

MHEC Faculty Advisory Council

Meeting: April 15, 2014

1:30 – 3:30 p.m. in CALT 100A

Anne Arundel Community College

Arnold, MD 21012

MINUTES

Meeting called to order by Jolly Davis, Chair, at 1:45 p.m., when a quorum was reached

- I. Attendance: Jolly Davis, Carla Showacre, Linda Martinak, Jennifer Frank, Genny Segura, Rich Siciliano, Nicole Dombrowski-Risser, Sharon Fechter, Peter Herzfeld, Angelique Cook-Hayes, Dipa Sakar-Dey, Betul Basaran, Solomon Alao, Ken Kerr, Katherine Corley Murray, Robert Merrill, Pat Glibert(via Skype)
- II. Welcome and Introduction of new members: The FAC welcomed back Genny Segura
- III. Approval of Minutes:
 - a. November 19, 2013 were approved as posted on the MHEC FAC Website with the request that the document referred to in 8.d be attached.
 - b. February 18, 2014 minutes are delayed because of a malfunctioning drive.
- IV. Old Business
 - a. none
- V. New Business
 - a. Proposal for remote participation in FAC meetings—Peter Herzfeld drafted a proposal to be considered that will amend the by-laws to permit FAC members participating remotely will enjoy full voting rights. Rich Siciliano confirmed that the change will require amending the by-laws. Other discussion included the possibility of members using remote participation for every meeting and the option of making all meetings take place virtually. Rich pointed out that this was MHEC’s decision and that we should consult them as to their preferences regarding an advisory council that does not meet in a physical space. Others suggested that this type of participation is common on our campuses and it is proper to offer this option at this time given the stability and capabilities of the technology and its widespread use in education, business, and industry. Sharon, Peter, Pat, and Rich agreed to draft a by-laws change that reflects the sentiments expressed in this discussion.
- VI. Discussion on the Functioning of Work Groups—Jolly Davis saw a need for the option of permitting groups to report findings and recommendation directly with MHEC rather than first reporting to FAC. The members were in favor of giving the work groups the ability to report findings and recommendations directly to groups other than FAC when appropriate. Reasoning included pointing out that FAC meets infrequently and waiting to report until after advising FAC may delay communication and make the groups’ work less relevant and timely. Another consideration is that many of the external groups already have an established relationship with FAC. There are some issues where the full support of FAC may be preferred, but for other matters, it may be more expedient for work groups to report to

other MHEC groups directly. Genny and Linda agreed to draft some guidelines for groups reporting directly.

- VII. Presentation and Discussion of Maryland Definition of “College and Career Ready.” Jennifer Frank and Genny Segura discussed that there is no official PARCC Assessment definition to specify what it means to be “College and Career Ready.” MSDE has developed a definition that Jennifer distributed. FAC was asked to give perspective on the Maryland definition draft and be prepared to discuss at the May meeting.
- VIII. Legislative Report—Jennifer Frank distributed a summary of changes to higher education that came out of the 2014 Legislative Session. She highlighted financial aid changes, scholarship programs for K-12 teachers, social work, 2+2 programs. There were very few MHEC initiated bills. These were mostly bills intended to clarify existing legislations—out of state on-line institutions, fee structure updates, and PARCC implementation.
- IX. Report of the February Meeting of MHEC—Jennifer Frank reported that Secretary Howard resigned effective April 9, 2014 for a position at the Lumina Foundation. Dr. Cathy Schutz has been appointed Acting Secretary. She is principal legal counsel and has been with MHEC for seven years. She has a 36 year career with Maryland agencies. She will attend an FAC meeting in the near future. There is a new director of Academic Affairs from UMUC, Dr. Shawna Acker-Ball. She will also attend an FAC meeting in either May or June. The Maryland-Ready State Plan for Postsecondary Education report has been published and Jennifer distributed copies to FAC members.
- X. Due dates for FAC workgroup reports—Jennifer Frank suggested that matters have evolved since the groups began their work last fall. CBE and PLA reports will be of use as soon as available. Comprehensive review issue of community college, private-for-profit institutions, General Education and other expertise areas will be valuable in the upcoming year as MHEC works on these issues.
- XI. Workgroup reports:
 - a. Group 1 covered by Jennifer earlier
 - b. Group 2a Transitional Courses in 12th grade group made a report to Jennifer prior to the February meeting. Jennifer was able to incorporate those suggestions in the wider discussions.
 - c. Group 2b Transfer agreements. Two-out-of-three freshmen are transfer students at USM which underscores the need for updating of Artsys. However, there are currently no funds and personnel to undertake the needed improvements.
 - d. Group 2c Standard Number of Credits. Solomon Alao reported how Morgan had approached to 60/120 credit limits.
 - e. Group 3 Competency Based and Credit Education (CBE) for Prior Learning Assessment (PLA) group is not prepared to present a proposal and will have it prepared for the May Meeting. However, Jennifer Frank agrees that the group’s preliminary recommendations are aligned with MHEC’s considerations. Jennifer also mentioned the correlation with Veterans Full employment Act and how many of those guidelines are relevant to Group 3’s work.

- f. Group 4 Adjunct Faculty workloads under the ACA: 2.25 hrs/week for each hour of instruction is the formula used to determine if the adjunct faculty member is eligible for healthcare under ACA.
 - g. Group 5 Textbooks—high cost of textbooks is creating many on-line and low cost options (OER). A full report is pending and can be viewed on FAC's webpage under Faculty Resources. Accessibility is an additional consideration. There is some confusion about whose responsibility it is to comply with ADA regulations regarding published materials. This group is providing recommendations for what faculty should consider when selecting instructional materials.
- XII. Announcements:
- a. Next meeting is back in Cade and will be the meeting where new officers are elected. Nominations and interest should be communicated to Ken Kerr, Secretary who will prepare a ballot. Genny asks that anyone not intending to return let her know so she can identify potential replacement

Meeting adjourned at 3:25