<p align="center">**Montgomery College**
Academic Services Council Meeting Minutes
Thursday, February 11, 2021
10:00– 12:00 PM
(*via Zoom*)</p>

Attendees
Present: Veronica Banh, Erika Bucciantini, Colleen Dolak, Alex Galen, Fiona Glade, Tonya Harris, Muhammad Kehnemouyi, Kiersten Newtoff, Theodore Shusterman; Jose Medrano (for Shelly Bennett)

Absent: Milton Nash, Robin Flanary, Shelly Bennett

Guests: Chair Student Council: Rebecca Adegeye; Constituent students: student Geovanka Levine; presenter: Dr. Rachel Bonaparte; Yvette Taylor

Call to Order
Chair Colleen Dolak called the meeting to order at 10:04

Approval of Minutes and Agenda
- December Minutes
  - Chair requested a motion to approve the December minutes
    - Motion to approve was made and seconded
  - Approved as it stands; Vote – majority/unanimous approval via Zoom (all present (8) approve)

- February Agenda approved
  - Chair requested a motion to approve the agenda.
    - Motion to approve was made and seconded
  - Vote – majority/unanimous approval via Zoom (all present (9) approve)

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.

- Student Geovanka Levine
  - Online considerations: universal design, accessibility & equity
    - Adjustments may be needed for added technology for unique challenges
    - What's really important in a new learning environment
      - Accommodate learning
      - Concessions maybe needed
      - Solutions

- - - Within reason for instructors to recognize that assessment modes may be prohibitive
      - Efforts to connect classmates with each other can add a layer of a burden for students
      - Well-meaning design may not always meet the need or may create additional burdens
      - Mental load for meaningful engagement can overload students
      - Do we really need to make up for socialization?
        - What resources do students have to cope?
          - Are we equitable in our delivery?
  - Neurodiversity considerations
    - Steering committee for Universal Design
    - Dr. Fiona Glade shared about upcoming plans currently in committee
      - Accessibility, equity, inclusion
  - Neurodiversity challenges can be difficult to accommodate in the classroom
    - There's a need to meet students where they are
    - Students may need an opportunity to process
      - When there is an assignment everyone responsible for, maybe we can have accommodations for capable students for whom a certain assignment may pose an undue burden
  - Environmental stressors
    - May be more impactful for some students more than others

  - <u>Conclusion: Council will deliberate and invite representatives from DSS and Universal Design</u>

- Rachel Bonaparte, Interim Director of the Part-Time Faculty Institute for Engagement and Support
  - Institute mission
    - What the Institute does
      - General hub of information
    - Current structure
      - Few full staff
        - Director, administrative aides, Senior Part-Time Faculty Associates, Part-Time Faculty Associates
        - Role of Part-Time Faculty Associates (PTFA)
          - Deans & Chairs select
          - PTFA provide support both to Departments and part-time faculty and host sessions
            - Connect PTF to resources
            - Just liaisons; not SEIU Local 500 Representatives

- Not substitutions for other roles
- Engagement-focus only
  - Working on including everyone
  - Highlights:
    - high numbers of participation
    - support ELITE training
    - Fellowships
    - Monthly spotlights
    - Resource Guide
  - <u>Conclusion: Requested that guidance on EC & Dual-Enrolled Students be placed in the Resource Guide for Part-Time faculty.</u>

Chair's Report

The chair provided the following information:
- Chair attended the College Council Meeting
  - Next College Council Meeting is upcoming
    - Consider attending; ask Colleen for more details
  - Nominations for governance coming up
    - Consider participating
    - Our process:
      - We took nominations and voted
  - Chair created a short video to talk about governance
    - Chair shared her short video about what we enjoy about governance
    - Stewardship & innovation
    - Used to promote to others to consider governance

- Dr. Fiona Glade as Dr. Rai's proxy & liaison
  - Conversation with senior leadership
    - High level of confidence in governance
    - Student participation admired
    - Community has risen to the challenge
      - Student success at the forefront
      - We are in uncertain times
      - Remote instruction
        - Encouraged to offer a variety of delivery modes and course
        - Offer a variety
          - 7-week, 13-week, 15-week
          - Hybrid, SRT, full remote, face-to-face
          - Deliver the highest number of options
        - Look at student success numbers as guidance for choices moving forward
        - Concerns to go back to Dr. Rai

- Academic Services Council Goal Plan
  - Issue: increase student participation
    - Recruit active student member

- o Issue: make one recommendation to the College Council for continued virtual services & potential changes by the end of the academic year
  - ▪ Reach out to DSS and Universal Design
  - ▪ We may not need to make a recommendation
  - ▪ We will do our due diligence

- o Jose Medrano (proxy for Shelly Bennett)
  - o Can we advocate for internet for the full County?
    - ▪ For Montgomery County to become the first county to offer free internet for all residents
      - • We can do investigation
      - • But may not fall under our purview; it's adjacent
  - o <u>Conclusion: Colleen will investigate a little further to see if this is an issue we can address</u>

Old Business
- o No old business was presented

New Business
- • Nominations are coming up
  - o Ask people! Recruit!
  - o It's difficult to engage people with fewer face-to-face opportunities

Announcements & Adjournment
- • Draft minutes will be sent out soon
- • Meetings will take place via Zoom
- • General announcements
  - o If you can't attend, please send a proxy
    - ▪ Please note if your proxy will have voting rights or not
- • Please invite a student to join us next meeting
- o Motion was made to adjourn, seconded
- o Without objection, meeting adjourned

The meeting was adjourned at 11:09 pm.