

Montgomery College
Academic Services Council Meeting Minutes
Tuesday, October 12, 2023
1:00 PM– 3:00 PM
(*via Zoom*)

Attendees

Present: Nawal Benmouna, Silas Burris, Jack Casimir, Dianne Cherry, Zhou (Jojo) Dong, Antonette Jones, Elyse Meredith, Tilandra Rhyne, Zahra Sarfraz, James Sniezek, Nik Sushka, Annie Welsh

Absent: Elizabeth Benton, Erin Marcinek

Guests: Sharon Fechter, Clevette Ridguard, Yvette Taylor, Staffan Sandberg, Kristen Roe

Call to Order

Chair Tilandra Rhyne called the meeting to order at 1:00 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
 - The ink.me printers across the college are not working. The Learning Center, the Writing Centers, and the Library staff have noticed this. Concerns have been submitted to Dr. Mills in March 2023, shared with Dr. Fechter in August 2023, and a group of Rockville students submitted a concern to Dr. Benjamin in Spring Semester 2023. Requests to have the printers fixed have not been honored.
 - The Examity live proctor testing takes away students' privacy rights. It makes the students nervous and creeped out. There is no Examity program for download onto Mac computers. Examity must be added as an extension to Chrome, which can time-out and cause the student get a red-flag on their exam.
 - CMSC 116 only has one section across all three campuses with one professor.

Approval of Minutes and Agenda

- September meeting minutes
 - Elyse motioned to approve the minutes as edited, Dianne seconded
 - Minutes are approved unanimously

SVP for Academic Affairs Remarks – Dr. Sharon Fechter

- Dual Enrollment
 - Dual enrollment is on the rise
 - Middle College – students complete at their high school or online
 - Early College – students meet on our college campuses for their last two years of high school
 - Jumpstart – students take a few classes during high school
 - Total dual enrollment increased 40% from Fall 2022 to Fall 2023
 - 248 sections in 27 disciplines
- Online/Remote/Z-course Offerings
 - 18,743 enrollment in online and remote courses (32% of total enrollment)
 - 12,783 enrollment in Z-courses
 - 647 sections
 - 174 unique courses
 - 309 unique instructors
- Academic Support in Other Languages
 - In the classroom
 - In the learning centers
 - In the libraries
- Academic Credit Schedule of Classes
 - Viewable for Fall, Winter, Spring
 - Students can plan courses for the entire academic year
 - Scheduling Committee has set a goal of having 80% of courses scheduled and staffed at the time it becomes viewable
- The printer service is under IT, which is under the Administrative and Fiscal Services Office, headed by Mr. Sherwin Collette

Chair’s Report – Tilandra Rhyne

- 2023 – 2024 College Council Theme: Cultivating connections across the College community to empower everyone’s voice
- Stay in formed: The Monday Minute with Dr. Williams, Employee Matters, Inside MC
- MC Governance Communication & Elections Committee
 - Chair: Sepydeh (Sepy) Yousefi
 - The College Council is seeking volunteers to become members of the Communication & Elections Committee.
 - The committee tasks are:
 - Planning and coordinating Governance Awareness Days on all three campuses and other locations (fall and spring semester)
 - Promoting and marketing the governance elections & nomination process.
- Governance Awareness Days
 - Nov. 1, 2023/Feb. 1, 2024, 12:00 – 1:00 pm
 - RV: Student Services Lobby
 - GT: Raptor Central Lobby

- TPSS: Nunley building Cafe
- WDCE: MKE Lobby
- CT: Lobby
- FY 24 Classification and Compensation Study
 - FY24 Classification and Compensation Practices Study is underway. Phase I work is nearing completion, detailed information will be forthcoming. The next phase of the study will focus on faculty, staff, and administrators market assessments, pay structures, compensation practices, and related policies and procedures.
- MC Employee Insights: 2024 Fiscal Update
 - This update uncovers vital information on compensation adjustments, ESH rates, educational stipends, travel funds, essential training, and more.
- Flexible Work Arrangements – Procedures and Guidelines Update
 - Three Key Changes/Revisions
 - Explicitly state that the number of permitted telework days for a regular telework schedule is up to two (2) days per week.
 - Current procedure (approved in June 2019) does not explicitly state the number of telework days.
 - Applies to regular (routine) telework schedules.
 - Supervisors still have discretion for flexibility, when needed. Procedures still allow for an additional or alternate “situational telework” day.
 - Voluntary remote work is still suspended. Only employees with an approved extended telework or term-based remote schedule as an ADA accommodation may regularly telework more than 2 days per week.
 - Remove the requirement that employees must complete their 6-month probationary period to be eligible to telework.
 - Hiring managers/supervisors have the discretion to determine when a new employee is eligible to telework based on the needs of the unit, the position’s job duties, and the employee’s readiness.
 - Administrators are required to submit FWA schedule for their unit/area three (3) times a year: August (Fall), January (Spring), and May (Summer).
 - The Unit/Area FWA Schedules form will confirm and document: 1) coverage for onsite services and operations, and 2) that all eligible employees taking advantage of flexible work options have the necessary agreement in place each semester/term.
 - The Unit/Area FWA Schedules form will be uploaded via a separate online submission form via the HRSTM website.
 - As with individual FWA agreements, Unit/Area FWA Schedules will be submitted to HRSTM for tracking only; HRSTM does not approve FWAs.

- Family Empowerment Resource Fair (Formerly known as the Single Parent Conference)
 - Saturday, October 14, 11 am – 3 pm
- Safe Zone Trainings
 - Friday, October 13
 - Friday, October 27
 - Thursday, November 9
 - Tuesday, December 5
 - Monday, December 18
 - Register in Workday
- LGBTQIA+ History Month Events
 - LGBTQIA+-Friendly Job Fairs, 10 am – 1 pm
 - Tuesday, October 24, Rockville Campus, Theatre Arts Arena
 - Wednesday, October 25, Takoma Park/Silver Spring Campus, ST Atrium
 - Thursday, October 26, Germantown Campus, BE Building
- Open Enrollment for employees
 - October 30 – November 17, 2023, for January 1, 2024 effective date
 - Change benefit plans for the upcoming year
 - All benefit-eligible employees will be required to take action in Workday to complete their Open Enrollment task and ensure benefits are intact for 2024
- Flu Shot Clinics at Open Enrollment Fairs
 - Rockville (RV) Campus: On Tuesday, October 31 from 11 a.m.– 2 p.m. in PE137A (the small gym).
 - Germantown (GT) Campus: On Thursday, November 2 from 11 a.m.–2 p.m. in BE151 and BE152.
 - Central Services (CT): On Monday, November 6 from 10 a.m.–2 p.m. in S115.
 - Takoma Park/Silver Spring (TP/SS): On Thursday, November 9 from 11 a.m.–1 p.m. in the Gallery at CU Cultural Arts. SHaW Center Mobile Markets
- SHaW Center Events
 - Mobile Markets
 - Takoma Park/Silver Spring – Charlene R. Nunley Student Services Center Atrium, 2:00-4:00 PM | October 18, November 15, December 13
 - Germantown - Outside the Dr. DeRionne P. Pollard Student Affairs and Science Building (SA)/Bus Circle (Inclement weather: BE Circle), 10:00 AM-Noon | November 1, November 29
 - Rockville – Outside North Garage, 10:00 AM-Noon November 8, December 6
 - Bringing in the Bystander: Bystander Intervention Workshop
 - Mondays 1 – 3 pm on October 23, November 13, December 4
- Hispanic Heritage Month – MC Festival Finale
 - Sunday, October 22, 2-5pm at Rockville Campus Theatre Arts Building
- Nobel Laureate Speaker Series
 - Dr. John C. Mather, Monday, October 23, 2-3pm
 - Dr. William D Phillips, Monday, November 6, 3-4pm

- Dr. David J Wineland, TBA
 - Globe Hall, Germantown Campus
- WDCE Harvest Fest on Saturday October 28, 10:00 am – 2:00 pm Mannakee Building Parking Lot
- ELITE Global Leadership Cohort
 - Application on Workday due by October 27, 2023
- AAWCC Fall Conference on Friday, November 3, 2023, Germantown Campus
- Last day for Staff and Administrators to use Personal and Annual Time Off is December 22, 2023
- MC Raptors Schedule
 - Winter sports schedule
 - Looking for cheerleaders
- Staff Enrichment Day
 - Wednesday, March 13, 2024
 - 8:00 am – 4:30 pm
 - Rockville Campus

Office of Compliance, Risk, and Ethics Campus Climate Survey – Kristen Roe on behalf of Jasmine Ikard, Deputy Title IX Coordinator and Investigator

- MHEC Sexual Assault Climate Survey
- Since 2015, all higher education institutions have been required by Maryland law to report the result of a sexual assault biannual campus climate survey and submit an incident report log
- Survey Results indicate that MC students experience sexual assault at rates generally equivalent to the national average.
- Between 2018 – 2020, MC was able to expand awareness of resources available to students that experience sexual misconduct.
- Climate survey results are published on the SpeakUpMC website
- Beginning to promote survey in November, trying to get to 1000 responses
- Ideas on encouraging students to complete the survey
 - Offer extra credit for students
 - Include survey in an assignment

New Business

Constituency Concerns – Elysse Meredith

- Unfriendliness of automatic email sent to students upon registration for classes
 - Email is sent from registrars@montgomerycollege.edu
 - Concern will be referred to the Student Services and Success Council
- Communication issues between Academic Affairs and Student Affairs
 - Confer with Dr. Fechter
- Potential inequitable compensation due to rank calculations for part-time faculty (alt-ESH assignments do not earn part-time faculty rank in the union for compensation)
 - This is not an Academic Services concern, nor a council issue

- This is a union and HR issue – beyond the scope of governance
- Concern will be forwarded to the union and HR

Unfinished Business

Council FY24 Goals – Tilandra Rhyne

- Recommendation for a governance retreat was forwarded to Dr. Ridguard
- New student members to the council: Zhara and Jack
- How do we gather concerns from students and how do we let students know that the Academic Services Council is here?
- There is a governance survey and nominations process that students are involved in via their MC email
- A student in a wheelchair has trouble accessing the bathroom on the TPSS campus
- Bringing awareness to students of the resources the college has available for them
 - Calculators at the learning centers
 - Textbooks at the libraries
 - Z-courses use all free course materials
- Expand mental health services for students at the college that covers on-going issues, not just crisis management
- Social media account for ASC
 - Zahra and Jack will manage this
 - Reach out to Stephanie Krasnoff who manages the college's social media accounts
- Council Goals
 - Continue with last year's goal – make the college registration process more equitable and inclusive
 - Provide students with awareness and pathways to academic and support resources available

Adjournment

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

The meeting was adjourned at 3:01 p.m.