MHEC Faculty Advisory Council

Meeting: May 20, 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 1:35, pending achieving a quorum.
 - a. Attendance: Jim Heimdal, Nicole Dombrowski-Risser, Solomon Alao, Teresa Bridger, Jolly Davis, Ken Kerr, Rich Siciliano, Katherine Corley Murray, Elizabeth daRosa, Genny Segura, Jennifer Frank
- 2. Welcome and Introduction of all FAC members and guests
- Reconstruction of the minutes of the Feb 18th, 2014 FAC meeting and approval of the Apr 15th, 2014 FAC meeting
 Ken Kerr
 - a. Minutes of April 15th meeting minutes were approved; however, there was not a quorum, so the approval is not official.
 - b. A request was made for members to provide any notes they have of the February meeting so that these minutes can be reconstructed. The USB drive containing the secretary's notes became non-functional and the data is unable to be recovered.

4. Old Business

a. Proposal for <u>Remote Participation</u> in FAC meetings – Peter Herzfeld, Rich Siciliano, Sharon Fechter, Pat Glibert: As remote participation is commonplace, the ad hoc committee recommends accepting the draft amendment to the constitution permitting remote participation with full voting rights. There was some discussion of would happen in the event of poor or lost connection when voting—especially in the case of a close vote. Whose obligation is it to ensure the remote members' vote(s) are cast. MHEC liaisons agreed that remote participation is a common MHEC practice. A suggestion was made that the procedure for participating remotely be posted on the website with the understanding that the default method of participation is in person, and the member choosing to participate remotely has the responsibility of ensuring the connection and that the meeting will not be held up for a lost or poor connection.

5. New Business

a. Proposals from work group 3, Competency-Based Ed (CBE) and Credit for Prior Learning (PLA)— Nicole Dombrowski-Risser presented the group's recommendations for recognizing competency-based and prior learning to award academic credit. They acknowledge that this falls outside the standard model and that there may be some objections related to rigor, faculty workload, and lessening enrollment in traditional-model classes. University of Maryland University College has already anticipated many of these objections and addressed them. Workgroup 3 reviewed the University of Maryland University College's (UMUC) practice, policy, and procedure, and recommend that it be adopted system-wide or by colleges and universities that have not already implemented their own procedure. MHEC commissioners are concerned that there be some level of standardization, as COMAR is somewhat vague and makes it

theoretically possible that 100% of a degree be completed through CBE and PLA credit. Members commented that there is not a single practice. For example, some institutions award credit for completion of a degree solely at that institution and the credit does not transfer.

- i. Ken Kerr made a motion that we accept the group's recommendation that UMUC's practice and procedure regarding CBE and PLA be used as a model for institutions that do not have policies and procedures in place for awarding this type of credit. Because it came from a committee recommendation, it did not require a second. Discussion: Jennifer Frank indicated that MHEC will be discussing this over the summer with the intention of providing guidelines in the fall. Because a guorum had not been reached, the motion was tabled.
- b. Proposal on Functioning of Work Groups Linda Martinak and Genny Segura: The issue involves whether and when it is appropriate for workgroups to communicate directly with MHEC rather than communicating through the FAC. Because the group meets infrequently and some issues have deadlines occurring outside meeting dates, it may be necessary to report to MHEC prior to the next FAC meeting. The group's guidelines concern communicating workgroups reports to FAC members by email for comment prior to reporting to MHEC. When possible, FAC should grant prior approval to the workgroup to communicate directly with MHEC rather than FAC. Because FAC meets only 7 times per year, it has become increasingly necessary for communication outside of regular meeting times.
- c. Election of Officers (Chair, Vice Chair, Secretary)
 - i. Nominations for Chair: For Chair: Jolly Davis
 - ii. For Vice Chair: Liz de Rosa, James Heimdal
 - iii. For Secretary: Ken Kerr
- 6. Report of Commission meeting of Apr 29th meeting and an update on MHEC activities -- Jennifer Frank and Genny Segura
 - a. April 29th Commission meeting: Adoption of changes to regulations regarding what it means to operate in Maryland. There are out-of-date regulations that do not reflect the current academic environment. Programs that require clinical experiences present a particular problem in getting sufficient placements. Institutions operating in Maryland with students looking for clinical placements increased the scarcity. The Full Certificate of Approval to operate in Maryland can take 6 months and \$10,000. If there are very few students in the state, this makes it more difficult for the students to complete programs and degrees. MHEC adopted regulations that clarify and improve the approval process. SARA reciprocity agreements between states may affect institutions operating across state lines. A member-based system, SARA may make the need for individual agreements unnecessary. So far, only two states have joined, Maryland has not. It would require a change in law. A bill in the previous general assembly that would permit this was not successful. Refund policies and other financial considerations, as well as insuring quality, are complications that need to be worked out.
 - b. The Commission heard a waiver petition from an out-of-state institution concerning the requirement that 1/3 of classes need to be taught by full-time faculty. There is a waiver process that allows, under certain circumstances, that permits adjunct faculty, who take on full-time faculty responsibilities may qualify. The Commission did not act on the petition at the April 29th meeting.
 - c. Religious institutions existing solely for training their own clergy and employees are exempt from MHEC oversight, They come to MHEC for a waiver. A new law now makes it necessary for MHEC to oversee religious institutions that are degree-granting. This is different from accreditation. This is state recognition,

MHEC reviews the curriculum, mission, faculty, and gets a feel for the entire institution prior to granting recognition.

- 7. Discussion of Maryland definition of "College and Career Ready" Jennifer Frank and Genny Segura
- 8. Year End Report from each Work Group -- Chairs of work groups 1,2a,2b,2c,3,4,5,6
 - a. Group 1 8-year regulatory review. Tabled this year. Because of the interconnectedness of regulations, this will be taken up in a larger scale beginning this summer.
 - b. Group 2a Transition courses: The group presented a list of questions for clarification, but made no recommendations. Some of the work was used by Jennifer Frank in a report that will be moving forward in the summer.
 - c. Group 2b Statewide transfer agreements: Reports that an increasing number of schools are implementing reverse transfer agreements
 - d. Group 2c Standard number of credits: report was given during the April meeting. Jennifer reported that she attended M4CAO Community College Chief Academic Officer meetings where a process is in place that requires institution to justify degree programs that exceed the 60 credit maximum for an associate's degree.
 - e. Group 3: presented earlier (see above)
 - f. Group 4: Legislative Session: Not much pre-session activity or activity requiring MHEC action prior to the legislative session. By December MHEC needs to report on Course redesign—specifically developmental courses, faculty engagement, 55% completion goal best practices, and a college and career readiness update. These are issues that FAC can be helpful with in the fall.
 - g. Group 5 Textbook Affordability: Full report was presented at the February 18th meeting. Information of Open Source Consortium is available on the FAC website. Another issues is ADA compliance and textbook publishers. Many claim to be in compliance, but, upon investigation, do not appear to be, Faculty must be wary of publisher claims because the burden of compliance falls on the institution that selected the instructional materials to ensure ADA compliance. Another area of concern is custom texts, these are not ADA compliant.
 - h. Group 6 Federal Healthcare Law: Nothing new to report.
- 9. Selection of the date and place for annual June luncheon is at Café Meza Norte on June 10th with an alternate date of June 11th.
- 10. Announcements:
 - a. Dr. Shawna Aker-ball will attend out September meeting. Dr. Cathy Schultz, Acting Secretary, will attend the October meeting.
 - b. College of Notre Dame welcomes a new president in June.
- 11. Meeting adjourned at 3:48