

Montgomery College
Academic Services Council Meeting Minutes
Tuesday, October 5, 2021
2:00 PM– 4:00 PM
(*via Zoom*)

Attendees

Present: Shakenna Adams-Gormley, Fiona Glade, Jan Shapiro, Shelly Bennett, Alex Galen, Stacey Gustavson, Milton Nash, Erik Swanson, Hareem Tahir, Miriam Zemen

Absent: Bianca Giron, Muhammad Kehnemouyi, Kiersten Newtoff, Carlo Sanchez,

Proxy: none

Guests: Kimberly Jones, Kathryn Klose, Kim Potter

Call to Order

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

Approval of Minutes and Agenda

- September 21 Minutes
 - Jan Shapiro requested a motion to approve the September minutes
 - Motion to approve was made and seconded
 - Approved. 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:

Goal Discussion using SMART Goal Worksheet

- Initial Goal #1
 - Communication Goal
- Specific
 - One sheet for chairs to hand off to other departments (wish I knew about this department – Student Services Department)
- Measurable
 - Sheets being distributed throughout departments – Erik Swanson to collect data
- Achievable
 - Yes, low impact. Reduce confusion, consistent information, updated information
- Relevant
 - Need for everybody to be on the same page. Consistency appreciated by student, faculty, and staff. Reduce overwhelming clutter. Improves internal / external customer service.
- Time
 - Fall/Spring & future semesters

Goal 1:

Create a one page sheet with updates that others will want to know about each department.

- Initial Goal #2
 - Explore appropriate internal language and deadlines surrounding placement testing/guidelines for placing students in classes.
- Specific
 - Possible flow chart for process
- Measurable
 -
- Achievable
 -
- Relevant
 -
- Time
 -

Goal 2: Ask for input from Guillermo Laya, Director of Assessment Centers, for assistance in crafting this idea into a smart goal. Invite Guillermo Laya to attend the meeting (or Shakenna to meet with him prior to the next meeting).

Chair's Report

Mobile Market

Volunteers needed for drive through distribution
RV October 13, TP/SS November 10, GT December

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

Tuesday, October 19 from 3-4 p.m.
Thursday, November 18 from 1-2 p.m.
Thursday, February 10 from 1-2 p.m.
Monday, March 28 from 3-4 p.m.
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:

Friday, November 5
Friday, January 14
Tuesday, February 22
Tuesday, April 12

MC Next Generation Wellness

Onsite flu vaccinations and biometric screenings available at no cost to employees. Schedule now!

Biometric Screening Dates | Registration Key:MC21

| 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

FINANCIAL AID NIGHTS

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

FAFSA and MSFAA Days

Beginning November 1 through December—and again in February 2022.

Registration required: 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>

Office of Equity & Inclusion-

COMING OCTOBER 11, 2021!!! Countdown to the LGBTQIA+ Needs Assessment! Check your email to respond to the assessment. We want to hear your voice. You matter! Join the Office of Equity and Inclusion on October 11, 2021 at the Rockville's Campus Center's cafeteria between 11 a.m.-1 p.m. for a celebration of National Coming Out Day, Latinx Heritage Month, and Indigenous People's Day. The College will be able to build community through art, poetry and dialogue as we reflect on this day of significance. Pizza and refreshments will be available to those that register. Registration is required. Register at bit.ly/October11MC by October 8th!

Our Critical Race Theory Forum - Reframing the Narrative will be a hybrid event held both at the Cultural Arts Center and online. We will have snack packs available for participants that attend in-person. MC Employees that are interested in attending the Forum and getting credit, please visit MC Learns. October 28, 2021: 1:30pm-5:00pm

Hispanic Heritage Month Events

"Panel Discussion: What It Means to be a Hispanic-Serving Institution" Oct. 15, 1pm.

Contact: Elena.Saenz@montgomerycollege.edu

[https://montgomerycollege.zoom.us/webinar/register/WN_tttw26OTFOhP9woHR6mYA? x zm rtaid=gITEOVhSRheW rki0phRLA.1633436110530.89ae68e77e6756eb96dc507b5014b569& x zm rhtaid=147](https://montgomerycollege.zoom.us/webinar/register/WN_tttw26OTFOhP9woHR6mYA?xzm_rtaid=gITEOVhSRheW_rki0phRLA.1633436110530.89ae68e77e6756eb96dc507b5014b569&xzm_rhtaid=147)

"Morazan: Our Understanding Enriched", Oct. 14, 7p.m.,

<https://www.youtube.com/montgomerycollege> or

<https://facebook.com/montgomerycollegetv>

"Nuestra Voz: Latino Educators Making a Difference", Oct. 14, 6p.m.

<https://montgomerycollege.zoom.us/meeting/register/tJltcuqogDktHtRLBBwEyu0MVwPUPBHchYKj>

Global Leadership Cohort: Accepting Applicants Now

Visit the GLC site: <https://www.montgomerycollege.edu/offices/elite/global-leadership-cohort.html>

Register and get the application for GLC in MC Learns through Workday

Virtual classes begin October 22

Questions, contact Richard Forrest

New Supervisor Orientation Program Returns Oct. 13

The fall session of the New Supervisor Orientation Program begins Wednesday, October 13 at 9 a.m. The program is specifically designed for supervisors who are new to the College, Montgomery College employees who have been recently promoted to a supervisory role, or for experienced supervisors seeking a refresher. The four morning sessions, from 9 a.m.-1 p.m. on October 13, 14, 19, and 21, will provide participants with the essential information needed to manage and lead a team at Montgomery College. Attendance and participation are required for each morning session as the program content and topics are related and build upon one another. Visit Workday Learn to enroll.

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: 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.

Governance

Communications and Elections Committee

Send e-mail to collegecouncil@montgomerycollege.edu by October 15

October Wellness Programs

October is Breast Cancer Awareness Month

Announcements & Adjournment

- Motion was made to adjourn, seconded
- Without objection, meeting adjourned

The meeting was adjourned at 3:21 p.m.