

Governance Council Meeting
January 26, 2024
2:30-3:30 PM, STC-182, REMOTE via Zoom

MINUTES

Attendees: Dr. Klauber, Eric Byers, Tanda Emanuel, Carlee Ranalli, Eric Schwartz, Heike Soeffker-Culicerto, Dawn Schoenenberger, Jim Niessner, Greg Betz, Lore Kuehnert, Robin Witmer-Kline, V. Beache, Beth Kirkpatrick, Amanda Miller, Margaret Yaukey, Christine Ohl-Gigliotti, Olu Bamiduro, Jake Klauber

Guests: Alison Preston (taking minutes)

Absent: Theresa Shank, Eric Byers, Alicia Henson

Meeting called to order at 2:32pm.

1. Approval of minutes from September 22, 2023 meeting (attached)
 - a. Motion made (Dawn) and seconded (Heike); approved as written
2. Remarks from the Chair
 - a. Dr. Klauber: Welcome. It's budget season in Annapolis, lots of time there working to get funding.
3. Policy updates that were approved by the Board of Trustees since the last GC meeting
 - a. #4040 Code of Student Conduct (January)
 - b. #8068 Freedom of Expression (January)
 - i. Previously called "Expressive Activity" policy. Laws are shifting, colleges' abilities to regulate is narrowing. There have been people here and at other nearby colleges sharing opinions. Suggested that everyone read through this policy.
 - c. #4042 Anti-discrimination (November)
 - d. #5032 Discrimination, Hate Crimes, and Bias (November)
 - e. #8097 Religious Accommodation (November)
 - f. #5003 Equal Employment Opportunity (October)
 - g. #5041 Employee Leave (October)
 - h. #5092 Drug/Alcohol Free Environment (October)
 - i. #8070A Sexual Harassment (October)
 - j. #8095 Social Media Use and Personal Electronic Account Privacy (October)
4. Review of policies and research requests (*previously called charge proposals*) (attached)
 - a. Research Request: Student handbook revision
 - i. Nursing department. Karen Hammond will be reviewing and moving forward with edits.
 - ii. Action: No action needed from Governance Council.

- b. Policies to be reviewed (5-year review policy; see [Board Policy Manual](#)):

Committee	Board Policy #
Student Affairs	3041, 4039 (Reviewed in January at closed work session; will be voted on in February) 4011, 4041
Teaching and Learning	7050, 8076 (Library-related policies)
Admin and IT	6021
Board of Trustees	6025

5. Committee Reports

- a. Teaching & Learning Committee (V. Beache, Robin Witmer-Kline)
- i. Board Approved 8097
 - ii. Next meeting is 2/2, will be reviewing 7050, 8076
- b. Academic Standards & Outcomes Assessment Committee (Carlee Ranalli, Amanda Miller)
- i. Repeat course policy: Current policy doesn't define withdrawals as an unsuccessful attempt. Revision suggested to include withdrawal as an unsuccessful course attempt, and students can only repeat class a third time with division director approval.
 1. Research of policies at other institutions revealed a variety of policies and terminology. These changes are consistent with findings in other locations.
 - ii. "Gateway" course pre-req grades: Committee discussed the need to consult the registrar and COMAR to determine whether a policy regarding minimum grades can be established. Further discussion and research needed at this time.
 - iii. General Education Assessment
 1. Committee discussed putting GenEd assessment on a cycle similar to ILOs (such as, evaluating diversity courses when the diversity ILO is evaluated).
- c. Curriculum Development & Review Committee (Dawn Schoenenberger, Olu Bamiduro)
- i. Committee has been proceeding smoothly, no notable issues/changes thus far
 - ii. Coming up is a review of the course numbering system. Implications beyond curriculum will need to be examined (IT, PIE, Records, etc.).
- d. Student Affairs Committee (Christine Ohl-Gigliotti, Alicia Henson)
- i. In December, worked with SGA to review the student handbook. Will continue this work in the upcoming months.
 - ii. Upcoming- 4011 and 4041
- e. Administrative & Information Technology Services Committee (Heike Soeffker-Culicerto, Greg Betz)

- i. No current charges
 - ii. Reviewed four policies in January meeting, will be sending those forward
 - f. Campus Safety Committee (Eric Byers, Margaret Yaukey)
 - i. Preparing a Chemical Hygiene Safety Plan Research Request as a continuation of the work done on material safety.
 - ii. Considering policies for lab safety signage and waivers to improve consistency across campus
 - g. Faculty Affairs Committee (Dawn Schoenenberger, Lore Kuehnert)
 - i. Working on research requests to clarify Faculty Responsibilities/Faculty Service, program manager/coordinator/lead faculty definitions
 - h. Institutional Assessment Committee (Carlee Ranalli, Tanda Emanuel)
 - i. No current charges
 - ii. Have been reviewing surveys and other campus assessments. Next meeting in February.
 - i. Staff Council ()
 - i. New chair is needed
 - ii. No other report at this time.
 - j. Ad Hoc Review of Shared Governance (Dawn Schoenenberger, faculty co-chair needed)
 - i. Shared Governance manual has been reviewed with the goal of clarification, not modification.
 - ii. Next meeting should finalize recommended edits, document will be sent on for approval.
- 6. Old Business
 - a. Ad Hoc Faculty Advising Committee
 - i. Was extended to December 2023; there have not been meetings this fall. Final report or request for additional extension will be submitted.
- 7. New Business/Questions/Discussion
 - a. Ad Hoc Program Coordinator Committee
 - i. In conjunction with Faculty Affairs committee research request and changes to faculty pay guidelines
 - ii. Ad Hoc Program Coordinator Committee would look to further the work of clarifying definitions, review programs to determine which programs need coordinators, and create consistency
 - 1. Dr. Klauber and Dr. Ranalli will discuss further and recruit membership for this committee.
- 8. Concluding Remarks, next meeting- May 2024