1. Call the meeting to order at 3:35 by Jolly Davis, Chair.
   a. Attendees: Patricia Gilbert (via Skype) Peter Herzfeld, Nichole Dombrowski-Risser, Lynn Kerr, Jolly Davis, Sharon Fechter, Teresa Bridger, Ken Kerr, Richard Siciliano, Dipa Sakar-Dey, Katherine Corley Curray, Robert Merrill, Linda Martinak, Carla Showacre, Jennifer Frank
2. Introduction of all FAC new members.
3. Approval of the minutes of the Oct 15, 2013 FAC meeting - Ken Kerr
   a. Minutes were approve by voice vote
4. Old Business
   a. No old business to attend to
5. Update of MHEC activities and Oct 23rd meeting of the Commission - Jennifer Frank and Jolly Davis
   a. Jolly gave a summary of what occurred at the 10/23 meeting
      i. USM presented its budget as did MACC at this meeting
      ii. There was a closed session
6. Update on Division of Issues for FAC 2013-14.docx
   a. Jolly updated the counsel on the current membership of the work groups. Several additional members have added their names.
7. Report from each Work Group
   a. 8-year Review Workgroup 1. The group is awaiting further direction from MHEC. However, they anticipate a focus on general education.
   b. Transitional Courses Workgroup 2a: Unclear what the workgroups role should be because of the autonomous nature of individual school systems. Therefore, it will be necessary for each community college to work with feeder high schools to determine what is needed and how they will proceed.
   c. Statewide Transfer Agreements Workgroup 2b: The group has questions about the role of Artsys and how useful it is in assisting students in making transfer decisions. The group sees the need for a more robust system to be in place by 2016 to give students a clear indication which credits will transfer and how they will be applied to degree requirements.
d. Credit Limits Workgroup 2c: Four year institutions want to attract freshman and transfer students and this is an issue about how attractive a university can make itself while adhering to this provision of the law. Morgan State University has been working on a framework. They have identified programs that exceed the 120 credit limit. These programs are charged to develop an action plan and timeline explaining how they will bring themselves into compliance.
   i. MACC/M3CAO is drafting a memo addressing exceptions at community colleges
   ii. MHEC is not looking to be a strict enforcer, but to be included in any decisions regarding the justification for programmatic waivers.
   iii. Coppin has identified 3 exceptions: external accreditor requirements, a 5-year baccalaureate program, or programs that have a certification requirement.
   iv. Issues of quality were raised, specifically in secondary teacher education programs that require both content knowledge and methods classes.

e. Competency Based/Prior Learning Credit Workgroup 3: This mostly involves military service and allied health degrees. Very little research is readily available.
   i. The Maryland External High School Diploma may provide some guidance.
   ii. COMAR currently has limits on the number of alternative credits a student can claim. This is not in SB740, but is in the Maryland Post-Secondary Education Plan.

f. Legislative Session Workgroup 4: Awaiting clarification and guidance from MHEC

g. Textbook affordability Workgroup 5: The group presented a “Tips to Obtain Textbooks” article which has a link on the NHEC FAC website. The group sees a need to update that document. They request that college send their textbook policies (if they exist) to them for review. They also presented a list of resources they have identified.
   i. A recent Google decision gives greater ability for textbooks to be put online.
   ii. There is growing demand that faculty make greater use of open source textbooks or develop their own and provide them to students.

h. Federal Healthcare Law and Adjunct Faculty Workgroup 6: There is no consensus regarding this issue. Some possibilities are percentage of full-time teaching load, calculating preparation time in addition to contact time. Some schools are allowing adjunct faculty to buy-in to the college’s health care system. The IRS is being asked to provide clarification. The group is collecting data from Maryland schools regarding how they are addressing the issue

8. Guidance from MHEC:
   a. 8-year review: There is a plan due to the general assembly. The group was provided copies of the regulation.
   b. Competency-based learning: the group was provided with pertinent regulations and references to the state plan
   c. SB740 master document indicating progress on various provisions made available
d. Legislative reports: a copy of the report. A number of SB470 connections are present. The group is asked to review the legislative report for SB740 connections. Faculty perspective on an ad hoc basis is probably the best way for this group to proceed.

9. New Business

10. Announcements
   a. There is a card from Kathy Murray thanking us for the flowers we sent
   b. Kathy agreed to take the open meeting training on behalf of the FAC
   c. Deborah Sherman has not attended in a while and Jolly is unable to contact her to see if she intends to continue
   d. Tom Shillaher has resigned
   e. MHEC meeting is November 20, 2013 at 1:00. Jolly cannot attend Carla will attend
   f. Lynn Kerr is resigning to take on college’s accreditation concerns.

10. Break-out Sessions for Work Groups briefly convened

11. Adjourn at 3:25 p.m.

http://ola4.aacc.edu/csdavis/FAC/FAC-Links.htm