

**Montgomery College**  
**Academic Services Council Meeting Minutes**

Tuesday, September 21, 2021

2:00 PM– 4:00 PM

*(via Zoom)*

**Attendees**

*Present:* Shelly Bennett, Fiona Glade, Muhammad Kehnemouyi, Kiersten Newtoff, Alex Galen, Shakenna Adams-Gormley, Carlo Sanchez, Erik Swanson, Miriam Zemen, Milton Nash, Hareem Tahir, Stacey Gustavson

*Absent:* Jan Shapiro

*Proxy:* Anna Gordin (for Jan Shapiro)

*Guests:* Sanjay Rai, Senior Vice President for Academic Affairs

**Call to Order**

Chair Shakenna Adams called the meeting to order at 2:03 p.m.

**Approval of Minutes and Agenda**

- May Minutes
  - Chair requested a motion to approve the May minutes
    - Motion to approve was made and seconded
  - Approved with one minor adjustment to the spelling of Shakenna Adams-Gormley's name; Vote – majority/unanimous approval via Zoom (all current present 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.
- Constituent Concerns
  - **There were no constituent concerns raised today**

**GOAL Discussion:**

- Potential goals were discussed and have not been finalized yet. Following are the five goal topics under discussion.
  1. Student services signage

Based on the discussion in the last Academic Services Council meeting, the student services QR code was put on bigger signage and posted in the student services buildings on each campus.

- Germantown: SA Lobby
- Rockville: SV Lobby (1<sup>st</sup> floor) and SV Lobby outside of the Counseling and Advising office (2<sup>nd</sup> floor)
- Takoma Park/Silver Spring: ST entrance doors (1<sup>st</sup> floor)

A suggestion was made to email the signage to department chairs so they can put this up in their areas. Stacey Gustavson will forward the request to the sign originator and report back at the next meeting.

2. Streamlining faculty advising program
  - a. Per Shelley, this is being taken care of in other initiatives with counseling and advising and program advising.
3. Placement testing
  - a. There is confusion about placement testing, how APPE/APPM/APPG scores come over from MCPS. Discussion highlighted that further education is needed to ensure a better understanding for new or visiting students.
4. Communication Goal
  - a. Our council could be advisory in nature, we don't own any of the processes...could be a communication system for the many initiatives happening. Facilitate better communication across departments.
  - b. Way to track usage of shared campus study spaces for students taking online classes. Is the word getting out? Has this message been given to faculty and students?
  - c. Communication calendar, repository perhaps in MyMC. Departments can link communications from each semester
  - d. Departments to create a one-pager- what others need to know about how each department functions.
  - e. Identify three main areas where communication should be increased
5. Transfer credits to UMD

## Chair's Report

- Volunteers are still needed for the mobile markets on each campus.
- Our yearly governance picture will be taken on October 5<sup>th</sup>.
- College council will be setting up an elections committee. If you are interested or know someone who is interested...they should send an email to college council email or email Shakenna and she will forward it.

- Next council meeting
  - Who would you like to have visit our meeting?

- **Flu Vaccinations**

Onsite flu vaccinations flu vaccinations and biometric screenings available at no cost to employees. Schedule now! (Registration guide attached)

Biometric Screening Dates| Registration Key:MC21

TPSS:9/29 | RV:9/30 | TPSS: 10/8 | Germantown:10/15 | RV: 10/27 | Central Serv: 10/28

Flu Shot Dates

CT Flu Shot Clinic-10/21 | TPSS Flu Shot Clinic-10/27

- The Office of E-Learning, Innovation and Teaching Excellence is excited to announce:

**ELITE After Dark**

Professional development programming to support your busy schedule

Now offering some of Elite’s most popular workshops the first Monday and Tuesday of each month. Workshops will take place between 5:00 pm - 9:00 pm.

For more information about workshops, scheduling, and to register, visit ELITE After Dark.

**Upcoming Workshops**

Engaging Students through Digital Storytelling

Establish Instructor Presence by creating Course Materials with Microsoft Sway

Look Inwardly and Outwardly to Evolve the Continuum of Teaching and Learning

Getting Things Done: Capture, Clarify, Organize

Changing the Game of Assessment Design

Culturally Responsive Teaching Using Choice Boards

The Brain Game – Challenge Your Convention!

Humanities Meets Data: Text Analysis Using the Voyant Tool

## Virtual Work Interactive Webinar - Remote Work Foundations

In this open-door style meeting examine some best practices of managing change and remote working at a time of post-pandemic restoration and revitalization. Share valuable insights from lessons learned with peers about working in the new normal work medium.

Join us for part one of a three series package - September 28 at 1:00 pm

Attend one or all sessions. Registration information below.

This is part of the Change Management Pathway

- Presidential Search Forums:

Wednesday, September 22, 2-4 p.m. Register for September 22 Forum

Tuesday, September 28, 5-7 p.m. Register for September 28 Forum

FY21 Collegewide required training webinars are now available in MC Learns Through Workday: “Annual Ethics Training: Conflicts of Interest” and “Equity and Inclusion” with new and ongoing content, must be completed by September 30, 2021.

- **FINANCIAL AID NIGHT**

September 23, 6–7:30 p.m.

Online via Zoom

Don't miss these upcoming events:

Virtual FAFSA Fever

October 6, 2–4 p.m.

October 7, 5:30–7:30 p.m.

October 9, 11 a.m.–2 p.m.

Montgomery College Foundation will sponsor up to three

\$500 scholarships for MC students.

Registration required: [montgomerycollege.edu/FAFSAFever](https://montgomerycollege.edu/FAFSAFever)

FAFSA and MSFAA Days

Beginning November 1 through December—and again

in February 2022.

Registration required: [montgomerycollege.edu/FAFSA-Days](http://montgomerycollege.edu/FAFSA-Days)

○ **HEERF III Funds**

Encourage students to apply for HEERF III funds. Credit & Noncredit students can apply! Students can access the HEERF funds application here:

<https://www.montgomerycollege.edu/coronavirus/heerf-grants/student-emergency-assistance-request.html>

○ **SHaW Center Flu Vaccination Clinics for Students**

The flu season is upon us and it's the perfect time to get vaccinated. For the fourth consecutive year, the SHaW Center has offered free flu vaccinations to MC students. Vaccinations will be held at all three campuses (TPSS: Sept. 20 from 10am-12 pm, Rockville: Sept. 27 from 2-4 pm, Germantown: Sept. 28 2-4 pm). Students must register at: <https://www.signupgenius.com/go/10c0c4fadaf2aa4fdce9-fluvaccination>

Hurry! There is limited space available. For questions, please email the SHaW Center at [shawcenter@montgomerycollege.edu](mailto:shawcenter@montgomerycollege.edu).

○ **Campus Vaccination and Testing Sites**

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. Next clinic: September 30, time TBD. Walk-ins only.

Germantown: Details coming soon.

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**

- Draft minutes will be sent out soon
- Motion was made to adjourn, seconded
- Without objection, meeting adjourned

The meeting was adjourned at 3:07 p.m.