

Academic Council
September 10, 2009
CAT 133; 3:00 – 5:00 p.m.

Members Present: Angela Anderson, Robert Barshay, Mara Doss, Sandra Dunnington, Michael Emmanuel, Mike Gavin, Carolyn Hoffman, Andrea Lex, Ed McLaughlin, Alan Mickelson, Barbara Sanders, Scott Sinex, Fatina Taylor, Charles Thomas

Others Present: Tia Roebuck, John Rosicky, Pam Thomas

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

Approval of Agenda

The agenda was approved with the following additional information/discussion items:

- Civility Pledge
- Enrollment Report

Approval of May 14th, May 21st, and August 27th Minutes

The Minutes were approved as circulated.

T. Roebuck will add page numbers and post minutes.

Information/Discussion Items

Civility Campaign – S. Dunnington

S. Dunnington attended the Student Services administrators meeting earlier in the week where the Civility Campaign and Civility Pledge were discussed. A number of faculty members have already picked up packets for their classrooms from College Life Services. Council members were asked to spread the word and to sign up if they had not already done so. Anyone who signs the Civility Pledge receives a button or wrist band.

Enrollment Report – S. Dunnington

Council members reviewed the most recent enrollment data. Numbers dropped slightly from yesterday due to a final drop for nonpayment. From the date of this drop forward, students, who register through late registration must sign the late registration form indicating that they understand they will not be dropped and are responsible for payment. Any drops seen after this will be drops that students themselves have chosen to do for other reasons. The numbers right now are at 16.6% overall FTE and credit hours. State data are captured at midnight after three weeks of classes have ended, i.e., day 15 of classes; currently we are on day 8. If today's numbers remain relatively stable, tomorrow's number will be back at 24%, due to a large drop done last year. It was also noted that numbers usually decline quickly after the first day of class. However, PGCC has consistently gained this year.

In addition, based on feedback from the Deans, in the two weeks before classes started, about 29 additional sections of classes were added and capacity was increased in other classes (with additional seats equating to about another 10 sections).

Introductions

M. Emmanuel has joined the Academic Council as the student representative (replacing Lynda I.). He currently serves as the Vice President for Academic Affairs on the Student Governance Board.

Review of Draft of “Q” Grades – S. Dunnington

The “Q” Grades draft has gone through several rounds of editing. The final draft (based on feedback thus far) was circulated to Council members. S. Dunnington will attend the Chairs Council meeting this coming Wednesday to update the chairs on the “Q” Grade and answer any questions. Student Services will receive a copy of the final document as well.

The “Q” grades draft was approved with today’s date. Once S. Dunnington reviews the document with chairs, it will be sent to chairs and distributed to all full time and adjunct faculty by the Chairs.

Use of College E-mail and Discussion of Student Grades – S. Dunnington

The Vice President’s Office has received a number of questions regarding whether or not it is permissible to discuss student grades via Owl Mail and Groupwise. The official position of PGCC is that discussion of grades via email is permitted as long as both email systems are being used. Deans are to distribute this statement to the Chairs who will, in turn, distribute it to faculty. The email policy has been shared with Student Services. S. Dunnington will send the email wording that people would receive if they used something other than Owl Mail to T. Lee enabling Student Services and Academic Affairs to communicate a consistent message.

Managing Swine Flu Outbreak – P. Thomas

While there have been no confirmed cases of H1N1 on campus yet, there is concern about the possibility of an outbreak. The virus can live on handrails for up to 8 hours and there is a 2-3 day incubation period. The following information on the virus, precautionary measures, and procedures in the event of an H1N1 outbreak were provided.

Faculty members are asked to do the following:

- Send students who appear to be sick to the health center immediately
- Forward excessive absenteeism to your dean
- Find an alternative method in giving and accepting assignments
- Remain home if you feel sick

- Ask students to use hand sanitizers and wash hands frequently. (If you need hand sanitizers in your class, let the your dean or chair know – particularly in classes where there is a lot of contact).
- Please post the informational posters provided by the Health Center in classrooms, labs, etc.
- Please share any suggestions (e.g. backup plan for classes etc.) with P. Thomas in the Health Center or S. Dunnington.

The following precautions have been put in place (or are currently under consideration):

- Handrails are being sanitized 3-4 times a day. In addition, sanitizer may be made available near the stairs.
- Facilities Management is investigating different types of sanitizers (e.g. foam vs. wipes)
- Hand sanitizer will be made available in the book and supply store
- The campus community will be updated as information is received from the Department of Health and Human Services and/or CDC.
 - Should there be a severe outbreak, the CDC will communicate with health departments, and the county health department will provide instructions to PGCC.
- Owl Alert and the Web Portal will be updated frequently (possibility of creating a section on the portal to keep students informed of class cancellations)
- Faculty and staff may bring in their own sanitizer (it must be alcohol-based)
- A database may be created containing names of students and staff who would fall under the high-risk category.
- Hand sanitizer will be installed in the cafeteria
- Because many students and staff may not be aware when they have a fever, disposable thermometers will be made available (may be ordered). You are *not* to return to work or school until you are fever free without the aid of medication for 24 hours.
- Anyone who has been out sick must report to the health center first (before returning to your office or the classroom)
- Regular flu vaccinations will be given October 6th and 19th, 7:30 a.m. – 12:30 p.m.
- Breaking points (if/when a shutdown of campus would occur) are still under consideration. No closings have been suggested in the area as of yet as the virus is currently at a mild to moderate level.

The parameters discussed in division meetings (*see handout*) were distributed. It was suggested that the document be modified to read “whenever possible...”. It was also suggested that faculty get group Owl Mail lists ready for each of their sections or make Blackboard use available so that group mailings (in the event of an emergency) could happen quickly.

S. Dunnington will share these suggestions with the pandemic committee and have it distributed.

Accountability Report – A. Lex

A. Lex shared the 2009 PGCC Performance Accountability Report presentation from the September 3rd Board of Trustees meeting with Council members (*see PowerPoint*). The State of Maryland requires that the performance accountability report be reviewed by and ultimately endorsed by each college's Board. The presentation served to highlight the full 30-page report, which gives an overview and sense of history of Prince George's Community College.

MHEC has provided a set of key performance indicators (KPIs) whereby it could make reasonable comparison between institutions. These are required areas on which each college must report quantitative data. KPIs are quantitative indicators used by MHEC to gain a sense of how individual community colleges are performing and how they stack up against each other. While this is not public information, it is shared with legislators.

The KPI's

- Accessibility and Affordability
- Quality and Effectiveness
- Diversity
- Economic Growth and Vitality; Workforce Development
- Community Outreach and Impact
- Effective Use of Public Funding

The KPI's

- **A Celebration of PGCC**
- Accessibility and Affordability
- Quality and Effectiveness
- Diversity
- Economic Growth and Vitality; Workforce Development
- Community Outreach and Impact
- Effective Use of Public Funding

One issue was that, in the past when PGCC first started complying with this requirement, we used all entering students as the base. Subsequently, we realized that this did not work as other colleges used "committed students" (new, fall, first-time, degree-seeking students who attempt at least 18 credit hours within their first two years) as their base. This report is the first time we've used committed students as our base. OPIR did have to go back and re-calculate all of the data, but the results are now a more accurate and comparable with other community colleges.

The theme for the report under "A Celebration of PGCC" was High Tech & High Touch.

Highlights from the presentation included:

A Celebration of PGCC: High Tech & High Touch

- High Tech
 - Colleague Student Module Brought Online
 - Inquiries
 - Admissions
 - Financial Aid Processing
 - Placement Testing
 - Registration



A Celebration of PGCC: High Tech & High Touch

- High Touch
 - Increased number of
 - enrollment services recruitment programs
 - financial aid outreach efforts
 - Strengthen alliances with area partners
 - Continue improving means to participate in College governance and decision making processes



A Celebration of PGCC: High Tech & High Touch

- The results:
 - Over 300 recruitment programs
 - 127,000 direct mail student contacts
 - 23,000 web inquiries from prospective students received a personal response
 - 15 financial aid workshops
 - \$5 Million geared toward minority-owned business development
 - More inclusive and focused governance advisory groups

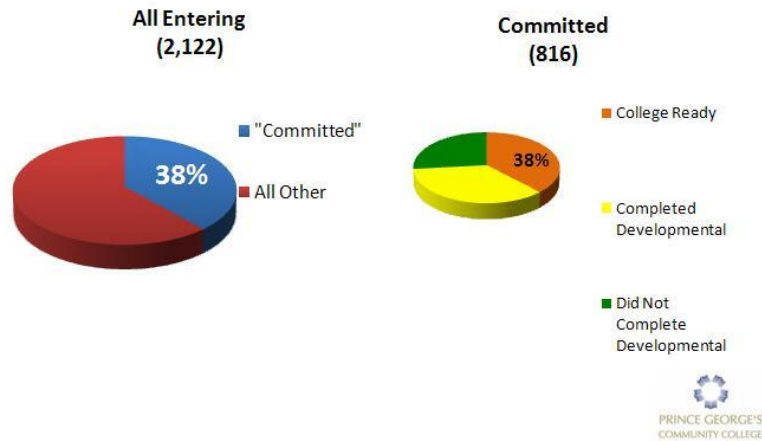


Accessibility & Affordability

• Individual students enrolled across a year	41,061	↑
• Market share of Prince George's County		↑
– first-time, full-time	28.0%	↑
– part-time	57.4%	↓
– recent, college-bound high school graduates	45.9%	↓
• In need of developmental programs	38.7%	↑
• Receiving financial aid	25.9%	↑
• Credit students employed more than 20 hours per week	59.5%	↑

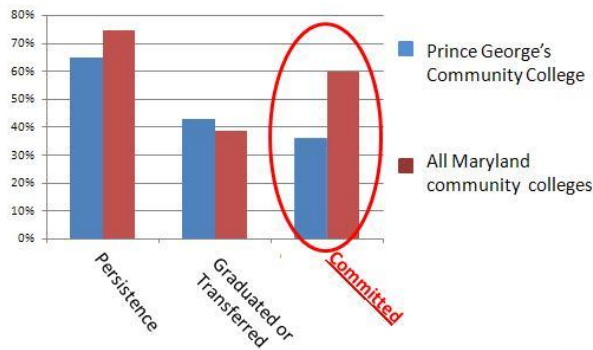


All vs. "Committed" as Base 2004 Entering Students



Academic Success

Compared to All Maryland Community Colleges Using **2003 Cohort**:



Quality & Effectiveness: Student Satisfaction

- Satisfaction with Educational Goal Achievement
 - Graduates 94% ↑
 - Non-returners 61% ↑
- Satisfaction with Transfer Preparation 84% ↓



At the request of Council members, A. Lex will attempt to get more information about what factors most account for persistence and success in PGCC students.

Action Items

Course Mapping Process and Time Line for Initial Steps – M. Gavin

The Course Mapping rubric and timeline (proposed by the Assessment Committee) were distributed. The suggested timeline is:

- By the first Chairs meeting, the departmental course mapping process should be started.
- By February 1, 2010, departments should return maps to the assessment coordinator who will then create a spreadsheet so that programs can be mapped.
- By May 30, 2010, each program should be mapped
- By July 1, 2010, the academic coordinator will send back a map for each program to each department indicating where holes are occurring, if any, leading to a revision of curricula, if needed, by December 1, 2010.
- A new course assessment process will follow (This will be a 3-year process which has already been approved.)

This process will be presented to the Chairs Council this coming week.

It was suggested, in the Assessment Committee meeting, that once this process is completed, course syllabi should be revised so that objectives are mapped back to the Core Learning Outcomes. Council members agreed that the revision of syllabi should be explored after the results of the mapping process are available.

It was clarified that a sheet of instructions will be provided with the rubric. By October 1, an electronic spreadsheet will be available (for entering results).

S. Dunnington suggested that Departments could initiate discussions about what these rubrics mean in their own discipline during a set time on College Enrichment Day.

The rubric and timeline were approved and will be distributed to departments. S. Dunnington will ask the Chairs to choose rooms where they would like to meet on College Enrichment Day.

Reports

NONE

Questions and Answers

It was suggested that students are informed of when classes will be offered (e.g. classes which are available in Spring vs. Fall etc.) This information would be helpful to students when planning their program. It was clarified that most departments would have this information available.

It was questioned whether the book ordering issue was resolved with the book store. There was some discussion with the Chairs Council and this issue has been included in the textbook accountability discussions. **F. Taylor will discuss the issue with Yvette Galloway and Paul Oliphant.**

Next Agenda

CCSSE – A. Lex

Department Chairs will attend and discuss how to address some of the data that indicate we are not meeting benchmarks in several areas of student engagement.

Secure Classrooms Protocol – O. Hansen

GenEd Committee Report – N. Plants

Dev Ed Courses (Billable Credits) – November Agenda

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