

**Prince George's Community College**  
**Academic Council Meeting**  
**September 25, 2008; 3:00 p.m.-5:00 p.m.**  
**HTC 133**

**Members Present:** Angela Anderson, Robert Barshay, Janet Carlson, Sandra Dunnington, Shannon Fleishman, Michael Gavin, Oliver Hansen, Carolyn Hoffman, Mark Hubley, Fatina Lamar-Taylor, Edward McLaughlin, Alan Mickelson, Nicholas Plants, Barbara Sanders, Scott Sinex, Rhonda Spells, Charles Thomas

**Others Present:** Beverly Reed, Tia Roebuck John Rosicky

**Absent:** Chingo Derrick

The meeting was called to order at 3:05 p.m.

**Approval of Agenda**

The agenda was approved as circulated.

**Approval of Minutes**

The September 11<sup>th</sup> meeting minutes were approved as circulated.

**Discussion on Proposed Core Educational Outcomes – N. Plants**

N. Plants shared the proposed revisions to the Core Educational Outcomes. It was suggested that language be included to address visual literacy (graphical presentation of data, symbols, etc.) and global competencies.

A lengthy discussion followed that addressed:

- how the CEOs are used: general education courses versus all courses in the major;
- overall faculty awareness of the CEOs and incorporation into course and program outcomes;
- relationship of CEOs to identification of a course as meeting the general education requirements;
- the differences/similarities between general education outcomes and CEOs;
- the relationship between the discussions of “Learning” outcomes in Middle States’ (MSCHE) Standard 11, Educational Offerings, and the term “Educational” outcomes;
- the relationship between the essential learning outcomes identified in MSCHE’s Standard 12, General Education, and the proposed CEOs;
- What would be needed to assess these outcomes?
- Does the preamble clearly communicate to students what the outcomes are and why they are used?
- What is the relationship between the proposed CEOs and the MAPP test?
- How will the proposed CEOs be reviewed by the faculty?

- Do the questions proposed by the Gen Ed Committee for faculty response accurately address all of the questions faculty need to consider when reviewing the proposed CEOs?
- Do the proposed CEOs apply to all degrees, certificates, and LORs?

Conclusions from the discussion included:

- *the proposed CEOs address all of the essential outcomes in Standard 12;*
- *clear criteria for identifying a course as meeting the general education requirements need to be identified;*
- *the narrative in the preamble attempts to explain the purpose of the outcomes;*
- *the skills/behaviors/outcomes in the CEOs should be introduced in the general education courses and they should be honed and expanded in courses in the major;*
- *every outcome will not be present in every course, but one or more should be present in every course;*
- *if time allows, faculty could review the proposed CEOs in department meetings during College Enrichment Day;*
- *the questions posed by the Gen Ed Committee should provide adequate feedback for the Gen Ed Committee and the Academic Council;*
- *given that the skills in the CEOs are introduced in the general education courses, and general education courses are not required in certificate programs, the CEOs only apply to degree programs, i.e., AA, AS, AAS, and AAT;*
- *“Learning Outcomes” seems to be a more appropriate term than “Educational Outcomes”*

### **Action**

***Council members concurred that “Core Learning Outcomes” should replace “Core Educational Outcomes”.***

***Wording will be inserted to indicate the expectations about where the skills/behaviors/outcomes in the CLOs are learned, i.e., introduced in general education courses and expanded and applied in courses in the major,***

***Wording will be added to indicate the CLOs are only applicable to degree programs.***

***The next meeting of the Council will include a discussion of the MAPP test and its relationship to CLOs.***

### **Update on Quality Matters – R. Spells**

R. Spells reported on Quality Matters. Prior to the procedure being approved in May 2008, 60 courses were reviewed and the stats for QM were: 24 met, 26 not met, and 10 in progress. As of September 2008, 60 courses have been reviewed with 50 met, 5 not met, and 5 in progress.

For fall 2008 the Distance Learning office will be running a program called *QM Prep*. Faculty members whose courses will be reviewed in the upcoming/following semester will be expected to attend QM prep to review the rubric for QM and to make appropriate adjustments in their courses prior to the QM review. R. Spells distributed the proposed schedule for Spring 2009 reviews to involved faculty and all chairs.

With QM Prep and the new QM procedures, department chairs and deans are now more involved from the beginning of the review process. The Distance Learning office will also be offering a workshop to chairs and deans about QM (what it is, what the rubric looks like etc.) and what they should know at the end of a QM review.

It has been decided to begin reviewing all general education offerings. The schedule for that review will be:

**Spring 2009 Areas of Focus:**

Math  
Science  
Computer Literacy

**Fall 2009 Areas of Focus:**

Humanities  
English/Literature

The Fall 2009 schedule will be distributed this November.

It was clarified that courses that use a standard template for all sections of that course (e.g. a standard course shell like Bio 1010) only require one review. If that section meets, the rest of the sections automatically pass as well. However, when that does not happen, one course may require multiple reviews because it is taught in totally different ways with no standard template. (*Council members concurred that this needs to be addressed.*)

R. Spells gave examples of feedback received from PGCC students regarding online courses. Overall, there seem to be many problems that need to be addressed. However, many faculty have not received feedback from their on-line course evaluations from students, so they have no idea how they are performing. Access to the comments may help faculty members improve. (*S. Dunnington will follow up on this problem.*)

S. Dunnington informed the group that, per discussion in the online faculty meeting, there is a general consensus that there need to be standards set for how faculty deliver on-line courses. A task force of on-line faculty will meet to propose such standards. They will come to the Academic Council for approval.

**Academic Affairs Initiatives for FY09 (*Initial Discussion Only*)**

**New DOE Requirements (*see MSCHE Newsletter, pages 5-9, sent electronically*)**

The Council received a list of strategic initiatives for Academic Affairs for FY09. Members are to review them for the next meeting and give feedback on what actions should involve the Council as well as what other groups should be responsible parties.

The members were referred to the Fall Middle States newsletter (starting on page 6) for new requirements that colleges will be expected to meet over the next few years regarding affordability, transparency, and the like.

### **Guidelines for Faculty: Returning Messages (phone and e-mail)**

#### **Action**

*A motion passed unanimously to refer this item to the Faculty Senate.*

### **Maryland Community College International Education Consortium MOU**

It was questioned how/whether any ADA issues will be addressed for study abroad courses. Dr. Rosicky indicated that reasonable accommodations can be made but not all accommodations can be made.

#### **Action**

*The Council members agreed, by consensus, that MCCIEC MOU move forward to the VPAA for any follow-up for action/approval.*

#### **Reports – NONE**

#### **Questions and Answers**

There were questions regarding procedures for setting up study abroad courses. Dr. Rosicky is chairing a committee that is proposing all procedures that need to be followed. When ready, the procedures will come to the Academic Council for review and approval.

### **Items for Future Agenda:**

S. Dunnington will see if Barbara Gage can attend the next Academic Council meeting to give feedback on the MAPP test.

The meeting was adjourned at 5:00 p.m.