

**MHEC Faculty Advisory Council**  
**Meeting of November 18, 2014**  
**1:30 – 3:30 p.m. in Cade 219**  
**Anne Arundel Community College**  
**Arnold, MD 21012**

**Minutes**

1. Call the meeting to order at 1:34pm
  
2. Introduction of all FAC members and guests.  
Nanya Philipsen, Joan Langdon, Bill Talley, Curt Raney, Angelique Cook-Hayes, Sharon Fechter, Teresa Bridger, Ken Kerr, Rich Siciliano, Dipa Sarak-Dey, Linda Martinak, Kathy Jones, Genny Segura, Jolly Davis
  
3. Approval of the minutes of the Oct 21, 2014 FAC meeting – were approved with minor corrections
  
4. Common Course Numbering Initiative -- David M. Hinds, Chair of Maryland Community College Council of Chief Academic Officers (M4CAO)
  - a. CAOs of community colleges have been tasked with exploring the possibility of a common numbering system for all common classes. Dr. Hinds reported that he has participated in a similar process while working in Texas. He indicated that common numbering system will aid in transfer of credit. He used the example of college composition and the great deal of commonality across all 16 community Colleges and suggested a common description of the class is doable.
  - b. Greater possibility for partnerships and articulation would also result. There are 16 states that have common numbering system—many, like Maryland, do not have a state-wise system yet are able to accomplish common numbering.
  - c. A question that 4 year institutions would be involved. Dr. Hinds indicated that this will most likely not occur in the 3-5 year timeframe, but suggested it was in their best interest
  - d. The technological challenge was discussed. There is some talk of grant funding for system conversion. A 4-letter system is most likely the approach that will be used.
  - e. Developmental/remedial and continuing education classes will not be included—only classes with transfer potential.
  - f. Course descriptions will look for commonality of wording and look to include as much of that as possible.

- g. Fall 2016 is the target date for having the process defined and as many schools as possible.
      - h. Dr. Hinds will be heading up a panel discussion January 9<sup>th</sup> at 1:40 in Rm 220 Carroll Community College on this topic
- 5. Old Business -- By-laws revision proposal – Rich Siciliano
  - a. An amendment to allow for remote participation at regularly scheduled meetings.
  - b. Second paragraph, second line, “Shall” changed to “will” as well as 2<sup>nd</sup> paragraph 5<sup>th</sup> line. These changes were accepted without objection.
  - c. The motion passed without objection. It will now be presented to the Commission for final approval. Jolly indicated that there are a few By-Laws changes that were made last year that also need to be presented to the Commission. All three changes will be presented at the next Commission meeting.
- 6. [Yammer](#) demonstration: How MHEC can talk to us and we to them – Genny Segura and Sharon Fechter presented the Yammer site that is being used by FAC members to work cooperatively between meetings.
- 7. Reports of progress on each of the Issues (Please see [Division of Issues for FAC 2014-15](#) for the most current work group memberships.) The work of the FAC groups will be compared with Commission and M4CAO comments so that multiple perspectives can be considered prior to making any changes to regulations
  - a. Issue 2: Statewide transfer agreements. Sharon, Ken, and Dipa report there is a good deal of agreement between COMAR and SB740—but often the COMAR regulations are not being followed. The group’s work has been uploaded to Yammer.
  - b. Issue 3: Competency based education and credit for prior learning. Solomon reports the group has submitted its comments to Jennifer Frank and is awaiting feedback before proceeding further.
  - c. Item 4: Textbook Affordability. Rich reports that the Wikipedia page was taken down, but was out of date. The question the group has right now is whether any further work needs to be done. The act only required a report. Rich asked for a copy of the reports. Rich says his group will post resources available for keeping costs down for textbooks.
  - d. Issues 5a: Faculty recruitment and retention. 5b: faculty and staff development. Bill Talley reports that his group met briefly to plan next steps. They are collecting information from various institutions to see what best practices may be already available.
  - e. Issue 6: Use of Adjunct Faculty. Linda reports the group will begin to post its work on the Yammer site.
  - f. Issue 7: Student exposure to research skills: Joan Landon distributed the minutes of the group detailing some of the activities occurring at some Maryland colleges

and asked for any information and FAC member schools may have. They are also suggesting a conference on student research be convened.

- g. Issue 8: Dual Enrollment Standards. Terry reports that the group has not done any work awaiting the Yammer site.
8. Reports of the [FAC SUMMER WORKGROUPS 2014](#) Segment-Related Regulations: Private Career Schools – Liz daRosa reports that if school operating in Maryland is attached to school in another state, it does not considered a private career school. Liz found two areas where COMAR should be updated concerning grievances and another referreing to sales professionals.
9. Report of the Stride to 55 Conference: The Practice and Policy Journey to Completion and Academic Transformation – Liz daRosa, Jennifer Frank & Genny Segura
  - a. Jolly attended this conference a week ago and reports that the most important aspect he took away from the conference is that although completion is important, it should not sacrifice quality. Developmental mathematics is a gateway course, and is often a barrier to completion. First generation college students seem to be at particular risk and require additional attention.
10. Announcements
11. Adjourn 3:35
12. Planning meetings of the issues work groups

Submitted by Ken Kerr, Secretary