<div align="center">
Montgomery College
Academic Services Council Meeting Minutes
Monday, September 19, 2022
2:00 PM– 4:00 PM
(*via Zoom*)
</div>

Attendees
Present: Shakenna Adams-Gormley, Zhou (Jojo) Dong, Jan Shapiro, Antonette Jones, Milton Nash, Annie Welsh, (John) Erik Swanson, James Sniezek, Miriam Zemen

Absent: Angeline Samuel, Isabel Edwards, Stacey Gustavson, Muhammad Keynemouyi, Carlo Sanchez

Proxy: Surayya Johnson for Stacy Gustavson

Guests: Clevette Ridguard, Surayya Johnson, Kimberly McNair, Ramon De La Cruz, Yvonne Hu-Cotto

Call to Order
Chair Shakenna Adams-Gormley called the meeting to order at 2:02 p.m.

Constituent Concerns
- **Our role:** The Academic Services Council is to consider discussions on academic support programs including assessment centers, labs, registration, scheduling, website information, and transfer and articulation agreements, and forward suggestions to the College Council, the Senior Vice Presidents or other councils, as appropriate, for further consideration and/or action.

- Constituent Concerns – no concerns raised today

Approval of Minutes and Agenda
- Minutes from the last meeting in Spring 2022 was approved at the governance training meeting. There are no minutes to approve for this meeting.

Strategic Enrollment Management (SEM) Update - Dr. Kimberly McNair

SEM Defined
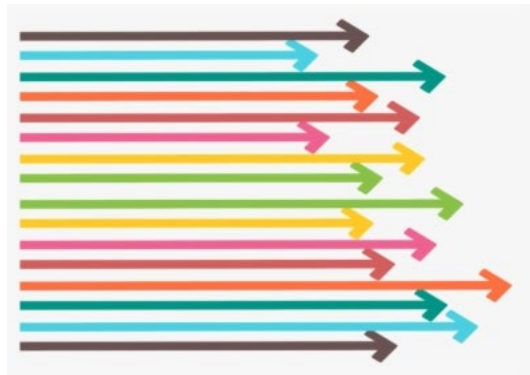• an institution-wide responsibility … SEM focuses on what is best for students and how to ensure their success while addressing all aspects of the institution's mission. (Wilkinson, et. al)
• Strategic enrollment management (SEM) is an organized concept and process that helps institutions fulfill both their mission and their students' educational goals (Bontrager, 2009; Kerlin, 2008).

• SEM employs comprehensive and systemic activities (Hossler, 2011) to help align institutional resources, departments, and actions to help achieve and maintain enrollment goals.

• SEM is not a quick fix, an enhanced recruitment plan, or a stand-alone activity. SEM requires change and project management principles, strategic planning concepts, broad college-wide participation, and most of all, support and continual engagement of the president and his cabinet to establish and sustain a SEM culture.

From this…

To this…

Examples of SEM Activities
1. Outreach
2. Teaching and Learning
3. Assessment & Data Analysis
4. Policies & procedures
5. Create a Sense of Belonging

What's Next for SEM at MC?
- o SEM Information Sessions
- o Feedback Opportunities
- o SEM Planning

Chair's Report – Shakenna Adams-Gormley

2022-2023 College Council Theme - *Helping to create institutional transitions and transformations for student success.*

Important College News
1. The HRSTM Newsletter: Montgomery College's weekly newsletter is provided by the Office of Human Resources and Strategic Talent Management
2. Inside MC: An email sent every Monday morning informing new and current news for the Montgomery College community
3. Communications Memos: Important information sent by MC President, Dr. Jermaine Williams and other senior leaders

College Happenings
- International Soccer Peace day, Wednesday, Sept. 21- GT 12-4 pm
- Banned Books Week- Sept.21/23
  https://montgomerycollege.zoom.us/j/97229162313
- Shaw Center Resource Fair-Thursday, Sept. 22 12-2 pm. At TP/SS in ST Atrium
- Suicide Gatekeeper Training- Tues. Sept. 20, virtual 10:30-11:30 am.
- College Phones begin migrating to new service

The 29th Leadership Development Institute
- The program begins on October 6!
- Application should be submitted by September 15th.

Governance nomination and elections committee still seeking members

Academic Services Council Picture
Monday, October 17
Be camera ready!

Club Rush for MC Students
- GT – last week
- RV – 9/28 12-1:30p.m., Green space
- TP/SS – 9/28 11-1p.m., ST Atrium

Federal Asian Pacific American Council (FAPAC) Hybrid Student Career Fair at the Rockville campus on Friday, September 23rd, 11:00 am – 3:00 pm

National Hispanic Heritage Month, September 15 – October 15:
https://www.montgomerycollege.edu/events/hispanic-heritage-month/index.html

President's Town Hall meeting on September 28 – virtual

President's Inauguration, October 19, 2022

Board of Trustee's Meeting
- Monday, September 19
- Monday, October 17
- Monday, November 14
- Monday, December 12
- Wednesday, January 25
- Monday, February 20
- Wednesday, March 22
- Monday, April 17

Housekeeping Items
- Create Goals- ASC Due- Oct. 28
- Email Chair/Secretary if you will not be at ASC-notify who proxy is & give them voting rights on your behalf

Goal Formulation Session – council

Dr. Williams shared at the College Council meeting about his agenda for the college. He posed questions for each council regarding COVID protocols:

a.   What is the perspective of College Council members about Montgomery College being aligned with the remainder of the county and transitioning to a mask optional protocol?

b.   How can we enhance education efforts for healthy practices at the College, namely, being vaccinated and boosted, disinfecting your hands, staying home if you are sick, respecting others' decisions to wear or not wear a mask, etc.?

c.   What is the perspective of College Council members about transitioning to vaccination optional for new employees?

Council members will email answers to Shakenna to compile and present the next College Council meeting.

List of Priorities for the College
1. Transform student experiences and success
2. Expand educational opportunities to transform lives
3. Expand partnerships to strengthen communities and empower economic mobility
4. Strengthen employee engagement and develop workforce to prepare our students for a rapidly evolving future

SMARTIE Goals: Specific, Measurable, Action-oriented, Relevant, Time-bound, Inclusive, Equitable

The Council decided to focus on Priority 1. Several members shared the difficulties students have navigating our course listing and getting registered for their courses. This can lead to late registration and other registration errors which can impact a student's

financial aid. While instructional videos and handouts are available to students, it is not enough to solve this problem. Students are still needing help from faculty and staff for registration. This takes away the time to discuss other important questions such as discussing their financial aid status, their program of study, their major, the classes they should take, whether they are part-time or full-time, etc. From this discussion the following two goals were formed:

SPECIFIC — What is it you want to achieve? Consider including the 5Ws: what, why, who, where and when.	MEASURABLE — How will you know when you have achieved your goal? To be able to track progress and to measure the result of your goal, consider: how much or how many?	ACTION-ORIENTED — To keep you motivated toward attaining your goal, are there iden- tifiable intermediate actions/milestones? Variations: achievable, attainable, acceptable.	RELEVANT — What results can realistically be achieved given your available resources, including people, knowledge, money and time? Variation: realistic	TIME-BOUND — What is an appropriate deadline for achieving your goal? How will you track progress?	INCLUSIVE — How will you include traditionally marginalized people into processes, activities, and decision making in a way that shares power?	EQUITABLE — How will you include an element of fairness or justice that seeks to address systemic injustice, inequity, or oppression?
Streamline College course registration/schedule	Reduce the number of students being sent to Raptor Central from counseling to complete their registration	Discussion with Ernest Cartledge & Ayanna Burney (Enrollment Services/ Contact IT department	When students register for classes with Co-requisites they show as a group. Cost might be associated with a new program.	Summer 2023 Communicate with Enrollment Services and IT/Department Chairs/Program Coordinators/Aces/ P-Tech, etc.	Poll Students-on registration process Ask Student Council. Early College	Help students having trouble registering/that do not have someone at home to help them with the process.
Make language the college use for registration more equitable	Use clear language/ less acronyms. Recognize languages heavily used in the county.	Student Council/Student Senate	Decrease registration time. Students understanding the process. Increase enrollment	Summer 2023 Communicate with Enrollment Services, IT, Dept. Chairs, Prog. Coor., Student Council, Student Senate	Have each group review/try the finished product	Make sure we have instructions in most used languages. Would ELAP students be able to use this process. Early College

Announcements & Adjournment
- o Our next meeting is October 17. We will invite Ernest Cartledge from Enrollment Services to this meeting. We will have some questions for him a week prior to the meeting.
- o Motion was made to adjourn by Jim Sniezek, seconded by Jan Shapiro
- o Without objection, meeting adjourned

The meeting was adjourned at 3:41 p.m.