

Montgomery College
Academic Services Council Meeting Minutes

Tuesday, April 5, 2022

2:00 PM– 4:00 PM

(via Zoom)

Attendees

Present: Shakenna Adams-Gormley, Fiona Glade, Jan Shapiro, Shelly Bennett, Alex Galen, Erik Swanson, Miriam Zemen

Absent: Stacey Gustavson, Muhammad Kehnemouyi, Milton Nash, Kiersten Newtoff, Carlo Sanchez, Hareem Tahir

Proxy: Jonathan Ridguard for Stacey Gustavson

Guests: Dr. Melissa Gregory, John Hamman, Tonya Harris

Call to Order

Chair Shakenna Adams-Gormley called the meeting to order at 2:03 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 – presented by Shakenna
 - On the digital signage there was verbiage about students not needing to be vaccinated anymore. This wasn't presented to the college community before being posted. It was posted by accident. On the website for the summer and fall semesters, it refers to students being expected to being vaccinated vs. mandatory to being vaccinated. Shelly – Glad that the current policy allows that masks be worn in offices at staff/faculty request. Alex – asked for clarification about students being able to come on campus with exposure, or symptoms, or covid as long as they are wearing a mask. Does this contradict the daily health assessment? Is anyone checking the daily health assessment? Shakenna will bring this to the Faculty Council for clarification.
 - Fall classes – 75% In person and 25% Structured Remote or Distance Learning. Probably not a lot we can do about it but wanted to be sure that it was noted for the record.

Approval of Minutes and Agenda

- March 29 Minutes
 - Correction –
 - Jan Shapiro requested a motion to approve the March 29 minutes
 - Motion to approve was made (Fiona Glade) and seconded (Shelly Caldwell Bennett)
 - Approved. Vote – majority/unanimous approval via Zoom (all present approve)

Enrollment Task Force – Dr. Melissa Gregory and John Hammon

- Overview of planning efforts. What is a strategic enrollment plan? Why is it needed? What are the next steps? How can I support the plan?
- It's a data informed process to align an institution's fiscal, academic, co-curricular, and enrollment resources with its changing environment to accomplish the institution's long term enrollment success and fiscal health. It's not a quick fix, not about enhanced marketing, not owned by any one person, department, or division.
- Why is it needed? Enrollment has been consistent but a consistent decrease. It's not been dramatic, but our enrollment has gone down 10, 000 students over the last 10 years. From 2020 graduates, 6.8% fewer students attended a college – any college. This did not affect every school in the same way. For schools with limited FARM students, not so much of a change. For high FARM schools, the original percent was low and it dropped dramatically. Pre-pandemic, community college enrollment was on the rise. Looking at national trends, enrollment was down 2.7%. Community Colleges were down 3.4% following a 10.1% decline. Everyone is scrambling for students right now. In Maryland, total enrollment down 5.6% and community colleges down 10.3%. MC is down 13.8% over the last year. The difference for low poverty schools, a low percent goes to MC – numbers not so different. For high poverty schools, the loss of students was significant. Even through the struggles, 97% of students would recommend MC to family and friends. The data helps us better understand the student perspective. The overall 18 and older population has grown (limited growth) over this period of time. Poverty has not decreased but the number of students receiving Pell Grants has decreased. Some of the students are entering the job market, caring for their own child or parent, or not doing anything.
- Next steps? Short term tactical campaigns – calling campaigns (live and automated), the personal touch make a difference to students, communication plan. Connecting with organizations TRIO, HOC, WDCE – starting to open up. There are policy decisions – late registration, delete for non-payment, and expectation for COVID vaccination. Need to work with the plans/vision of the President.
- How can I support the plan? Students appreciate the personal touch. Everyone should be able to share important dates. What are the other offices doing to support students? White glove customer service means going to the next step – the question behind the question. We prepare students for 4-year schools and for jobs in the community.

- Erik asked about the data. We looked at past data. Is data used for prediction? John – Data is used student by student but only for scheduling tasks at this point. Melissa – use data for determining awards of money. What has it previously impacted/ yielded?
- Jan – What about Dual Enrollment/Middle College? John – that cohort is growing but not enough to offset the drop from the other groups.

Chair's Report

Mask Requirement optional at Montgomery College with exceptions

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 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

Office of Equity & Inclusion-

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>

The Social Justice Lunch Series

- Unintended Consequences: The Criminal Legal System and Its Slippery Slope
- Date: Wednesday, April 13, 11:30 am - 1 pm EST
- You are invited to the first of many lunchtime conversations around social justice and issues relevant to the Criminal Legal System, sponsored by Montgomery College's Department of Sociology, Anthropology, and Criminal Justice, and the Office of Equity and Inclusion.
- The first of the series will involve four brilliant panelists who currently work and have served in various aspects of the Criminal Legal System, and who bring a wide range of knowledge about social justice and policing issues. It will be an educational conversation about how law and policy cause unintended consequences for vulnerable communities in the Criminal Legal System.
- We are excited that you will be able to hear from such a select group of criminal legal professionals, in a discussion on how well-meaning law and policy negatively affect vulnerable communities.
- Grab a lunch and join us! To register in advance for this webinar:
- https://us02web.zoom.us/webinar/register/WN_1mh5iUSpQ8KwN7WnscMbew

College Happenings:

Assessment and Testing Centers Now Offering Evening Services

- Starting Monday, April 4, the Assessment and Testing Centers will begin offering evening services on Tuesdays and Wednesdays until the end of the semester. Our new schedule is as follows:
- April 4, 2022 to May 20, 2022
- Monday 8:30 a.m. to 5 p.m.
- Tuesday 10:30 a.m. to 7 p.m.
- Wednesday 10:30 a.m. to 7 p.m.
- Thursday* 8:30 a.m. to 5 p.m. (Closed from 2 to 5:30 p.m. on first Thursday of the month)
- Friday 8:30 a.m. to 5 p.m.
- The center will also be open, in person and remote, on Saturday, May 14, 2022, from 8:30 a.m. to 5 p.m. to support final exam testing.
- Please note that our centers will continue to provide in-person services by appointment only. Students can find out more about our appointment process by following this link: <https://www.montgomerycollege.edu/academictesting>. All students must wear a mask and do the health self-assessment each time they come in for services. Students who wish to take

- exams online should follow this link for more information:
<https://www.montgomerycollege.edu/academictesting>.
- If you have any questions, please feel free to contact our team at academictesting@montgomerycollege.edu

Germantown Campus Council – Food Pantry Fundraiser

- The Germantown Campus Council is holding a fundraiser for the Germantown Campus food pantry, and we need your help! This Thursday, April 7th when you get food from California Tortilla, Paramount, the College will receive 25% of the proceeds. So, have a lunch party, take dinner home, enjoy a burrito on National Burrito Day and know that you are not only getting great food from a local business but also supporting the MC Germantown Campus Food Pantry! Thank you!!

MCRPA Five Weeks of Events

Join your fellow MCRPA members as we celebrate our 10th year anniversary. We will have one fun event per week leading up to the Annual Retreat and our 10th Anniversary Gathering. More information for each event will come soon, including registration link! Events are as follow:

- Museum Day, Saturday, April 30 (family members are welcomed to join)
- Karaoke at East Dumpling, Monday, May 2
- Bowling at Lucky Strike, Tuesday, May 10
- Happy Hour at Denizens Brewing, Wednesday, May 18
- MCRPA Annual Retreat, Thursday, May 26
- MCRPA 10th Anniversary Gathering (June)

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

- Reminder – Attendance (or arranging a proxy) will be very important for our next meeting as we will be electing the officers for the next academic year..
- Motion was made to adjourn by Fiona Glade seconded by Jan Shapiro
- Without objection, meeting adjourned

The meeting was adjourned at 3:03p.m.