

**Montgomery College**  
**Academic Services Council Meeting Minutes**  
Tuesday, March 1, 2022  
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, Miriam Zemen

*Absent:* Muhammad Keynemouyi, Kiersten Newtoff, Erik Swanson

*Proxy:* Fiona Glade for Muhammad Keynemouyi

*Guests:* Stephanie Gallo Krasnoff

**Call to Order**

Chair Shakenna Adams-Gormley called the meeting to order at 2:02 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 – no concerns raised today

**Approval of Minutes and Agenda**

- February 1 Minutes
  - Jan Shapiro requested a motion to approve the February 1 minutes
    - Motion to approve was made (Miriam Zemen) and seconded (Milton Nash)
  - Approved. Vote – majority/unanimous approval via Zoom (all present approve)

**Goal Update – Fiona Glade**

Fiona spoke with Guillermo and some of the collegewide chairs. Looking to be sure that there is a common understanding. Guillermo is working to develop a series of one pagers to explain some of the more common processes – for faculty and students. Limited staffing makes it a challenge for students looking for in person support. Suggested using some Zoom office hours. Clarified how exams are returned to professors.

### **New Business – Fiona Glade**

For our classes that dual enrollment or early college - they are high school students. So, we have to work with MCPS as well. Those that teach these courses need to have fingerprinting and background investigation completed before teaching the course. This fingerprinting needed to be updated as certain intervals of time. Sometimes, this becomes a problem if a course is added late. Sometimes, these details get missed within other e-mails. Chairs can be cc'ed on the e-mails sent to instructors to assist the process/requirements to be met in time. Some chairs may not like the extra e-mails in their box. Milton suggested bringing this up to the chair's group for their consideration. Shakenna suggested that maybe this is on a regular cycle for all of those that might teach these courses. Fiona suggested a banner or pop-up in Workday. Shelly said the process was not challenging and suggested that there are often 16-year-olds in many classes. Alex said that all of his instructors (WDCE) – even though they don't teach students under 18, are fingerprinted because the courses are taught in public schools. Shakenna wondered about the cost as a factor. Fiona offered maybe these are good questions for Kristen. Invite her to the next meeting? Alex offered if the process was more automated but currently HR seems to be overwhelmed keeping track of the process. Stacey has observed an increasing number of minor students... An outside vendor is used to process the background check/fingerprints. We will invite Kristen Roe to our next meeting.

### **Chair's Report**

#### **Mask Requirement Remains in Place at Montgomery College**

**Please join us at a meet-and-greet hosted by the Board of Trustees and the Office of the President to welcome our new Montgomery College President Dr. Jermaine F. Williams**

#### **Schedule Welcome Reception, Meet-and-Greet**

- **Wednesday**, March 2, 1-2:30 p.m., Takoma Park/Silver Spring Campus Cultural Arts Center (CU), First Floor Lobby
- **Thursday**, March 3, 10-11 a.m., Gaithersburg Business Training Center, 402-403 & 1-2:30 p.m., Germantown Campus Dr. DeRionne P. Pollard Student Affairs and Science Building (SA), Second Floor Lobby
- **Monday**, March 7, 7:30-8:30 p.m., Rockville Campus, Science Center West (SW), 301
- **Thursday**, March 10, 7-8 p.m., Germantown Campus Paul Peck Academic and Innovation Building (PK), 105
- **Friday**, March 11, 7-8 p.m., Takoma Park/Silver Spring Campus Catherine F. Scott Commons (CM), Second Floor Atrium
- **Virtual Roundtable Conversations with Students**
- **Tuesday**, March 22, 6-7 p.m. via Zoom | Register
- **Wednesday**, March 23, 6-7 p.m. via Zoom | Register

### **Shaw Center-**

The SHaW Center is offering virtual QPR classes for faculty, staff, and students throughout the '21-'22 academic year. **Suicide Gatekeeper Training**  
**Monday, March 28 from 3-4 p.m.**

Tuesday, April 28 from 11 a.m.-12 p.m.

Register now at [bit.ly/SHaWQPR](https://bit.ly/SHaWQPR)

**Bystander Intervention Workshop- Monday 2/28 from 6-7:30 p.m. <https://bit.ly/4bystanders>**

The Bystander Intervention Training program teaches students about gender-based violence, consent, and bystander intervention skills. Upon completion, students will know how to safely intervene in situations that could immediately lead to violence and how to interrupt a culture that is permissive of gender violence. Students will acquire intervention tools to use in situations that seem risky in order to become effective and active bystanders. The BIT program engages in topics including intimate partner violence, sexual assault, stalking, harassment, survivor empathy, and consent.

**Fuel for Success Campaign's Panera Baked Goods- Tuesday 3/1 from 9-10 a.m. at GT Campus BE Atrium**

Breads and pastries from Panera available at no cost to students.

**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 3/2 from 2-4 p.m. at RV Campus North Garage**

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!

**The Stitching Hour: Crochet for Stress Relief- 3/2 and 3/30 11:30-12:30 p.m. RV Campus SV 316**

Relieving stress is all about what you enjoy, and Peer Advocate Brigitte enjoys crochet! Whether you're an experienced creator or have no idea what you're doing yet, you are welcome to come and crochet at the SHaW Center. Supplies will be available for those who do not have a hook or yarn.

**Yoga with Professor Stuart- 3/2 6-7 p.m. <https://bit.ly/MCYoga3>**

Join this beginner/intermediate yoga class on Zoom to learn the basic poses, discover your inner strength, and find a productive and healthy way to deal with stress. Have lots of fun along the way while doing something good for yourself. This class is taught by Prof. Deborah Stuart, an adjunct English professor at MC. Register once and attend multiple classes. Wednesdays for five weeks. Those who register AND attend will be entered into a drawing for an 11-piece yoga kit worth \$60. So, register and attend!

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### **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, February 22**

**Tuesday, April 12**

### **My Sister's Keeper Feminine Hygiene Product Drive, March 1 - 31**

In honor of Women's History Month, the Rockville Office of Student Life will be collecting feminine hygiene products in SV 104A (Rockville Campus) from March 1 to March 31. All Donations will be given to the MC SHaW Center.

### **Office of Equity & Inclusion-**

#### **Last Book Club Discussion: OEI-First Fridays Book Club-Caste**

Join us on March 4, 2022, from 1:30 p.m. to 3:30 p.m. Caste: The Origins of Our Discontents is a nonfiction book by the American journalist Isabel Wilkerson, published in August 2020 by Random House. The book describes racism in the United States as an aspect of a caste system - a society-wide system of social stratification characterized by notions such as hierarchy, inclusion and exclusion, and purity. MC staff can register on MC Learns through Workday.

#### **Imposter Syndrome is Real: Learn How to Overcome It**

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.**

### **College Happenings:**

The Montgomery College Women's and Gender Studies Program 35th Annual Scholarship Reception  
Wednesday, March 9, 2022, 5:30 - 6:30 p.m., a Virtual Event:

[https://insidemc.montgomerycollege.edu/details.php?id=108197&title=2022\\_Women%27s\\_and\\_Gender\\_Studies\\_Program\\_35th\\_Annual\\_Scholarship\\_Reception,\\_March\\_9&utm\\_source=insidemc&utm\\_medium=email&utm\\_campaign=insidemc#:~:text=RSVP%20and%20questions%3A%20genevieve.carminati%40montgomerycollege.edu](https://insidemc.montgomerycollege.edu/details.php?id=108197&title=2022_Women%27s_and_Gender_Studies_Program_35th_Annual_Scholarship_Reception,_March_9&utm_source=insidemc&utm_medium=email&utm_campaign=insidemc#:~:text=RSVP%20and%20questions%3A%20genevieve.carminati%40montgomerycollege.edu)

### **This year's theme for the AAWCC Day of Dialogue is "Climate Justice is Justice for Women".**

The Montgomery College chapter is hosting two events on this theme.

--March 14, 1 p.m.-2 p.m. discussion on the reading, "Understanding Why Climate Change Impacts Women More Than Men"

Join Zoom Meeting:

<https://montgomerycollege.zoom.us/j/97091295589?pwd=VkpzK1R4ekk2WjZ0aG5uV3VpYUhqZz09>

## **Exciting Workshop Series: Exploring Decolonizing Higher Education at MC**

- Assessment and Student Success: March 23

- Issues and Challenges: April 7

## **MC Foundation Innovation Grant Deadline Approaching-**

Montgomery College Foundation grant opportunity available to all faculty, staff, administrators, and students. Students desiring to apply are required to partner with a faculty or staff member to submit an application. The grant amount is \$50,000. The deadline to submit grant applications is March 21, 2022.

**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 – Fridays, 4/29, all dates 2-4 pm, Online via Zoom REGISTER

Discovering Pathways for Digital Storytelling in Your Instruction – Fridays, 3/25, 4/29, all dates 2-4 pm, Online via Zoom REGISTER

Post-pandemic Student Assessment: Continuity and Change – Fridays, 3/25, 4/29, all dates 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 – Fridays, 3/25, 4/29, all dates 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– Fridays, 3/25, 4/29, all dates 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](mailto:Carolien.annink@montgomerycollege.edu)**

## **Governance Nominations Are Now Open**

Governance nominations are open now through March 10, 2022 for students, faculty, staff, and administrators to serve as governance council members. You may nominate others or yourself by going to (<https://www.montgomerycollege.edu/vote>) to access the ballots available to you. All nominees will have an opportunity to accept or decline the nomination before the elections begin on March 28, 2022.

For questions about nominations, elections, or governance in general, please contact: [collegecouncil@montgomerycollege.edu](mailto:collegecouncil@montgomerycollege.edu). Additional information is available on the governance website at <https://www.montgomerycollege.edu/about-mc/governance/index.html>

## **Maryland Collegiate STEM Conference: Call for Proposals from Faculty, Staff, and Students - Deadline Is March 11**

The 7th Annual Maryland Collegiate STEM Conference will be hosted in person at Anne Arundel Community College (Arnold, MD) on Saturday, April 30. This unique conference is centered around community college STEM faculty and students across the state, with a focus on student research. We invite students to submit proposals for presentations and/or posters related to

their research and faculty and staff presentations related to student professional development or pedagogy and teaching techniques.

Deadlines for Submission:

Presentations: Friday, March 11 @ 5 p.m.

Posters: Friday, March 18 @ 5 p.m.

Please navigate to our website (<https://www.mcsc.website/>) to learn more about the conference and to submit your proposals. Registration is now open for all those interested in attending.

### **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. **Testing Site- Parking Lot 4 9a.m.- 3 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**

- Motion was made to adjourn by Fiona Glade, seconded by Shelly Caldwell-Bennett
- Without objection, meeting adjourned

The meeting was adjourned at 2:51 p.m.