

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

Tuesday, October 19, 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, Kiersten Newtoff, Carlo Sanchez, Erik Swanson, Miriam Zemen

*Absent:* Bianca Giron, Muhammad Kehnemouyi (excused), Hareem Tahir

*Proxy:* none

*Guests:* Clevette Ridguard, Donald Day

**Call to Order**

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

**Approval of Minutes and Agenda**

- October 5 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
  - Miriam shared concerns of two students coming to campus for assistance but not finding anyone in the office (Raptor Central, Financial Aid)
    - The issue will be looked into and an update given

## 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.

Erik reported his follow up – typically departments don't take notes but report updates. He will ask updates sent to him so that he can compile the updates. Maybe modify the goal from a one-pager to a running list of updates?

- 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
  - Have a flowchart to help students and employees have a better understanding of the process. Collect data by adding a box to check off after seeing a student. Be sure that the flowchart is included in the training process. Program advisors, Cadre, Counselors/Advisors
- Achievable
  - Yes
- Relevant
  - Gear up toward Face to Face with students for the spring semester. Provides most updated information processes that have changed during COVID. The

objective is to provide a smoother process for students when they are on boarded to college.

- Time
  - March 2022 deadline

Goal 2: Establish a flow chart to guide students/employees on the processes of the testing center protocols and collect data on how many students have received guidance/information. Provide flow chart information to various faculty groups through training.

Erik reported his follow up – we may need to re-adjust our original thoughts.

Shakenna will refine the wording and send out for review by the end of next week.

### **Chair's Report**

#### Mobile Market

Volunteers needed for drive through distribution

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](https://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

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

FAFSA and MSFAA Days

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

Registration required: [montgomerycollege.edu/FAFSA-Days](https://www.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-

LGBTQIA+ Needs Assessment Survey for Employees and Students

The Office of Equity and Inclusion invites employees and students to share your thoughts about LGBTQIA+ life at Montgomery College in this anonymous survey, LGBTQIA+ Needs Assessment. The survey will remain open until Friday, October 22.

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

## Data Asset Management Focus Groups

During October 2021, we will conduct focus groups to collect additional information that will help with DAMP implementation efforts to improve how the College leverages and optimizes data on a daily basis. We will use the hyflex technology acquired by the College during the COVID-19 pandemic which will enable us to simultaneously conduct these focus groups in-person and remote.

Sign up to participate in one of the following focus groups (on a first come, first serve basis, pre-registration required).

Focus Group Dates/Times

October 21, 2021: 6 p.m. to 7 p.m. - Macklin Tower 103

October 25, 2021: 3 p.m. to 4 p.m. - Macklin Tower 103

October 27, 2021: 9 a.m. to 10 a.m. - Macklin Tower 103

October 29, 2021: 11 a.m. to 12 p.m. - Macklin Tower 103

Each focus group will accommodate ten (10) in-person participants and ten (10) remote participants.

In Workday, search FOCUS GROUP or follow the direct link on the pdf available below. Sign-up is separate for the in-person and virtual sections of the focus group.

We look forward to listening to and learning more about your perspectives through meaningful dialogue about data management and decision making. Following the focus groups, responses will be analyzed and a report will be generated with aggregate information (participants will not be identified in the report). This report will be shared with you and the MC community during November 2021.

**Questions or issues with signing up:** please contact Mary Philbin at mary.philbin@montgomerycollege.edu

#### 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

#### Draft Academic Calendar 2022/2023

[https://insidemc.montgomerycollege.edu/details.php?id=106508&title=Draft Academic Calendar 2022/2023 Available for View&utm\\_source=insidemcdigest&utm\\_medium=email&utm\\_campaign=insidemc#:~:text=The%20draft%20academic,2023-draft.pdf%20](https://insidemc.montgomerycollege.edu/details.php?id=106508&title=Draft%20Academic%20Calendar%202022/2023%20Available%20for%20View&utm_source=insidemcdigest&utm_medium=email&utm_campaign=insidemc#:~:text=The%20draft%20academic,2023-draft.pdf%20).

#### General Education Standing Committee (GESC) October 22, 2021

The meetings occur during the academic year on the second and fourth Fridays, 2-4 p.m., via Zoom. GESC meetings are open to the College community.

If you have questions about the program or need assistance with course (re)certification matters, please contact the GESC at gened@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: 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.

#### Announcements & Adjournment

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

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