

Prince George's Community College
Academic Council Meeting
November 13, 2008; 3:00 – 5:00 p.m.
HTC 133

Members Present: Angela Anderson, Robert Barshay, Christy Wright (for J. Carlson), Sandra Dunnington, Shannon Fleishman, Mike Gavin, Oliver Hansen, Carolyn Hoffman, Mark Hubley, Fatina Lamar-Taylor, Alan Mickelson, Nick Plants, Barbara Sanders, Scott Sinex, Charles Thomas

Others Present: Vera Bagley, Barbara Gage, A. Jones, Bill Lauffer, Verna Teasdale,

Absent: Ed McLaughlin, Rhonda Spells

The meeting was called to order by S. Dunnington at 3:00 p.m.

Approval of Agenda

The agenda was approved as circulated.

Approval of Oct 23rd Minutes

The minutes were approved as circulated.

Update of MSCHE Periodic Review Report - V. Teasdale

V. Teasdale gave an overview of the plans for the Middle States 2010 Periodic Review Report. She pointed out that Middle States wants the strategic plan and budgeting allocation to match.

She explained that the college's PRR group consists of six Working Groups, one to address each of the recommendations made by the Middle States Visiting Team; and, 14 Standards Groups, one for each of the Middle States Standards. Each Standard group will develop a response to the recommendations that we made in our 2005 Self-Study and, if any, to the suggestions made by Visiting Team. The co-chairs of each Standard will select three college employees who have been at PGCC less than 10 years to review the response.

A meeting of the PRR group will be held next Wednesday, November 19th; packets of material will be distributed; assignments will be made. In response to a PRR requirement, the group also will identify the college's major accomplishments, challenges, and opportunities over the past five years.

A timeline for the completion of the PRR is on page 4 of the "Middle States 2010 Periodic Review Overview" handout. H. Elam, C. Moore-Crawford, and V. Teasdale are the coordinators for the PRR. Anyone with questions about the process should contact them.

Update on MAPP Results – B. Gage

B. Gage gave an update on MAPP results including an overview of new data (see attached PowerPoint handout). Preliminary results from the pre-test given this fall are in. It was hoped that 250 students would take the test but only 197 attempted, and only 150 of those tests were considered (see slide one).

First results show that PGCC students starting college level courses scored lower than PGCC graduates.

ETS does not say what scores students should have, but provides information about other schools for comparison in the form of comparability data (higher education institutions of all levels elsewhere). Concern was expressed that these scores, which suggest that our students are considerably less proficient than other community colleges, are not comparable as scores for PGCC students came from a small sample group; not necessarily a representative sample.

The problem in getting more students to take the test is students must do so on a voluntary basis.

B. Gage informed the Council that PGCC now has the capability to combine cohorts. It was suggested that Council focus on setting target scores for students. Another pre-test will likely be given in the Spring (with PAS 101 students included).

F. Taylor informed Council that a meeting has been held regarding the test and the pre-test would not fit into the current schedule so participation will be dependent upon the number of students willing to volunteer.

M. Gavin questioned whether the data were ready to be shared widely or whether we should continue to explore issues surrounding the interpretation of the data prior to distribution.

Action

It was agreed that B. Gage will attempt to obtain additional information from ETS that will help Council interpret the data more completely. It is anticipated that the data can then be shared at the Spring welcome back Academic Affairs Area meeting.

Report on Revised Class Schedule for Fall 2009 – B. Lauffer

One of the Academic Affairs FY09 strategic objectives involved reviewing the current class scheduling process for day classes and exploring the feasibility of a more compact schedule (e.g. holding most classes on either a M-W or T-Th schedule and some classes in their entirety on Fridays). S. Dunnington asked the Chairs Council to assume responsibility for this process. B. Lauffer chaired this taskforce.

B. Lauffer reported information collected demonstrated that an alternate schedule is possible (see two handouts).

Council members suggested the following actions:

- Test some portion of an alternate schedule as early as Fall 2009. However, it must be a small pilot since the room availability would not accommodate half of the classes being offered in the current format and the remainder in a new format.
- Research should be done on how this has worked for other community colleges in the area. (S. Dunnington reported that the model proposed is based on what other community colleges have done.)
- Get a student focus group together to evaluate the alternate schedule.

V. Bagley informed Council it is possible for the room scheduler program to test whether the proposed schedule is feasible. One issue that must be addressed is the impact such changes will have on WDCE classes.

Action:

V. Bagley and B. Lauffer will work together to simulate an alternate schedule with the room scheduler software. If it seems feasible, the fall schedule will be developed in the new format.

General Education

- **Update on Feedback from College Enrichment Day – N. Plants**

S. Dunnington and T. Roebuck compiled all of the departments' Proposed Core Learning Outcome responses from College Enrichment Day into one document which was distributed to the Council.

Action:

N. Plants will take this document back to the GenEd committee for review, analysis, and re-wording of the outcomes as needed.

N. Plants noted that the GenEd committee must now decide how to use the existing Core Educational Outcomes in reviewing and approving the five courses requesting general education status for spring 2009. The Committee continues to question whether the CEOs (and upcoming CLOs) do, indeed, serve as general education outcomes. Currently, the criteria for course approval seems to be that a course must demonstrate that it addresses one or more CEOs in depth and must demonstrate that connection through a relationship of each course outcome to the CEOs.

Action:

By consensus, the Council members agreed that, until additional study is done, the GenEd Committee should consider the CEOs and upcoming CLOs to be synonymous with general education outcomes.

- **General Education Requirements in Maryland**

S. Dunnington distributed a printout from the Maryland Intersegmental Chief Academic Officers' website (ICAO) (see <http://mdcao.usmd.edu> handout). The ICAO is comprised of chief academic officers from each of Maryland's 2- and 4-year colleges (one co-chair

from each). The ICAOs address a variety of issues that link 2- and 4-year institutions. This year the group is looking at general education outcomes and, at the October meeting, referred to the 1998 agreement concerning outcomes that all gen ed courses must address, by discipline (focus of website handout). The process was designed to ensure consistent outcomes and “no-question” transferability of courses between all Maryland community colleges and 4-year public institutions.

However, given the way Prince George's Community College has approved gen ed courses thus far, it appears that these standards have not been used as a guideline. S. Dunnington has not talked with anyone who knew about the existence of this agreement. No one at the Council meeting had seen these materials.

Action:

The GenEd committee will need to review the ICAO requirements/guidelines and determine a process of course approval that ensures the college is following the ICAO standards. It was clarified that the guiding principles can be built upon and interpreted for Prince George's Community College but not altered in any other way. When this process is developed, all existing gen ed courses will have to resubmit for gen ed status. The Council will need to approve the process developed by the Gen Ed Committee.

N. Plants asked for guidance in addressing the five courses that are currently requesting gen ed approval.

Action:

After some discussion, it was agreed that:

- *M. Gavin will match up the existing CEOs to the outcomes in the ICAO standards.*
- *If any one of the five courses demonstrates that the ICAO standards are met, by having identified the corresponding CEOs are met in the course, that course will be approved.*
- *If any one of the five courses does not demonstrate that the ICAO standards are met (via identifying the course meets the existing and corresponding CEOs) they will be asked to explain how the course does meet, or could be revised to meet, the missing standards. Faculty will be given some latitude as well as time to make needed revisions.*

Action:

Council members unanimously agreed, by consensus, that no additional courses will be approved for general education status until further notice. This notice will be posted on the Curriculum Committee's Blackboard site.

Structuring the Travel Study Approval Process – S. Dunnington

This item was tabled in the interest of time and will be discussed at the next meeting when J. Rosicky is present.

Rethinking Welcome Back Week Spring 2009, especially January 20th – A. Mickelson

A. Mickelson stated that some minor changes have been made to the Spring Welcome Back Week activities. However, as agreed by the Council, all activities will occur in the afternoons to allow faculty to assist with registration during the morning and early evenings. Scheduled activities will be spread out over four days to allow more time for faculty participation in arena registration.

The requested speaker, Dr. Mark Milliron, cannot attend on January 20th due to a prior commitment. He is, however, available on January 16th. Council agreed to have Dr. Milliron present on the 16th and rearranged meetings for the first four days as follows:

Department Meetings – Wednesday afternoon, January 14th

Division Meetings – Thursday afternoon, Jan 15th

Guest Speaker: Dr. Mark Milliron – Friday afternoon, January 16th

Academic Affairs Area Meeting – Tuesday afternoon, January 20th (time will be determined so as not to conflict with the Presidential Inauguration events.)

Prep Day – All Day Wednesday, January 21st

Because the area meetings and registration will occur the same day as the Presidential Inauguration, monitors will likely be made available in public areas for viewing the ceremony.

A. Mickelson will distribute a final schedule for the opening week's activities.

Action Items

NONE

Reports

Faculty Handbook Revisions – M. Hubley

M. Hubley reported that he has received names of several volunteers to work on the handbook revisions; some divisions have not yet submitted names.

Academic Standings – B. Sanders

B. Sanders reported that she is waiting on directions from V. Bagley on how to proceed. The task force has met and will be suggesting the following:

- Raise current GPA standards to the same standards required for federal financial aid eligibility.
- Incorporate developmental courses by giving them non-degree credit.
S. Dunnington noted that this will have to be reviewed closely. MHEC does not permit credit to be given for non-college level courses, so some other type of designated credit would have to be explored. (see handout)

Additional discussion was tabled as Council did not have time to decide on this matter. However, decisions must be finalized in order to get any recommendations on the BOT February agenda as an information item.

Action:

Members asked T. Roebuck to schedule a special meeting for December 2nd. The sole agenda item will be Academic Standing.

Questions & Answers

Setting Next Meeting Agenda – December 11, 2008, 3:00 – 5:00 p.m.;

HTC 133

B. Habershon, Service Learning will be added to the next agenda.

The meeting adjourned at 5:05 p.m.

Tia Roebuck, Recorder