

# MC GOVERNANCE

## Montgomery College College Council Meeting #4 Minutes

Tuesday, October 27, 2020

1 – 3 PM

Zoom Meeting

### **Attendees**

*Present:* Shakenna Adams-Gormley (Vice-chair), Tonya Baker (Secretary), Christine Tracey, Ed Riggs, Transcie Almonte-Sabio, Dr. David Torain, Kimberly Jones, Timothy Kirkner, Dr. Eric Benjamin, Dr. Benita Rashaw, Michael Leblanc

*Absent:* Dr. Tracey Smith-Bryant (Chair), Colleen Dolak, Rebecca Adegeye

*Proxy:* Alex Galen (proxy for Colleen Dolak)

*Guests:* Allison Whaley, John Hamman, Dr. Sanjay Rai, Dr. Michael Mills, Dr. DeRionne Pollard, Dr. Rachel Bonaparte, Dr. Kevin Long, David Sears, Laurie Savona, Tilandra Rhyne, Dr. Carolyn Terry

*Liaison:* Dr. Steve Cain

*Governance Director:* Dr. Clevette Ridguard

### **Call to Order**

There is a quorum to conduct business. Vice Chair Shakenna Adams-Gormley called the meeting to order at 1:00pm. The meeting was recorded for internal use only.

### **Constituent Concerns**

No constituent concerns were presented.

### **Approval of Agenda and Minutes**

The agenda was approved as written. The minutes for October 13, 2020 meeting were approved as written.

### **Chair's Report**

The College Council Chair provided the following information and updates:

- Westat committed \$500,000 to Presidential Scholarship Program
- MC named Maryland 2020 Census Champion

- Receive \$75,000 grant for Student Emergency Funds from Lockheed Martin
- Budget Forums – Citizen Advisory Board Forum on 10/28
- Staff Enrichment Committee – request to not have Staff Enrichment Day
  - Postpone until we get back to the college
  - Face-to-face
- Request from Dr. Cain’s Office – need 2 people for Expansion Committee
  - Need 1 faculty and 1 staff
  - If interested, please send email to College Council Leadership by today.
  - Question – What is the charge of the committee?
    - Last year, County Executive asked MC to look into possibility to expand MC to the eastern part of the county.
    - Feasibility study
    - Advisory committee to react to the results of study and give recommends
- Search Committee for Senior Vice President for Administrative and Fiscal Services
  - Need 1 faculty, 1 staff, and 1 student
  - Nominations need to be submitted to College Council Leadership by 11/5

## **Ombuds Update**

Allison Whaley, Ombuds

- Introduction of new [Ombuds](#)
- Ombuds – different from other College resources
  - Independence
  - Informality
  - Neutrality and impartiality
  - Confidentiality – not many in college environment
  - Don’t advocate for any one area
- Main purpose – help all employees seek confidential assistance in resolving workplace concerns
- Education and empowerment – provide people with information that directly impacts situations that they are involved in
- Ombuds serving on committee – ad hoc member or advisory member
- Better to reach out early and often – more resources
- Contact Ombuds: 240-234-0567 or [ombuds@montgomerycollege.edu](mailto:ombuds@montgomerycollege.edu)
- Question – How to get people feel comfortable to contact Ombuds? Is there follow up after meeting?
  - Voluntary
  - Present options to people and they can decide what to do
  - If Ombuds involved – facilitated conversation or mediation
    - Guided by participants
    - Make sure conversation is civil and all parties joined together for solution

## **Enrollment Trends and Update**

John Hamman, Chief Analytics & Effectiveness Officer

- Decrease in Fall Bill Hours and Headcount
  - Down but not out of normal
  - Better than community colleges across the country – general decline everywhere
- 4-Year Bill Hours Trend by Campus – substantial decrease on every campus, but DL increase
- 4-Year Headcount Trend by Campus – students are taking classes at multiple campuses
- Key Take-Aways
  - Students taking advantage of SRT to take classes on multiple campuses.
  - MC has seen decreases in most areas but less than national trends.
  - Student body slightly younger and slightly more female but the percentage of students in each race/ethnicity has remained relatively consistent.
- Key Dates – encourage enrollment
  - Winter Session now open for registration
  - Priority registration begins on 11/2
  - General registration begins on 11/9
- Question – What does -5% mean in terms of budget?
  - Encourage to attend Budget Forums
  - Budget neutral
  - Hope robust enrollment in winter – encourage students to take classes
- Question – Do enrollment numbers from this year impact the funds for this year or next year?
  - It is a two-year look back. Enrollment numbers now will affect our State funding two years from now.

## **Academic Affairs Overview**

Sanjay Rai, SVP for Academic Affairs

- The Big 6 Priorities
  - Increase graduation rate
  - Increase transfer rate
  - Decrease time to degree
  - Decrease cost of degree
  - Align curricula with 4-year universities
  - Align curricula with business and industry
- Initiatives
  - College had no online degrees in 2014 – added 5-6 online degrees
    - MC is one of the best online education in the state and across the country
  - Extended Winter Session
  - Create ELITE – reorganizing professional development
  - Develop Academic Master Plan
- Open Education Resources – making classes more affordable to students

- Achieving the Promise Academy – relatively high success rate
- Redesigned Developmental Education – English and Reading
  - Make college English more accessible
  - Integrate technology into instructional delivery
  - Year 1 Gateway English Completion – overall increase from Fall16-Fall19
- Redesign Development Education – Math 2018
  - Shortened and simplified math pathways
  - Developmental content aligned with gateway courses
  - Year 1 Gateway Math Completion – overall increase from Fall16-Fall19
- Academic Master Plan Initiatives – 6 major goals
  - Most were either achieved or became part of College Strategic Planning 2025
  - Report delayed
- Embed Classroom Support
- Scheduling – try to predict schedule better so that there won't be any surprises
  - Low-enrolled courses rotate by campus, semester, and time-of-day
  - Support for academic program advising
  - Limited session cancellations
- Alternate Placement
- Badging/microcredentialing – awarded for skills students attain while pursuing a certificate or degree; align with skills employer needs
- Guided Pathways/Fields of Study – provide undecided or self-advised students the opportunity to explore multiple facets of a particular field
  - Encourage math and English registration in first semester
- Partnership with MCPS
- Expanding Partnerships with Business and Industry
  - Upcoming opportunity: Biomanufacturing U.S. Department of Labor Grant
  - Internship opportunities
  - MC play important role in creating workforce
- Explaining Partnerships with 4-Yr universities
  - Worked with Amazon and created Cloud Computing degree
    - George Mason University working with Amazon to develop 4-year degree
  - MC Cybersecurity and SANS articulation
- Early Decisions: Safety First
  - Continuity of instruction plan
    - Initial training opportunity prior to and during spring break
    - Addition of Incomplete in Crisis (IC) and Withdrawal in Crisis (WC) grades
  - Developed Return to Campus Protocol
- Partners in Success – resources for students
- Professional Development
  - SRT – 700 participants and 31 mentors
    - \$1.1mil in CARES funding

- Advanced Online Teaching Workshops - \$300,000 in College funding
- Academic Affairs in a Post-Pandemic Higher Education Environment
  - Planning Session – 11/5 (Big Picture: Future of Higher Education) and 11/6 (Operations)
- Question – Is WC still offered for this fall?
  - Yes
- Question – Will there be comparative data available?
  - Reports available on [Academic Affairs webpage](#)
- Documents and articles will be posted on Blackboard – please share with council members

### **ELITE Update**

Michael Mills, Vice President of ELITE

- [Employee Professional Development](#)
- First quarter – 78 workshops with 2069 attendance
  - Collaboration with other College units
- People like opportunities that virtual space provides – reduce commute time
- Structured Remote Teaching – get faculty ready to teach in remote environment
- Cohort Programs – all programs will begin in Jan/Feb
- [Learning Pathway Programs](#) – looking for suggestions for new programs and pathways
- Additional programs
  - Getting Things Done
  - Zoom Rooms – Remote Working Tip of the Week
- If there are any questions, please send them to [Dr. Mills](#) or [College Council](#).

### **New Businesses**

- Remote learning issues – Student Council presented issue to Faculty Council
  - Model for camera use and microphone use in the classroom
    - Put together a document with the help of Dr. Kevin Long
  - Council members expressed concern about students not paying attention when cameras are off.
    - Document include language to encourage camera use
    - Will need further discussion about attendance and engagement
  - Question – Is dress code also included in the language?
    - Will take note of this concern
    - Advocate teachers to have conversation with students
  - Question – Are there legal issues with recording?
    - Need verbal or written consent
  - Question – Will there be language that conveys face-to-face post-COVID environment?
    - Currently focus on camera and microphone use
    - Will need further discussion

- Faculty Council will vote on recommendation and present results to College Council
- Staff Council Recommendation – “Tuition Waiver for Dependents”
  - Tuition waiver for dependent children of deceased Montgomery College employees at the time of service, while employed at the college.
  - Suggested to fine tune with consideration on:
    - Is there a cap on this?
    - Will we be concerned about satisfactorily academic progress?
    - Credit or non-credit?
    - Years of service?
    - Effective date?
    - Tuition only?
  - Suggested to get rid of vague wording with help of Dr. Kevin Long
  - Question – Are there other community colleges that offer this benefit?
    - No, MC may be first in this area.
  - Ed Riggs, made a motion to send recommendation back to Staff Council for wordsmithing, and David Torain seconded.
    - Vote – unanimous approval

### **Adjourned**

The meeting was adjourned at 3:02pm.