will have it first meeting of the new year next month to begin planning for the Faculty Affairs Retirement Dinner. The Faculty Affairs Retirement Dinner is scheduled for Thursday, May 23, 2013 at the Double Tree by Hilton, 1726 Reisterstown Road, Pikesville, MD 21208, 6:00 p.m. to 8:00 p.m.
TAB 11
AFSCME Local 1870 Presentation

to the Board of Trustees

Tuesday, February 26, 2013

1. LMC and Human Resources Meetings- Under discussion/in progress
   - Memorandum of Understanding negotiations
   - Contractual Staff at BCCC
   - Classifications at BCCC (positions, salaries, etc.)
   - Union office

2. Other – Under discussion/in progress
   - Other
TAB 12
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<tr>
<th>Div</th>
<th>PIN #</th>
<th>Position</th>
<th>Date(s) posted</th>
<th>Advertised</th>
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<td>AA</td>
<td>66904</td>
<td>Assoc Dean Nursing &amp; Allied Health &amp; Fitness</td>
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<td>Asst Professor, Fashion Design</td>
<td>11/15/2012</td>
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<td>AA</td>
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<td>12/11/2012</td>
<td>HEJ, ISHEJ, MICA</td>
<td>1st interviews 2/8/13</td>
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<td>Dean, External Affairs/Accreditation</td>
<td>12/11/2012</td>
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<td>1st interviews 2/6/13 &amp; 2/11/13</td>
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<td>Asst Professor of Psychology</td>
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<td>HEJ, ISHEJ, MICA</td>
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<td>Instructional Technologist</td>
<td>12/20/12; 1/8/2013</td>
<td>HEJ, ISHE, Chron (1/8)</td>
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<td>B&amp;F</td>
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<td>10/24/2012</td>
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<td>10/8/2012</td>
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<td>66652</td>
<td>Dean of Enrollment Mgmt</td>
<td>8/28/2012</td>
<td>HEJ, ISHEJ, MICA, Chron 10/12; AACC 12/14; Chron 1/13/13, ACRRAO 1/8/13</td>
<td>closed; resumes sent to search chair</td>
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<td>SA</td>
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