

Montgomery College
Academic Services Council Meeting Minutes
Monday, October 17, 2022
2:00 PM– 4:00 PM
(*via Zoom*)

Attendees

Present: Shakenna Adams-Gormley, Antonette Jones, Milton Nash, Anne Welsh, (John) Erik Swanson, James Sniezek, Miriam Zemen, Carlo Sanchez

Absent: Angeline Samuel, Isabel Edwards, Zhou (Jojo) Dong, Jan Shapiro,
(Stacey Gustavson and Muhammad Keynemouyi, are no longer on the Council due to changes in their position)

Proxy: Milton Nash for Jojo Dong, Antonette Jones for Jan Shapiro

Guests: Ernest Cartledge

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

- Jim motioned to approve the minutes with edits, Annie seconded
- Minutes are approved unanimously

Director of Enrollment Services and College Registrar - Ernest Cartledge

Goal/Question: Reduce number of students being sent for help with registration

- May be lacking baseline data. Are students being sent to use computers only?
- Achieving the Dream (ATD) included streamlining registration, onboarding, and advising
- Limited by the technology we are using

Goal/Question: Make registration for labs and other co-related classes automatic with popups

- Current system lacks “popup” feature

- Could be an educating the user issue
- Too much information on the page overloads students so they don't see the important things

Goal/Question: Make co-related classes appear adjacent to each other on the course listing, e.g. instead of all sections of MATH 017 appearing before MATH 117, make the corresponding MATH 017 next to the MATH 117 it is attached to

- This needs to be revisited – previously it was determined this was not possible, but may be now
- Hybrid classes with various meeting options adds to the difficulty to listing the courses (e.g. lecture meets in person some days and remotely for other days)
- Different ESH loads require lecture and labs to be listed separately

Goal/Question: Is there any way we can link in the course listing/registration to prerequisite courses? E.g. If MATH 117 is a pre-requisite for BIOL 150, then the student is provided a link to register for MATH 117 when they look at the listing for BIOL 150.

- Some schools doing this may be using an outside the box program.

Any discussion about using outside the box or creating our own registration system?

- Not to my knowledge. We will be working with Ellucian for the near future. We are working on upgrading the degree-audit piece, which involves upgrading the student-self-service piece. The degree audit program is going live May 2023.
- Special programs such as ACES and Early College have staff that register the students, not the students themselves.

Goal/Question: Can we have a syllabi repository linked to the course listing and registration website?

- Yes, this could be possible. We would engage with IT and Academic Affairs to make this happen.

Goal/Question: How are minor students indicated in the system?

- There is no flag in banner. The only way to see is if you access holds for a student and see "UA" for underage. Typically, UA students are dual enrollment and enter the system through that program. Minors who are high school graduates have an interview with a Student Affairs Dean and if they are approved for registration, the "UA" hold is taken off. Kirsten Roe would have more information about the college's policies regarding minors on campus.

Goal Discussion – Council

Completed the Governance Council Goal Plan with two goals as follows:

Goal #1: What is the council's goal with regard to address this issue or topic?

Make College registration more Equitable & Inclusive.

How will you know you have achieved the goal? (Measurement) (Example: We will hear from at least two different speakers on the issue and consider one action related to this issue.)

We will know this goal has been achieved by the reduction in the number of students being sent from Counseling & Advising to other areas of the college to complete their registration. When students register for a class the co-registration classes will populate with the actual class to be added to the student's schedule. Conduct poll with Student Council -Registration Feasibility Poll.

What is your goal's impact on student success? (Please explain).
Students will be better informed of any needed co-requisite classes when registering for their main course, allowing them to possibly register for all the classes needed at one time. Reduce the complexity of registration.

Goal #2: What is the council's goal with regard to address this issue or topic?

Establish Collegewide Syllabus Repository for Student viewing.

How will you know you have achieved the goal? (Measurement) (Example: we will provide a written communication to constituents monthly)
Top 20 Enrolled courses being listed in the Repository for student viewing.

What is your goal's impact on student success? (Please explain).
Transparency and ease of use when choosing the appropriate courses.

Jojo recommended an MC student who may be able to contribute his computer science and website building skills to Goal #1. The student will be invited to our next meeting in November.

Chair's Report – Shakenna Adams-Gormley

President Williams' Inauguration: Wednesday, October 19 at the Strathmore. RSVPs are still being accepted.

Hispanic Heritage Month: events still happening this week.

Phone system transition: Germantown and Takoma Park completed; Rockville is next.

College Memos: one on political activities on campus and one on parking permits.

College Happenings

- Maryland Male Students of Color Summit on Friday, October 21. Volunteers needed.
- Equity and Inclusion First Fridays Book Club: November 4th, December 2nd.
- Advising Day is Tuesday, October 18.
- October is National Disability Employment Awareness Drive
- Blood Drive at Rockville Campus November 3rd
- Shaw Center events (visit their website)

Take Academic Service Council picture

Announcements & Adjournment

- Motion was made to adjourn by Milton Nash, seconded by Erik Swanson
- Without objection, meeting adjourned

The meeting was adjourned at 3:34 p.m.