<p align="center">**MONTGOMERY COLLEGE GOVERNANCE**
Academic Services Council Meeting Minutes
Monday, October 14, 2024
via Zoom
11:00 AM– 1:00 PM</p>

Attendees
Present: Transcie Almonte-Sabio, Elizabeth Benton, Silas Burris, Dianne Cherry, Lauren Chin, Christina Gentile, Valerie Lantz, Fatima Mbodji, Elysse Meredith, Angela Nissing, Tilandra Rhyne, Nik Sushka, Tonya Addleman (proxy for Nawal Benmouna)

Absent: Josiah Ridgeway

Guests: Angie Moy, Clevette Ridguard, Pam ?, S. Adams-Gormley, Suzette Spencer, Yvette Taylor, Joshua Feranil, Nicole Given, Charlie Jackson

Academic Services Council Liaison: Dr. Deidre Price, Senior Vice President for Academic Affairs/College Provost – Dr. Michael Mills, proxy

Call to Order
Chair Tilandra Rhyne called the meeting to order at 11:00 a.m.

Constituent Concerns
- Some disciplines have their own handbooks for student conduct and how to handle grade disputes different from P&P. Please research and let us know if this is allowed per the P&P.

- Inquiry about vending machines in the new building. Tilandra spoke with Sokol. No plans for fresh food machines currently in the new building, but they will look into the possibility in the future.

Approval of Minutes and Agenda
- September 9 meeting minutes
  - Minutes are approved with edit to phrasing in constituent concern.

Assessment Center Updates – Guillermo Laya, Collegewide Assessment Center Director
- Centers – midterm week and finals week for 7-week courses; October beginning of extended hours on Tuesdays and Wednesdays from 10:30-7 PM and is publicized on webpage

- Examity – in process of working with IT Security for a review of services. Examity was merged with Measure Learning, also known as ProctorU. The new version of ProctorU does not comply with all accessibility requirements so IT Security has asked that they complete these requirements before they become the new vendor for our services. We'll

continue using Examity through the end of the year to give ProctorU an opportunity to improve on technical and accessibility compliances. Contract with Examity expires June 2025 so we will continue through the end of the contract. Examity is being phased out since it was bought out by Measure Learning and will not continue to be offered after the contract expires. While we were hoping to use Proctor U for ALEX online placement but we will either wait for ProctorU to meet these criteria or find another vendor. We will work with math department to make their placement test proctored and timed, but we want everything ready to make both in-person and online formats available to students.

- Register Blast – A platform for appointment systems. Allows us to work with faculty through Blackboard so they may submit their exams through Register Blast. The assessment center will then ensure everything is set up and the student will then use the platform through their Bb course to register for their test in person. We use this platform for other in-person tests as well (i.e., ALEX testing, GED, TEAS or WDCE tests, like Pre-GED, ESL courses, etc.). Some tweaks over summer to make it easier for students to find their exams in Register Blast to reduce confusion and allow students to only see the tests for the CRN/course they are looking for. So far, this is working well. Register Blast is not a lockdown browser or used to proctor/supervise tests. When in the center, it just allows for check-in, check-out, and keep track of materials used during testing appropriate tools are used during test. We use Respondus, cameras, Lan School, typical items used in classroom or computer lab to monitor in-person testing.

Academic Affairs Updates – Dr. Michael Mills, ASVP of Equitable Access & Student Success
- Academic Master Plan (AMP) – email from Dr. Laurie Savona today to complete Academic Master Plan survey; this will help solidify focus of next AMP.
- Last AMP took 18 months to develop. This AMP will be consolidated in time and structure – focus on four strategic plan goals, focus groups tied to these goals and focus groups that involve students and location-based focus groups.
- All information gathered in October, November and December will be compiled for first draft. Dr. Price plans to have 1st draft available to her leadership team in December. In spring, will seek feedback on draft. There will be opportunities for feedback and input in the plan.
- Question raised about one week being a short turnaround time and if more time could be provided to participate in survey.
- Reach out to Laurie Savona if you are not receiving the distribution lists.
- Encouraged ASC council to participate in survey and focus groups as will have a role in because of the mission this council has in providing the focus on academic support though AMP. Dr. Price wants to see collaboration from this council and governance in general.

Student Employment Process – Joshua Feranil, Human Resources Associate
- Shared mission and vision of Talent Acquisition and Employment, team members, and who to refer to on team for various needs.

- Two types of positions in Workday – budgeted positions (PM) and program/department funded positions (JM).
- How start student employment process? Begin by identifying student to hire through submissions in College Central Network accessible on the Student Career and Employment Services webpage. If your first time with this process, you will need to create an account.
- Once know the student you will hire, contact Josh Feranil to begin process in Workday. Manager creates requisition and provided private job link. Once student applies, all is between Josh and the student. Moved to a Registrar check to ensure student is registered in classes – students must be registered in 6 credits, but if international student must be registered for 12 credits, to work on campus. They will do the I-9 verification. Usually, 2-3 weeks to complete hiring process. Cannot work until entire hiring process is completed. Manager is responsible for extending and terminating students in Workday.
- There may be awards for student workers but funded through financial aid. HR would not process this for students.
- Two types of student workers: student assistant and federal work study. If department has budget, can hire student assistant. If not, can contact Financial Aid to use federal funding to hire a federal work study student. All students are eligible to be student aides. To know if student is eligible for federal funding for federal work study, work with Financial Aid and they will verify this for you. Manager and student would need to contact financial aid if they're eligible to do federal work study to ensure there is still a budget for it.
- In the online database, you can indicate that you're looking only for federal work study.
- The HR internal consultants handle the I-9 verifications. The HRIC's are HR generalists who handle everything and are swamped so it is not possible to open additional appointment times for in-person I-9 verifications. Email HRIC for your campus to ask about their availability to assist with a time outside of hours posted in schedule.
- To speed up the onboarding process, encourage students to check their email, including their junk email since the automated emails from Workday might be filtered out.
- If student is working for different offices, this is fine but they can only work a total of 20 hours per week during the semester.
- There's a job-aid for manager where you can add a current, active student worker – just add the job and they can start working today.
- A job-aid is available for students outlining the tasks to complete when onboarded. A video guide is not available but will look into this.

Chair's Report – Tilandra Rhyne
- 2024-25 Governance Theme: "Bold Transformations to Empower All Voices and Thrive Together"
- Stay informed & engaged: Employee Matters, The Monday Minute and Inside MC
- Still looking for members of MC Governance Communications, Nominations and Elections Committee – Tasked with promoting Governance Awareness Day activities and helping to

promote and market governance, elections & nominations process. If interested, please email College Council.

- MC Governance is on Instagram! Please follow @mc_governance to know more about the work being done on the various councils.
- Policy Review of 68003CP: Gifts Acceptable to Montgomery College. Provide feedback via the P&P webpage by Friday, November 1.
- Student Wellness Center: Food on campus for students on each campus and ECEC.
- Upcoming Mobile Markets at each campus. Always seeking volunteers and can access information on Student Wellness website.
- MC Library: 2024 Election guide is a full resource provided on library's website.
- Fall Equity Dialogue 2024 taking place this week on the RV campus; MC employees register in Workday and students through a separate link.
- 12th Annual Humanities Days will be October 21-25, both in-person and virtual events.
- Fall 2024 Prescription Drug Take Back on each campus on Oct. 23 and Oct. 24.
- Collegewide Advising Day scheduled for October 22, 10 am-4 pm and will occur on all campuses. The link asks students to register for kick-off. Campus shuttles will run from 8 am-5 pm.
- Fall 2024 General Studies Advising Fair will be Oct. 22-25 beginning with the collegewide Advising Day and followed by virtual events the following days.
- Kaiser free flu shots – 10/21 at RV, 10/31 at GT, 11/11 at TP/SS.
- Oct. 22 & 23 - ATPA's Student Learning Community event, featuring Student Ryan Jones and History of Sports Professor Michael Petty's interactive exhibit on the Indigenous History and Global Future of Lacrosse! Items will be in the RV SV lobby.

Academic Services Council Goals Discussion – Tilandra Rhyne
- **Proposed Goal:** Increase knowledge and awareness of academic resources by inviting at least two guest speakers per month to council meetings throughout the academic year. Collaborate with faculty, staff, and student organizations to promote these meetings and create an inclusive and accessible space for discussion and information sharing. Aim for a 20% increase in student and employee participation, focusing on equitable access for all students, including underrepresented groups.
    o We maintain records of who attends meetings so pre-existing data would be our benchmark. We would need to be mindful of who are students and who are faculty/staff attending.
    o Consider: What can we do at the council level to bring appropriate people in to disseminate information and bring more awareness of academic services?
    o Current time of ASC meetings may make it difficult to engage more since a lot of faculty are teaching. Is there something more we can do to bring awareness or request concerns and list what would fall under ASC?
    o We have invited several guest speakers from Academic Affairs this semester to talk about academic services.
- How reach out to students to increase student participation?

- How increase awareness of what this council does and what appropriate concerns would be to bring?
- Bring a friend/student to a meeting once a month. This might encourage more students to attend.
- Consider topics to cover during meetings that are close to the heart of students.
- Ask faculty to post a flyer in Blackboard sites with a list of times for whole year and give some examples of topics so they know this resource exists and is available to them.
- What restrictions are there to sharing a video recording of governance, live broadcast, snippets? Governance meeting recordings is specifically for meeting minutes, but can be creative and create a bulletin with bullet points or key points about what was shared by guests, digital signage, social media.
- ASC has an Instagram account created last year. We could be more intentional about using this account to share important information.
- Is there a single repository for academic services and student services to facilitate students finding these resources online? Old website seemed more comprehensive.
  - Ask Dr. McGill to attend a future meeting to share gaps and needs. Need resources to be known, easily accessed and easily found digitally and in print for our students.
  - Think about most intuitive place for students to access this information.
  - Is consolidation of resources and clearer access part of the upcoming AMP?
  - Dr. Price and Dr. Cabellon are working closely to make Academic Affairs and Student Affairs services almost seamless for students. A potential recommendation from ASC could be that for AA and SA collaborate with ASC to identify and consolidate these student resources.
  - Content may have migrated into MyMC so it may be necessary to also review the new MyMC. Could be helpful to have someone from MC Communications explain what may be available to students in MyMC.
- Silas moved to approve the proposed goal. Diane seconded the motion.
- The proposed goal stands approved as written.

Other Announcements, Updates, Closing Remarks – Tilandra Rhyne
- Elizabeth Benton – Update on constituent concern about chosen names and preferred names in MyMC and Emma. Found appropriate contact so question has been sent to him and will share answer at next meeting.
  - Elysse and Nik are assigned with finding out more about Accudemia and Banner issue with chosen and preferred names. Working on finding the right people to assist. Accudemia is headquartered in Florida so recent weather has delayed this process.
- Both writing centers will soon be on ground floor of Macklin Tower. New tables in foyer area for students to meet and work. There's a new place for students to congregate and work on the ground floor of MT.
- New Leggett building is another great space for students.

- Valerie Lantz is one of the AFACCT reps for MC. Proposals for AFACCT Conference are due Oct. 31 and the conference will be on Jan 9-10, 2025 at the TP/SS Campus.
- Tilandra – Please let us know if there are individuals in Academic Affairs we should invite who can share information critical to the work of this council. We can consider inviting them in the spring. We will review meeting days and times for spring semester at our December meeting to be mindful of those who teach and our student members.

Adjournment
- Motion was made to adjourn by Nik, seconded by Valerie.
- Without objection, the meeting adjourned.

The meeting was adjourned at 12:35 p.m.