

**MONTGOMERY COLLEGE GOVERNANCE**  
**Academic Services Council Meeting Minutes**

Wednesday, February 5, 2025

via Zoom

11:00 AM– 1:00 PM

**Attendees**

*Present:* Transcie Almonte-Sabio, Elizabeth Benton (+proxy for Nawal Benmouna), Dianne Cherry, Lauren Chin, Silas Burris, Christina Gentile, Elyse Meredith, Angela Nissing, Tilandra Rhyne, Nik Sushka, Page Whittenburg

*Absent:* Transcie Almonte-Sabio, Fatima Mbodji, Josiah Ridgeway

*Guests:* Maria Adams, Shakenna Adams-Gormley, Amanda Darr, Valerie Da Silva, Prof. Early, Jeri Gresham, F. Haleem, Jenny Hatleberg, Cathy Henley, Dwayne Henry, Guillermo ?, Marsha McLean, Minnie Muchai, Etroy Nelson, Nghi Nguyen, Sonia Pruitt, Clevette Ridguard, Yvette Taylor, Josephine Trawick, Lance White, Miriam Zemen

*Invited Guests:* Tonya Addleman, Glenda Hernández Tittle, Sylvea Hollis, Suzette Spencer, Michael Mills

*Academic Services Council Liaison:* Dr. Deidre Price, Senior Vice President for Academic Affairs/College Provost

**Call to Order**

Chair Tilandra Rhyne called the meeting to order at 11:06 a.m.

**Constituent Concerns**

- From Nik – Within Achieving the Promise Academy, coaches and students have expressed concerns about how to access resources and services for students who decided not to take any in-person classes. How can we communicate/advocate for our online students are being served, particularly those who have reasonable barriers to come to campus in person? Services such as the laptop loaner program, library resources, learning center resources, access to these academic resources.

**Approval of Minutes and Agenda**

- December 9 meeting minutes
  - Motion to approve by Angela Nissing. Seconded by Elizabeth Benton.
  - Minutes are approved.

**Middle States Update** – Tonya Addleman, Glenda Hernandez Tittle, Sylvea Hollis, MSCHE Co-Chairs

- Montgomery College has been accredited since 1946, which speaks to the quality of the college's operations, allows students to transfer credits from our institution to another, and allows the college to have financial aid for our students.
- Accreditation cycle has been recently redone – it used to take place every 10 years, but has been updated to every 8 years with an annual update for data and metrics.
- Last accreditation was in 2018, covid offset the cycle by two years, so our upcoming cycle will culminate in spring 2027 where a team of evaluators come to our campuses to assess if what is shared in our report is true.
- There are seven Middle States standards associated with a number of criteria that go into a self-reflective report on how the college is doing and to demonstrate that we are in compliance with all the criteria, providing evidence of what we do and suggestions on ways to continuously improve what we do, ending in a multi-day team site visit. The team visiting will verify that we are doing what we say we're doing and recommend us for reaccreditation.
- Steering committee appointed by the President – there are chapter liaisons who will chair a workgroup aligned with the standards.
  - Phase 1 – self-study design – document based on a template from Middle States to explain what we do, what we're going to do and how we're going to do it. This document will be sent to Middle States next Friday. Roadmap of what we'll be doing over the next two years. Middle States will send an MSCHE liaison to review our self-study with us to ensure we're on track to finish and create a good report. MC will host the Self-Study Design Preparation Visit on Monday, April 28, 2025.
- Timeline: Fall 2024 – Steering Committee trains and gathers evidence; Spring/Summer 2025 – submit self-study design, host visit, gather evidence; Fall 2025-Spring/Summer 2026 – meetings with college community, write self-study report, gather evidence; Fall 2026 – Final draft of self-study and finalization of evidence inventory; Spring 2027 – MSCHE team multi-day visit.
- Opportunities for engagement:
  - Open session for faculty, staff, students as part of self-study preparation visit on April 28; listening sessions on all campuses and virtual; surveys; feedback requests; tabling events; interviews; request for evidence.
  - Check email from Middle States, Inside MC and website for updates: <https://www.montgomerycollege.edu/about-mc/accreditation/middle-states-self-study.html>.

**Library Renovation Updates** – Suzette Spencer, Director of Library and Information Services

- The TP/SS library in the Resource Center (RC) officially opened on January 27 and has returned to regular hours: <https://library.montgomerycollege.edu/>.
- Some upgrades were to modernize the space to meet user needs and to focus on accessibility upgrades to ensure we are in compliance with current city code requirements.

- There are now two hyflex technology classrooms. RC 211 already existed but there will be new technology in this room. RC 227 is a new hyflex room that was part of the renovation.
- Renovation included plenty of natural lighting, updates to existing skylights, comfortable seating, and created more space, the service desk area. Intention to create a welcoming space for students.
- There are 7 group study rooms but the larger room can be multi-purposed as a conference room.
- The Rockville campus library in Macklin Tower will be a two-step renovation project.
  - Did two days of campus and online engagement to gather student feedback on what they'd like to see for RV library and used this to develop a floor plan.
  - Start building library swing space in CB in summer 2025 and move in August 2025 so all services will continue but on a smaller scale & on CB's lower level. There will be 3 group study rooms.
  - Library construction will begin in fall 2025 with expected completion by spring 2027.
  - Communications Committee and web services librarian have helped develop a communication plan to share information with the students.

**Icebreaker Activity** – Tilandra Rhyne, Academic Services Council Chair

- Introductions of new team members and sharing of what was done over winter break and what you are looking forward to this semester.

**Academic Advising Workgroup** – Dr. Michael Mills, Associate SVP of Equitable Access & Student Success

- In early January, Dr. Cabellon and Dr. Price appointed an academic advising workgroup with several charges: to review the 2021-2022 Academic Redesign Task Force report to review and if the five recommendations in the report still have currency and how to develop an implementation plan for that work; if there were any updates necessary from an advising standpoint to align with the college's strategic plan and the college's transformational aspirations. Dr. Michael Mills and Julie Levinson are the co-chairs.
- Final report due to Dr. Price and Dr. Cabellon by next week.
- Workgroup's task is to design a plan. Work is in 3 phases and intended as an 18-month process where expectation is all recommendations would be implemented at that time:
  - Phase 1: data collection and analysis
  - Phases 2 & 3: rollout of Starfish to a wider audience; implementing a common academic advising tool; develop an implementation team for this work; this will require more faculty involvement at the implementation phase.
- After report reviewed, will be meeting with councils to get feedback and start implementation (some this semester but mostly in the fall).
- Faculty and staff from Academic Affairs and Student Affairs are collaborating on this effort. Once everything is finalized, a timeline will be shared.

- In process of building a website in Starfish to share trainings with faculty and a student-facing website to explain benefits to students.
- This work aligns with work in progress with a Strategic Plan workgroup collaborating with ATPA and General Studies to pilot Starfish this semester.

**Chair’s Report** – Tilandra Rhyne, Academic Services Council Chair

- 2024-25 Governance Theme: “Bold Transformations to Empower All Voices and Thrive Together”
- Stay informed & engaged: Employee Matters, The Monday Minute, and Inside MC; MC Wellness newsletter; MC ELITE Digest
- Feedback on Proposed modification to 58002: Assessment testing an appropriate course placement – open for review and feedback through February 20 on the P&P webpage.
- Data Asset Management Plan (DAMP) hosting community feedback sessions
- MC Foundation Innovation Grant – Applications will open soon; Feb. 21, 12-1 pm virtual information session. Theme is “Achieving Student Success Through Bold, Innovation and Transformational Opportunities”. Grant application deadline to apply is March 21.
- MC Governance Communications, Nominations and Elections Committee – Seeking members. It is not a requirement to be part of governance so great opportunity to get involved and learn about governance without commitment of being on a committee. Committee is tasked with coordinating Governance Awareness Day activities and helping to promote and market governance and elections/nominations process. If interested, please email College Council at [collegecouncil@montgomerycollege.edu](mailto:collegecouncil@montgomerycollege.edu).
  - Governance Awareness Day on each campus on February 19 from 12-1 PM and is an opportunity for employees and students to learn what governance is about.
- MC Governance nominations period will be Feb. 24-March 7. Election period will be March 31-April 11.
- Free Food on Campus & Mobile Markets: <https://www.montgomerycollege.edu/life-at-mc/student-wellness-center/fuel-for-success-food-campaign.html>

**Announcements, Updates, Closing Remarks** – Tilandra Rhyne

- ATPA coach is holding film screening co-sponsored with nursing program. Link to registration: <https://bit.ly/nursing-everybodys-work-MC-feb-2025>. Can join virtually or in person from Cultural Arts Center.
- Staff Enrichment Day will be held on March 19, 2025. Currently collecting workshop proposals and nominations for the Distinguished staff award until this Friday, February 7.

**Adjournment**

- Motion was made to adjourn by Silas, seconded by Elyse.
- Without objection, the meeting adjourned at 12:30 p.m.