

Prince George's Community College
Academic Council Meeting
May 27, 2010; 11:00 a.m. – 1:00 p.m.; Acokeek 221

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

Members Absent: M. Emmanuel, O. Hansen

Others Present: T. Roebuck

The meeting was called to order at 11:08 a.m. by S. Dunnington.

Approval of Agenda

The agenda was approved with the following additions:

- Faculty Handbook – M. Hubley
- Faculty Survey Update – M. Hubley
- Welcome Back Week – A. Mickelson

Approval of Minutes: March 11, 2010; April 8, 2010; May 13, 2010

The minutes of March 11, 2010 and April 8, 2010 were approved as circulated.

The May 13th minutes were approved with revisions.

Information/Discussion Items

Finalizing Philosophy of Education – All

Council members went over revisions and approved the draft document (*see “PhilofEd Draft” handout*) with the following corrections:

- Strike sentence highlighted in yellow and move responsible citizenship up to the second bullet (are bullet points correct?)
- The bullet regarding “Critical Thinking” is missing?
- Add: higher order reasoning and effective decision-making are essential to a sound education
- Make the “leveraging” to “using” change on handout
- “Professionals” and “Practitioners” correction

The corrected document will go to the President and A. Lex will present it to the Board in June.

DRAFT – Guiding Principles of General Education – N. Plants

N. Plants distributed draft Guiding Principles of General Education and opened the floor to comments and feedback. It was clarified that the CLOs and the recently approved Philosophy of Education were both taken into strong consideration when developing this document.

Council will continue this discussion in the Fall (it will be go on the August agenda).

AC Survey – M. Hubley

A. Lex has reviewed and approved the survey with a few minor changes.

The survey now requires proper formatting (via Survey Monkey or the like).

Council would like to present the survey to faculty during the Welcome Back Week in August, as previously decided.

OPIRA will draft the survey then notify S. Dunnington and M. Hubley when it is ready.

The survey will be made available next month for Council members to test complete.

(see “ACSurvey April” handout)

Faculty Handbook – C. Hoffman & M. Hubley

It was clarified that the Faculty Organization has new draft bylaws which have not been approved due to lack of quorum.

The section on Promotion & Tenure has not been approved. For now, what is there will be used and it will be replaced/updated. M. Doss currently has the existing Promotion & Tenure information.

The Faculty Handbook will now be limited to information that is primarily of concern to faculty. The college is expected to create an "Employee Handbook" that will contain information relevant to all employees.

There will be a draft of the handbook by August (beginning Fall semester).

Future maintenance of the handbook was addressed:

- M. Doss will be responsible for all faculty issues and will serve as point person for the handbook.
- The handbook will only be available electronically (on the Portal in folders by section).

DRAFT of College's Strategic Plan – A. Lex

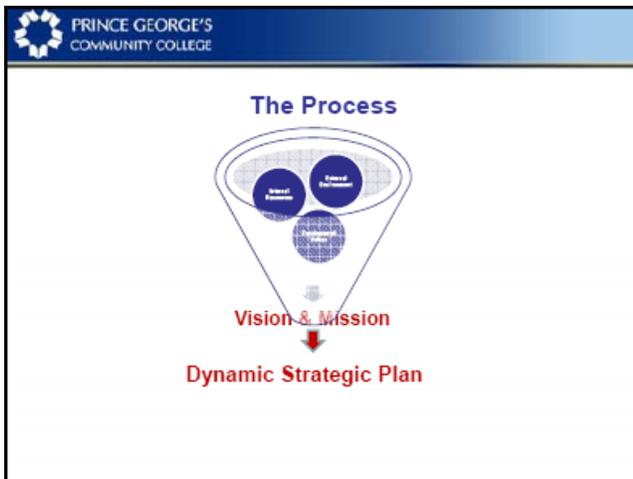
A. Lex distributed copies of the draft Strategic Plan and discussed the Envision Prince George's initiative. OPAIR administered a survey in March to gather this information. Groups were charged in April to develop goals grounded in trends.

Background

The Envision Prince George's initiative looks at the next 20 years in PG County. A document will be released in June that will hopefully guide decisions made by county leaders. A. Lex will send the list to S. Dunnington. This presentation was shared with the Envision group.

A. Lex invited comments on draft mission, vision and goals, et al and should have something ready to send to the Board by June 3rd or 4th as she is currently gathering feedback from campus groups (VP areas).

Highlights included:



Thus Far

- ✓ Engage the Prince George's community in the planning process
- ✓ Conduct an environmental scan
- ✓ Assess the College's "internal health"
- ✓ Assess "external influences" affecting the College
- ✓ Reflect upon core values and guiding principles
- ✓ Draft vision, mission, and strategic goals

Environmental Scanning

- An environmental scan is a process of gathering, analyzing, and sharing information about the world around us.
- It is used to determine whether or not what we see is something that is indicative of a pattern or change that is persisting or will persist over time (a trend).
- It encourages us to look both outside of our selves and into the future.

Environmental Scanning Areas

February, 2010 -- 64 PGCC volunteers identified 76 trends

• Competition (6 trends)	• Labor Workforce (17 trends)
• Demographics (10 trends)	• Politics (5 Trends)
• Economics (13 trends)	• Social Values & Life Styles (8 trends)
• Education (10 trends)	• Technology (7 Trends)



Trends Identified by Community Leaders as Important for the County to Consider

- **Competition**
 - Rapid growth of for-profit post secondary education
 - Trend toward skills-based, career-focused, short-term programs rather than degree-based programs
- **Demographics**
 - Increasing minority, elderly, and immigrant populations
- **Economics**
 - Negative perception of Prince George's County



Trends Identified by Community Leaders as Important for the County to Consider

- **Education**
 - Increasing numbers of underprepared students entering college
 - Growing emphasis on collaborations among K-16 institutions
- **Labor Workforce**
 - Increasing number of older workers; fewer opportunities for younger workers
- **Politics**
 - County and local governments will lose significant revenue
 - The impending elections will result in changing interests and allegiances



Trends Identified by Community Leaders as Important for the County to Consider

- **Social Values & Life Styles**
 - Developers will continue to seek opportunities for "mixed use" development within the County
 - Diabetes, hypertension, obesity, HIV/AIDS and STDs will continue to be a concern
- **Technology**
 - Increasing demand for technology-based postsecondary educational programs



PGCC's Strengths (survey results)

- Ability to create strong and mutually beneficial partnerships with local institutions and industries
- Committed employees
- Development of credit and non-credit programs meeting local and regional workforce needs
- Providing facilities and services to the community



Resources



Core Strengths (in no particular order)

- Ability to create strong and mutually-beneficial partnerships with local institutions and industries
- Committed employees
- Providing facilities and services to the community

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Core Opportunities (in no particular order)

- Growing emphasis on collaborations among K-16 institutions
- Greatest growth expected in health care, food preparation, administrative services, construction-related, and law enforcement.
- Increasing demand for technology-based programs

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Implementing the Strategic Plan

- Engage** • Initiate an ongoing discussion of how various areas can contribute to the achievement of the Plan's strategic goals.
- Set Targets** • Identify and widely disseminate key performance indicators.
- Resource** • Fund the initiatives necessary to meet the Plan's strategic goals.
- Review** • Systematically and regularly assess the success of various initiatives implemented to meet the Plan's strategic goals.
- Revise** • Incorporate assessment results into improving both the Strategic Plan and its goals.

Questions about Opening BlackBoard – M. Doss

The 7-day change is slated for Fall.

Note that (due to 7 days) instructors will need to have things together earlier than usual (e.g. welcome message and part of syllabus).

A message will be drafted by M. Doss and sent to faculty:

- M. Doss will ask R. Spells to send the same message to all online faculty and those who use BlackBoard.

Standardizing Template for Online Courses – M. Doss

Currently there is no template (or standard look) for online courses (*see "online template" handout*). We should have a standard orientation that all online students complete and a standard template that should be branded for each department.

- Consistency in navigation is important
- Should already be done for faculty?
- R. Spells has sample templates already.

Online faculty should discuss this during Welcome Back Week (possibly during a half-day seminar).

It was suggested and agreed upon that the discussion be expanded to include f2f instructors who also use BlackBoard.

Request from AAC&U – S. Dunnington

Background

The Greater Expectations initiative took place in early 2000s. S. Dunnington and the President received an invitation recently regarding Roadmap Initiatives (student learning outcomes assessment) with a deadline to reply/apply. In response, PGCC identified programs that are geared towards students. PGCC has also been asked to identify learning outcomes (will put forward CLOs). If accepted, the College will receive a grant (for a Summer Institute, consultants, etc.)

At this point, a representative from AAC&U will come for a site visit next Friday.

(see “roadmap” handout)

Follow-Up on Governance Issues with CWF – S. Dunnington

The governance issue has been deferred by CWF for a year. Immediately following the CWF meeting, S. Dunnington spoke with CWF co-chairs and requested to meet with the Executive Council to address concerns about negative perceptions of the Academic Council. The goal is to discuss how this perception can be improved and address issues that are reparable. It was suggested that the Academic Council Survey be revisited following this discussion.

It was clarified that there was also concern about passing the Dean’s list revisions without informing others (there is a perception that the Council is acting in isolation. There is possibly a communication issue to be addressed. The goal is to address these issues before Fall semester.

Welcome Back Week – A. Mickelson

There will be a general Academic Affairs meeting during Welcome Back Week.

Workshops will be that afternoon.

The following will be discussed:

- Guiding Principles
- Course Mapping
- First-year experience

Division and departmental meetings will be on the same day but more spread out so that faculty members will be available for arena registration.

Tuesday – division meetings

Wednesday – departmental meetings

Thursday – Professional Development Offerings (pm)

Action Item

Reports – NONE

Questions and Answers

- Arena registration will be in Lanham Hall (where the Cashier's office and registration were before) due to renovations of Largo Student Center.
- A new initiative has been launched in Student Services called EduPlan, which helps students plan their sequence.

The meeting was adjourned @ 1:30 p.m.