

Montgomery College
Academic Services Council Meeting Minutes

Tuesday, March 29, 2022

2:00 PM– 4:00 PM

(via Zoom)

Attendees

Present: Shakenna Adams-Gormley, Fiona Glade, Jan Shapiro, Shelly Bennett, Alex Galen, Stacey Gustavson, Muhammad Kehnemouyi, Milton Nash, Carlo Sanchez, Erik Swanson, Miriam Zemen

Absent: Kiersten Newtoff, Hareem Tahir

Proxy:

Guests: Clevette Ridguard, Kristen Roe, Akima Rogers, Jane-Ellen Miller

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

- March 1 Minutes
 - Correction – spelling of Miriam’s last name, deletion of a word in the goal update to correct the grammar.
 - Clarifications – two phrases added to add clarity to the new business discussion
 - Jan Shapiro requested a motion to approve the February 1 minutes
 - Motion to approve was made (Milton Nash) and seconded (Shelly Caldwell Bennett)
 - Approved. Vote – majority/unanimous approval via Zoom (all present approve)

Overview/Update about the Process of Fingerprinting/Background Checks for Instructors that teach students that are minors – Kristen Roe & Akima Rogers

- Protection of minors procedure is more broad than just dual enrollment. Programs that reach out to minors should be consult with the Office of Compliance, Risk & Ethics. If a minor student is in a general college course, not a problem.

- Dual enrollment refers to any student who is enrolled in high school and MC. Jumpstart to College – online and high school sites – taking some courses. Early college (college based) and Middle college (school based at Northwest and Northwood, PTECH at Clarksburg, and Virtual Middle College – entirely remote). There are 300 closed sections – the faculty for these sections need to meet the guidelines. After the high school students are enrolled, the sections may be opened to other students to maximize opportunities and staffing. These last two groups are expected to earn an associate degree.
- There's also a Memorandum Of Understanding (MOU) with MCPS. They have their own set of guidelines that they need to follow.
- There are two youth protection compliance elements. Background screening – CJIS Background Screening is higher level of screening than is required for general MC employment. There's an offsite vendor and paid by the college. An employee would be given an authorization. Once the screening has been completed, it should not have to be repeated as long as there is continuous employment – with the exception of those completed prior to September 2017. Second piece is a 45-minute module available through Workday (Protecting Youth) and needs to be repeated every 2 years.
- Two ways to have this special screening done – if it is in the job description to work with this population, it may be included in the onboarding instead of the standard screening. Rosa Trigo can be contacted to request authorization and instructions for faculty assigned to a DE course. Or, DE program notifies the office.
- Kristen is advocating for additional faculty to go through this screening process to give flexibility and provides ready substitutes.
- To try to make this easier, there will be opportunities for faculty to get the screening on campus (May 6, 1-5 pm by appointment, (*although time may change) on Rockville Campus).
- The Deans and Chairs will be given access to a shared spreadsheet (read only) of courses and faculty teaching these courses and the status of the screening for each of these faculty members – screening and training. Partnership with Deans and Chairs to make the process smoother and avoid last minute stress and scurrying about.
- Fiona – Thank you. This is the first time I have seen all of this information in one place. To know that the screening can be done during the onboarding process was wonderful!
- Milton – Extremely helpful. Especially since many of our new hires is for DE sections. When do you expect to share this spreadsheet? Akima – Aiming for when the fall semester schedule goes live. Maybe two weeks before May 6.

IT Security Updates – Jane-Ellen Miller

- Linked In Learning – All types of topics. A rich resource of training materials <https://lnkd.in/dyKzNiS> (log into MyMC first) Students can also log in via MyMC.
- Phishing – There's test every month. It's the same people every month that click in these e-mails. There was a recent one with excel spreadsheets. A single click and

peoples files were all gone. We think about what can we do to try to keep the college's data safe? Use One Drive to save your files. Don't link desk top files to One Drive as an automatic process. Currently, there are too many bad actors. It is everyone's job to protect our information. Two Factor Authorization, 2FA, Duo, has cut down on the number of attacks. Then, the attacks moved to student accounts. We will move to encourage students to have Duo for the fall. Not a mandate – we don't want to put up a barrier for WDCE students. Please continue to stay aware and alert; be diligent.

- Spoofing – looks like it's from someone you know, but it's not. Be careful to the details. Where exactly is the e-mail coming from. Check with the sender via phone or a separate e-mail – don't reply to the questionable e-mail.
- Be careful about unsolicited links. Be careful about gift thumb drives and gift cards. There are many scams that are made to look like they are humanitarian organizations – research where you share your information and money.
- Phones – do not move phones. Our phone system is tied to each individual and the location. If 911 needs to be called, it identifies the person and actual location. There is a Federal Government fine for moving phones. The IT service desk must be contacted for any phones that need to be moved.
- MC E-mail – Will students be required to use the MC e-mail? Guide students to understand that MC business should be taken care of via the MC e-mail. This is what will be expected in a four year school and work settings.
- IT Training – there is only one person who was hired to do Workday training. There are not resources or people to do more training. When we pivoted in March 2020, everyone doubled up on their regular jobs and trained. Now, they are back to their previous tasks. Agree there's a need for IT training and information to be shared. However, for there to be training, there needs to be a team to do it.

Chair's Report

Mask Requirement optional at Montgomery College with exceptions

Based on updated guidance from the U.S. Centers for Disease Control and Prevention (CDC) as well as local and state health officials, Montgomery College will relax our face mask requirement in a phased manner. In considering this decision, my leadership team and I consulted with the College Council and the leaders of the unions representing full-time faculty, part-time faculty, and staff. Effective Monday, March 28, face masks will be optional for students, faculty, staff, contractors, vendors, and visitors inside College buildings and facilities, with the following important exceptions:

Masks will continue to be required in all classroom settings, including laboratories, learning centers, and other instructional spaces. Instructors may remove their masks while teaching provided they use good judgment to maintain appropriate distance

from students. While the College does not have a distancing requirement, considering distance is encouraged.

Masks will continue to be required in the Montgomery College Center for Early Education.

Masks will continue to be required on the MC shuttles.

Masks should be worn by anyone with symptoms of COVID-19, a positive test, or exposure to someone with COVID-19.

Although masks will become optional for many indoor spaces, including libraries, gymnasiums, performing arts centers, offices, workspaces, and meeting areas, some of us may be more comfortable continuing to wear a mask. In addition, employees may request that visitors to their own individual offices or workstations wear masks while visiting. We ask that community members cooperate respectfully with these requests. The College will continue to provide KN95 masks at Public Safety offices, Raptor Central locations, and by orders placed by departments through the Office of Facilities service desk. KN95 masks provide effective protection against the spread of the coronavirus and other viruses. Please respect and support those who choose to wear masks. You can find answers to frequently asked questions about changes in the face mask requirement at the College's Return to Campus webpage.

Shaw Center-

The SHaW Center is offering virtual QPR classes for faculty, staff, and students throughout the '21-'22 academic year. Suicide Gatekeeper Training

Tuesday, April 28 from 11 a.m.-12 p.m.

Register now at bit.ly/SHaWQPR

Mindful Moments- Join us for a 15-minute mindfulness meditation to take a short break from your day and re-center yourself.

Tuesdays 12:30-12:45 p.m. Instagram Live (@mcshawcenter) and RV Campus SV 316

Wednesdays 3:15-3:30 p.m. Instagram Live (@mcshawcenter)

Thursdays 10-10:15 a.m. Instagram Live (@mcshawcenter)

Peer2Peer Student Support Group- Tuesdays 11 a.m.-12 p.m. via Zoom
<https://bit.ly/3HAD8AT> and Thursdays 12-1 p.m. in person RV Campus SV316

Whether you're readjusting to classes on campus or attending in person for the first time, being a college student is stressful! Our Peer Advocate Brigitte, a student like you- not a counselor or therapist, and your fellow MC students are here to talk about frustrations, challenges, and successes in a safe space.

Mobile Market- Wednesday's from 2-4 p.m.

The Mobile Market is a drive-up style market that offers fresh produce and other foods at no cost to MC students, faculty/staff, and the community. Walk-ups are welcome too!

Germantown- April 27, Rockville- April 6, TP/SS- April 20

The Stitching Hour: Crochet for Stress Relief- 3/30 11:30-12:30 p.m. RV Campus SV 316

Relieving stress is all about what you enjoy, and Peer Advocate Brigitte enjoys crochet! Whether you're an experienced creator or have no idea what you're doing yet, you are welcome to come and crochet at the SHaW Center. Supplies will be available for those who do not have a hook or yarn.

The SHaW Center is offering virtual QPR classes for faculty, staff, and students throughout the '21-'22 academic year. Suicide Gatekeeper Training

Tuesday, April 28 from 11 a.m.-12 p.m.

Register now at bit.ly/SHaWQPR

The Mental Health First Aid certification course is now available online!

Since the pandemic, the instances of mental health crises have been on the rise. This training teaches participants how to identify when someone might be dealing with a mental health problem and how to intervene in a mental health crisis situation.

The course begins with approximately 2 hours of content that participants must view prior to the training. Then a live 6-hour Zoom training will take place on the date you register for. Upon successful completion of the course, all participants will receive a 3-year Mental Health First Aid certification.

The Student Health and Wellness (SHaW) Center for Success is excited to be offering this training for faculty and staff. The cost is \$23.95 per person. Instructions on how to pay will be sent once you are registered. Registration is now available on MCLearns and closes 2 weeks prior to each class.

Trainings will be offered on:

Tuesday, April 12

My Sister's Keeper Feminine Hygiene Product Drive, March 1 - 31

In honor of Women's History Month, the Rockville Office of Student Life will be collecting feminine hygiene products in SV 104A (Rockville Campus) from March 1 to March 31. All Donations will be given to the MC SHaW Center.

Office of Equity & Inclusion-

OEI-First Fridays Book Club-Caste

Join us on April 1, 2022, from 1:30 p.m. to 3:30 p.m. Caste: The Origins of Our Discontents is a nonfiction book by the American journalist Isabel Wilkerson, published in August 2020 by Random House. The book describes racism in the United States as an aspect of a caste system - a society-wide system of social stratification characterized by notions such as hierarchy, inclusion and exclusion, and purity. MC staff can register on MC Learns through Workday.

Imposter Syndrome is Real

Employees and Students are Invited

Tuesday, April 5, 2:00-3:30 (Part 2)

Virtual via Zoom

Please register through Workday to receive professional development credit.

The Office of Equity and Inclusion presents Spring 2022 Equity Week!! This year our theme is "HEALING: REFRAMING THE NARRATIVE."

When the world turned upside down in March of 2020, none of us could fathom we'd be where we are now. We were forced to live and work in isolation for the sake of saving lives, including our own. A number of us have family, friends, and neighbors who have lost loved ones, lost their jobs, and quite honestly lost their hope. We had to

face things like racial injustice in the face of a global health crisis coming to a head, political landscape continuing to divide us, and dealing with the ongoing and looming crisis of climate change.

As we gradually and safely return to MC in person, it is time that we fully address our need and want to heal mentally, physically, emotionally, and financially. We cordially invite you to proactively take the initiative to recognize, repair, rebuild, and re-invent ourselves and those around us. To HEAL.

We have an action-packed week of programming in-person and virtually including 3 keynote speakers, and performances from students, faculty and staff. To view our week of programming and register to attend please click on the link below. We look forward to seeing you.

<https://www.montgomerycollege.edu/about-mc/equity-and-inclusion/equity-week.html>

College Happenings:

Commencement 2022

Graduation will be held over a two day period. Graduates with last names ending in A-L will attend on Thursday, May 19; graduates with last names ending in M-Z will attend Friday, May 20. Each event will start at 10 a.m. and will be staged outside on the parking lot (#11) in front of the Performing Arts Center (PAC) at the Rockville Campus. The events will take place rain or shine: Free rain ponchos will be available just in case.

Rental Regalia Ordering For Faculty

It's finally time to consider your academic attire needs for Commencement! MC Campus Stores are now accepting orders for rental regalia. Please complete the form below and return to any of the three Campus Stores with payment in full. You will be notified by email when your order arrives and is ready for pick up.

All orders must be received by Friday, April 8th, 2022 to guarantee your correct interior hood colors, Rental Regalia will be available at the Rockville Campus Bookstore on our around May 13th and you will be contacted by email when it arrives. Please pay upon arrival.

At the end of the ceremony please return your rental regalia at the Rockville Campus Store.

For questions or submitting orders, please use this form to turn into any campus store physically OR email the information or completed form to the below - please email and cc:

Alex Ortez-Rivera Phone: 240-567-4048 Email: a.ortezrivera@follett.com

Meredith Eirkson-Savage Phone: 240-567-1924 Email: m.eirkson-savage@follett.com

Interpretation and Translation Services at Montgomery College

Montgomery College is dedicated to providing high-quality educational services for all students, faculty, staff, and residents in our county, and to removing language barriers to College services. Montgomery College has contracts with outside companies to provide translation (written) and interpretation (oral) services for individuals who need information in languages other than English.

These services include 24/7 phone interpretation in hundreds of languages as well as in-person interpretation and document translation for College related activities. Our interpretation services is now offering interpretation via Zoom. If your office is interested in having access to this service, please contact Karla Silvestre at karla.silvestre@montgomerycollege.edu or Katie Nguyen at katie.nguyen@montgomerycollege.edu.

Exciting Workshop Series: Exploring Decolonizing Higher Education at MC

- Issues and Challenges: April 7

Montgomery College Clubs: Climate Action Now Club, MC Book Club: Uplifting POC Voices Through Literature, MC Book Club are holding a book drive to collect books to be donated to TurningThePage in D.C.

Please Drop Off Books To Student Life Offices on All 3 Campuses!!!!!!!!!!!!!!!!!!!!!! If you have any questions please email mcclimateactionnow@gmail.com

Professional development for faculty – (Requirement for full-faculty in first three years at MC)

The Academy for Teaching Transformation - Spring 2022 Workshop series

Professional development credit: 6 hours (attendance at all three sessions) NEW!
Opportunity to receive a digital badge “Teaching Essentials: Innovation & Transformation Badge” (in selected series)

Choose one 3-workshop series from the following:

Achieving Your Teaching Goals Through Action Research – Friday 4/29, 2-4 pm,
Online via Zoom REGISTER

Discovering Pathways for Digital Storytelling in Your Instruction – Friday 4/29, 2-4
pm, Online via Zoom REGISTER

Post-pandemic Student Assessment: Continuity and Change – Friday 4/29, 2-4 pm,
Online via Zoom -Digital badge to support professional growth: OPTIONAL
“Teaching Essentials: Innovation & Transformation Badge” REGISTER

Teaching for Tomorrow: HyFlex Course Design – Friday 4/29 2-4 pm, Online via
Zoom -Digital badge to support professional growth: REQUIRED “Teaching
Essentials: Innovation & Transformation Badge” REGISTER

Transforming Classrooms into Inclusive Spaces: Critical and Inclusive Pedagogies in
the Community College Context– Friday 4/29, 2-4 pm, Online via Zoom REGISTER

For details on the different workshop series, follow this link to the website: Academy
for Teaching Transformation | Montgomery College, Maryland

Sign up in Workday

For more information, please contact Dr. Carolien Annink The Academy for Teaching
Transformation coordinator: Carolien.annink@montgomerycollege.edu

Governance Elections Are Now Open

It's time to elect MC's 2023 participatory governance council members. The polls
have opened and voting will take place from Monday, March 28--Friday, April 8.
Vote now! While you could nominate in any category, your ballot will be customized
to you based on your role (faculty, staff, administrator) and location (Germantown,
Rockville, Takoma Park/Silver Spring and WDCE). Every vote counts and will help
determine who will serve on the various councils next year. Don't wait. Access your
ballot now and cast your vote. Questions can be emailed to
collegecouncil@montgomerycollege.edu or visit the governance website for
additional information.

For questions about nominations, elections, or governance in general, please contact: collegecouncil@montgomerycollege.edu. Additional information is available on the governance website at <https://www.montgomerycollege.edu/about-mc/governance/index.html>

Campus Vaccination

Rockville: Counseling and Advising Building (CB). Open daily from 9 a.m. to 6 p.m. to students, staff, and the general public. Walk-ins welcome; appointments available [new window](#).

Takoma Park/Silver Spring: ST Building, 1st floor. Open Thursdays to students, staff, and the general public.

Germantown: Bioscience Education Center (BE) 151/152. Open daily from 9 a.m. to 6 p.m.

Text your ZIP code to 438829 to receive a list of vaccine locations nearest to you. En Español: Envíe su código postal por mensaje de texto al número 822862 para recibir una lista de los centros de vacunación más cercanos a usted.

Announcements & Adjournment

- Motion was made to adjourn by Fiona Glade seconded by Miriam Zemen
- Without objection, meeting adjourned

The meeting was adjourned at 3:25 p.m.