

Prince George's Community College  
**Academic Council Meeting**  
March 11, 2010; 3:00 – 5:00 p.m.; CAT-133

**Members Present:** A. Anderson, R. Barshay, M. Doss, S. Dunnington, M. Emmanuel, M. Gavin, C. Hoffman, M. Hubley, R. Karlsson, A. Mickelson, N. Plants, B. Sanders, S. Sinex, C. Thomas

**Members Absent:** O. Hansen, A. Lex

**Others Present:** T. Roebuck

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

**Approval of Agenda**

The agenda was approved with one change (Information Item on Data on Developmental Student Success was moved as A. Lex was unable to attend the meeting and OPIR is currently compiling additional information that may be useful and should be included in the discussion)

**Approval of Minutes: February 24, 2010**

The minutes were approved as circulated.

**Information/Discussion Items**

**General Update – S. Dunnington**

The following items are going to the Board of Trustees tonight:

- Dean's List
- ASE Program

**Philosophy of Education – N. Plants**

The committee established to review the Philosophy of Education (S. Dunnington, M. Hubley, R. Karlsson, N. Plants) made a few more changes to the draft. N. Plants distributed copies of the revised handout to Council members for review and feedback. It was clarified that the previous draft was deemed to be skewed towards academic affairs and omitted the rest of campus. It was revised as such.

It was suggested that – given the PRR report and our self recommendations that we made as a result of our own self study five years ago – a statement on the importance of GenEd should be included in the philosophy. S. Dunnington and Dr. Dukes have come to the agreement that rather than having a philosophy of general education, there will be guiding principles of GenEd so as not to cause confusion with this philosophy of education. Clearly, the emphasis on GenEd is inferred, but should Council include the actual words “GenEd” in the document?

***Council members agreed that language that explicitly addresses GenEd should be added.***

When the Council is ready to release this, Dr. Dukes would like the Senior Team to look at it because they are wondering what this will look like and how it will relate to the Strategic Plan. This will happen before it is sent to other groups for feedback.

Dr. Dukes would like to have this approved as a package by the Board of Trustees along with Strategic Planning by the June meeting. This will probably go to the BOT for a first look at their April 23<sup>rd</sup> retreat. Most likely, S. Dunnington will add that as an agenda item and present it.

### **Hybrid Course Parameters – M. Doss**

The last time Council met, hybrid courses were discussed. M. Doss asked the group to look at two areas:

1. Categorizing web enhanced courses
2. Stipend for developing and presenting hybrid courses

It was determined that there would not be a separate category for web enhanced courses and the discussion regarding stipends for faculty would be continued today.

It was previously proposed that:

- Faculty be reimbursed similarly to OnlineExpress (a stipend for development of the course).
  - As it is now, a faculty member who develops an online course is reimbursed; but if they're developing a hybrid course, the faculty member would only be reimbursed a percentage of that online course.
  - For OnlineExpress, they usually get 3 credits for developing the course and then a stipend (\$500 or so) when they actually offer the course.
- If a faculty member is going to develop an online course, it should have been taught in at least 1 previous semester (preferably 2) face-to-face – so that the faculty member is familiar with the course and they can take it and adapt it to an online format.

S. Dunnington sought feedback from the Chairs who were largely in agreement that reassigned time should be given to develop the course; however the stipend to offer the course should be stopped. It was determined from the discussion with Chairs that the Council will make the final decision.

Council members suggested the following in favor of compensating faculty:

- Online courses pose an additional burden (on top of the development of content of a new course without the benefit of an instructional designer), due to grappling with technology and working in a different medium. Further, this takes more time.
- Hybrid courses must be designed to meet Quality Matters standards

- Hybrid and Online courses are more beneficial to the college in terms of efficient use of space and resources.

*Council members agreed to compensate 3 hours in reassigned time for a fully online course and proportionally for the online portion of any hybrid course (solely because of the extra time it takes to convert the content into a technologically useful format).*

*M. Doss will revise the hybrid document as needed, including replacing “stipend” with “reassigned time”.*

### **Survey of Academic Council Effectiveness – M. Hubley**

M. Hubley distributed revised survey document (see handout or paste it in here) and requested feedback from Council members.

Suggestions were as follows:

- Possibly add an item addressing the meeting location as there have been complaints that the room is not conducive to guests.
  - It was agreed that in the meantime this could be filled in under “other”
- Add a question about the Academic Council webpage/site. Could go in as a #6 under part A
- Spell out MSCHE in Item #3

Question: What are we going to do with the answers?

It was clarified that the action plan will depend on the data. The purpose of conducting this survey is to make the Council as transparent as possible.

**M. Hubley will make one more pass through with revisions and give the draft to A. Lex for OPIRA feedback regarding proper format. Council will then take a final look at the survey in May.**

The goal is to have the survey available the first week faculty return in the Fall.

### **TechExpress Update – M. Hubley; A. Mickelson**

M. Hubley raised the issue of TechExpress again with the Faculty Senate. It was suggested that the Technology Steering Committee (in cooperation with J. Rossmeier and the Faculty Professional Development Committee) may be looking into developing a more comprehensive plan to train faculty in using technology in their teaching. Both the Faculty Senate and the Faculty Professional Development Committee agreed that the TechExpress proposal is off the table for now.

The Technology Steering Committee has put forward a proposal to get some members from the Steering Committee, the Faculty Professional Development Committee, and one member from each of the three Vice President's offices concerned with instruction (Dunnington, Rossmeier, and Mosser) to form a working group aimed at developing a comprehensive training program for technology training for faculty. E. Baldwin has developed a draft which will be sent to the three VPs and H. Elam tomorrow. It will also be discussed by the Technology Steering committee next Wednesday.

### **Action Items**

#### **Culminating Experience**

C. Hoffman distributed a revised draft (with changes incorporated from the last meeting).

#### **Council unanimously approved the revised document.**

The draft will go back to Department Chairs, who have been asked to think about any programs that have capstone or culminating experiences in their respective departments. They have also been asked to consider the best way to have those courses signed off as meeting the necessary components.

### **Questions and Answers**

#### **Testing Center:**

The Student Government has heard concerns regarding long waiting times for the Testing Center. What can the Council do to alleviate the problem?

It was clarified that the Council is aware of this problem and there are committees currently evaluating processes in the Testing Center. It was suggested that a student representative serve on one of these committees.

#### **Teaching Aides Task Force:**

R. Karlsson briefly addressed the task force charter. A handout has been distributed with this information and will be discussed at a later time.

**Next Meeting Date and Time: March 25<sup>th</sup>; 3:00 – 5:00 p.m.**

- Student Behavior
- Report on Developmental Education
- TechExpress

Meeting adjourned at 5:00 p.m.