
MONTGOMERY COLLEGE GOVERNANCE

Academic Services Council

October 13, 2016

SC 151

2:00 p.m. – 3:30 p.m.

Attendees

- Members present: Gloria Brewer, Cathy Giovannetti, Lori Kaufman, James Findlay Kennedy, Jason Lee, Julie Levinson, Kevin Long, Kathy Michaelian, Valerie Tanner
- Members absent: Debra Bright, Jona Colson, Monique Davis, Amanda Darshanie Gamage
- Guests: Ray Gilmer, Dr. Kimberly Kelley

Call to Order

Chair Cathy Giovannetti called the regular meeting to order at 2:05 p.m. The agenda was reviewed, a motion to accept the agenda was made, and the motion was approved by unanimous consent.

Open Comment Time

Dr. Kimberly Kelley introduced herself and explained that she was doing a listening tour of College councils to learn about the councils and share her experiences and ideas on shared governance. Kevin Long asked Dr. Kelley what the Academic Services Council could do to assist her and her work. Dr. Kelley asked to be able to attend meetings to share ideas and concerns. She suggested that Kathy Michaelian serve as a liaison and asked to be updated on other ways to keep effective lines of communication open between her office and the council.

Approval of Minutes

A motion was made by Kevin Long to accept the minutes from the September 8, 2016, meeting and accepted without change by unanimous consent.

Continuing Business

2016 – 2017 ASC Goal Plan

Cathy Giovannetti shared a draft goal plan that the council started working on at the September 8 meeting and that officers took action to update between meetings. Cathy noted updates suggested for Goal 1 which would place a stronger focus on the support of student success. A motion was made by Kevin Long to accept Goal 1 as modified and approved by unanimous consent. Goal 2 was reviewed and remained unchanged. A motion was made by Kevin Long to accept Goal 2 as it stood and approved by unanimous consent. A suggestion to remove Goal 3 as stated was made as the direction of Goal 3 is already in the council bylaws. Cathy presented a new goal which would have the council examine and define its role in supporting student success, review the areas of service for which it was responsible, and make recommendations based on its review. The council discussed the goal, service areas, and the work involved to achieve the goal. Kevin Long agreed to rework the goal wording. A motion was made by Kevin Long to accept the new third goal and was approved by unanimous consent. Goal workgroups were established for Goal 1 (Lori Kauffman - lead) and Goal 3 (Kevin Long - lead).

Review 2016-2017 Topic Proposals

Cathy Giovannetti noted that the previously discussed campus sidewalk and student safety, student gym hours and student ID topics had been referred to the Student and Operational Services councils respectively for their consideration. Julie Levinson discussed concerns with the process that faculty members need to use to reserve computer labs for their courses. This topic will be added to the Topic Proposals list. Julie will add ideas and present them at the next meeting.

James Kennedy presented concerns with the effectiveness of MATH 080 course. The council discussed course design and success, physical classroom and digital classroom learning differences, the possible

value of success coaches, and tutoring as done in Disability Support Services. James will further document the topic and discussion will continue at the next council meeting.

Presentations

.edu Update Project and College Relations Policy Update

Ray Gilmer presented a status update on the new design of the MontgomeryCollege.edu website. He shared analytics showing areas of increased activity and positive use of the website. He noted that use of the website is still mostly from the desktop view but that mobile phone access is increasing. Ray talked about campaign strategies and addressed questions about page usage. He noted the work that is being done to align faculty, staff and current student business with My MC access and community and prospective student interest with the .edu. Ray shared that several new financial aid pages and MC informational pages will be added, the online catalog will adopt the new website style, a new hosting platform will be utilized in the future, platform issues between phone, desktop and tablet access are being addressed and that student focus groups will be organized to gather ideas. Cathy agreed to collect suggestions and concerns from the council members and forward them to Ray.

Ray noted that updates to College policy 62003 College Relations were out for public comment again until October 22. Updates can also be forwarded to Ray or Kevin Long.

Cybersecurity Awareness

In recognition of National Cybersecurity Awareness Month, Gloria Brewer gave a presentation on current College Anti-Phishing and Vintage Data campaigns. She noted the Stop. Think. Report response to phishing emails using either the reporter button in Outlook or the phishtrap@montgomerycollege.edu email to report suspected phish, the need to delete old hardcopy and digital files according to need and College retention schedules, and the use of Identity Finder as a good tool to clean up SSNs that may be stored on desktops. She also highlighted events that are being held at the Germantown Cyber Lab and the availability of Annie Shane to provide further insight into anti-phishing techniques and Identity Finder setup and use.

Announcements & Adjournment

Kevin Long announced that there were additional College policies and procedures out for public comment besides 62003 College Relations as mentioned above. This included 31006 Equal Employment Opportunity and Non-Discrimination and 34002CP Disciplinary Action and Suspension. He also noted that the President's Executive Council recommended immediate action on 45004/45004CP Student Indebtedness and 67001 Maintenance of Unreserved Fund Balance.

Meeting adjourned at 3:35 p.m.

Gloria Brewer
Academic Services Council Secretary