

MONTGOMERY COLLEGE GOVERNANCE
Academic Services Council Meeting Minutes

Monday, September 9, 2024

via Zoom

11:00 AM– 1:00 PM

Attendees

Present: Transcie Almonte-Sabio, Elizabeth Benton, Silas Burris, Dianne Cherry, Lauren Chin, Christina Gentile, Valerie Lantz, Elysse Meredith, Angela Nissing, Tilandra Rhyne, Nik Sushka

Absent: Nawal Benmouna; Fatima Mbodji, Josiah Ridgeway

Guests: Shakenna Adams, Cathy Henley, Michael Mills, Clevette Ridguard, Yvette Taylor, Josephine Trawick

Academic Services Council Liaison: Dr. Deidre Price, Senior Vice President for Academic Affairs/College Provost

Call to Order

Chair Tilandra Rhyne called the meeting to order at 11:01 a.m.

Constituent Concerns

- **Publication of class schedule:** Listing TR as meeting days in the class schedule is confusing to students since they understand this to mean the class meets only on Thursdays instead of Tuesdays and Thursdays. This caused some courses to lose students who did not understand this.

Approval of Minutes and Agenda

- May 9 meeting minutes
 - Elizabeth motioned to approve the minutes; Silas seconded.
 - Minutes are approved unanimously

Icebreaker Activity: If you could get on a plane right now, all expenses paid, where would you go?

SVP for Academic Affairs Remarks – Dr. Deidre Price, Senior Vice President for Academic Affairs/College Provost

- Expressed gratitude for the leadership and partnership of this council in elevating conversations to further think about resolutions, solutions, innovation, progress and updates for in service to our students and fulfillment of our MC mission.
- Work in Review:
 - Renewing Academic Affairs leadership structure to update alignments of our current academic programs with areas of opportunity and deeper need.

- Bridging the gap between non-credit and credit; welcoming students to all programs and educational programs up to college to make
- Want to be vigilant about student's ability to try something else if current program no longer serves their goals.
- Embedding credentials for maximum value of studies (ex., industry recognized certifications, micro-credentials within General Education offerings); being mindful of ways to build in added value for college credentials offered for a long time.
- Bringing together programs with like and similar offerings for a program reflection progress to ensure everything is working cohesively on areas like prerequisite admission programs, prerequisite/corequisites, program reflection process.
- As programs change, we want to ensure all academic support services and support structures are in place and evolving to add value for our students.
- Work in progress/on the horizon:
 - Academic Master Plan (AMP) – primary work happening in AY 25.
 - Last AMP ended in 2021, so this is an opportunity to reset and ensure we are aligned with MC's Strategic Plan.
 - To craft AMP - need diversity of voices at the table to maximize the visibility and transparency around best ideas as a team; gathering information this semester (what are pain points, ideas, what is in progress that need more energy to come to fruition); surveys/forms going out to everyone and hopes that everyone will engage.
 - Projected Timeline:
 - Fall 2024 – gather information through surveys/forms
 - January 2025 – a comprehensive draft no later than Jan 2025 to allow time to reflect, design metrics to build AMP, and make refinements.
 - March 2025 – final draft
 - April 2025 – present to Board of Trustees
 - Final version before everyone leaves for summer
 - 1st timeline of AMP begins in Fall 2025.
 - Anticipated areas of Focus for AMP:
 - program assessment (what do we have/what do we need, such as exploring an AI program);
 - prioritize programs that have a high wage and high demand for opportunity of wage advancement immediately following graduation;
 - expanded access (ex., credit for prior learning infrastructure - if student has prior work experience, how does it translate to their transcript? How do we support success of prior learning to support students' completion?);
 - dual enrollment programs and pathways (what should these look like and what are structures we have in place to support this? Are students able to complete everything and have everything paid for?)

- Career and technical education pathways (thinking through health sciences, offering, and opportunities to partner with healthcare sites in the community)
- Questions:
 - Mike Mills – AI innovation lab where faculty and staff can come together and play with the AI tools; partnering with workforce development to bring in businesses to show them how to use these tools – preliminary conversations with IT; exploring AI degrees and/or certificates.
 - Schedule is under development on AMP – sessions/forums will be delivered in multiple ways (in person and online); discussion will be designed around the goals and strategic plans around them.; hope to have department-oriented conversations.
 - Student council will be part of the conversation for AMP work. Plan to work with Dr. Cabellon on how to engage students through Student Life, and Dr. Mills to see if can gather feedback through the learning centers. Welcome input on additional ways to engage students?

Chair's Report – Tilandra Rhyne

- Resources to stay informed and engaged: Employee Matters, Monday Minute and Inside MC.
- College Council is seeking members to join the Communications, Nominations & elections Committee to help with governance awareness days, advertising and promoting governance through new social media accounts.
- Assessment & Testing Centers – Examity for online proctoring and is integrated in Blackboard; in person testing is still available. Two webinar workshops to learn more about options and website with more details.
- RV Library Renovation – seeking feedback to enhance space for students; campus events on the RV campus to share feedback in person. See Library Renovation website for details.
- Student Wellness Center – Please share these resources with students about free food available on every campus (food lockers, mobile markets, campus pantries). Please consider volunteering with mobile markets.
- WST & GNDS Student Experiences Survey presentation on Sept. 11
- Hispanic Heritage Month – Kick-off event on Thursday, Sept. 12 5-7:30 p.m. at TP/SS Cultural Arts Center – registration required
- Catherine & Isiah Leggett Math and Science Bldg. ribbon cutting – Th., 9/19 at 2 p.m. Registration required
- AANAPISI Task Force – looking for members; accepting interest forms through Sept. 16. The task force plans to begin their work in September, will meet monthly, and plan to prepare a report by June 30, 2025.
- Family Empowerment Resource Fair – Sept. 21, 11 am.-3p.m.
- Women & Gender Studies program with History department will host Mexico's First Female President: A Conversation, Sept. 23, 11 am-12:30 pm at SC 301 or zoom

- MC Library's Information Literacy Week 2024 – Sept. 23-27, 2024
- MC Library: 2024 Election Guide – open to the Montgomery College and Montgomery County communities as a resource to answer questions about the election process
- Kaiser Flu Shots – free on each campus from 10 a.m.-2 p.m. in October and November
- 12th Annual Humanities Days – Oct. 21-25, 2024 – virtual and in-person events

Constituency Concern Tracking Report Review – Elysse Meredith

- Some MC systems (such as MyMC and Accudemia) continue to deadname students (meaning they are called by legal name and not chosen name). Additional system: Emma system used by MC Communications (retains original name uploaded for student).
 - Assigned – Elizabeth will investigate MyMC & Emma while Elysse and Nik will look at Accudemia.
- Menstruation products are not available in restrooms collegewide. – Refer to Campus Councils.
 - Runs out of VP office; their student aides will ensure these are stocked.
 - Office of Student Life is also helping to ensure restrooms are fully stocked.
- Student assistant hiring process makes it difficult to onboard students quickly.
 - Assigned to Tilandra.
 - Need clarity behind starting point. There are two ways to advertise jobs to students and a requisition is needed first. We can have someone come to a future council meeting to better understand the process.
 - I-9 verification – There are limited hours at different locations which makes it difficult to complete in a timely manner. Virtual verification is no longer an option.

Future Council Guest Speakers – Tilandra Rhyne

- Guest speakers who would be invited to return to share updates related to past AY's goals:
 - John Hamman – OIRE – How data is collected, tracked, accessed? / QlikView
 - Anna Hamilton – follow-up on goal from last year
 - Guillermo Laya – Assessment Center follow-up
- Suggested future guest speakers included:
 - Josh Feranil – HR main point of contact for student assistant hiring
 - How data is accessed, what access can we get to data, reports and outcomes.
 - QlikView data and access
 - What was shared at Data Summit – Request a Let's Talk Data! Series – Fall 2024 Live Enrollment Dashboard presentation speaker since this was held during our meeting time.
 - What are national, state, and institution specific assessments we participate in that relate to academic services
 - Akima Rogers – Dual Enrollment

Academic Services Council Goals Discussion – Tilandra Rhyne

- Past Goals
 - Ernest Cartledge – updating language in payment reminder letters students receive; monitoring status for ASC.
 - Anna Hamilton – how can further simplify registration process; monitoring status for ASC.
 - Bringing awareness of tools to students
- Possible New Goals
 - Building awareness of academic services for all student constituencies toward a unified MC approach-- (specify categories or clusters)
 - How does data relate to this group?
 - Getting information to students.
 - Learning Centers – how support students across areas at the college, not programmatic.
 - WDCE – where to send students who need help?
 - Use old-fashioned bulletin boards and tables with flyers/information.
 - Reactivation process for returning students – how to get help
 - Increase awareness of ECEC courses

Other Announcements, Updates, Closing Remarks – Tilandra Rhyne

- All centers (digital learning centers, the medical learning center) will move towards using Accudemia along with learning centers and ATPA.
- New math and science learning center is up and running in new Leggett building.
- ECEC – lovely new center with nice new classrooms; a lot of students do not know it's there so raising awareness could be a goal; ATPA will promote and participate in professional development day hosted at ECEC in October.
- Laptop Lending Program managed by the Digital Learning Centers - <https://www.montgomerycollege.edu/academics/support/learning-centers/laptop-lending-program/>
- No conflicts mentioned for Monday, November 11 meeting date/time.
- Tilandra reminded all to set a proxy if unable to attend a council meeting and to communicate with her in advance how they plan to vote or that their proxy has been given all voting rights.

Adjournment

- Motion was made to adjourn by Nik, seconded by Silas.
- Without objection, the meeting adjourned.

The meeting was adjourned at 12:43 p.m.