

Montgomery College
Academic Services Council Meeting Minutes

Tuesday, February 1, 2022

2:00 PM– 4:00 PM

(via Zoom)

Attendees

Present: Shakenna Adams-Gormley, Fiona Glade, Jan Shapiro, Shelly Bennett, Alex Galen, Stacey Gustavson, Muhammad Keynemouyi, Milton Nash, Carlo Sanchez, Erik Swanson, Miriam Zemen

Absent: Kiersten Newtoff, Hareem Tahir

Proxy:

Guests: Yvette Taylor, Donald Day, Sharon Bland Wilder, Clevette Ridguard

Call to Order

Chair Shakenna Adams-Gormley called the meeting to order at 2:04 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

- November 30 Minutes
 - One amendment was made to the minutes – Mc corrected to MC within the Chair's Report
 - Jan Shapiro requested a motion to approve the November 30 minutes
 - Motion to approve was made (Shelly Bennett) and seconded (Fiona Glade)
 - Approved. Vote – majority/unanimous approval via Zoom (all present approve)

Goal Update – Shakenna Adams-Gormley & Erik Swanson

Meeting with Guillermo Laya & Jamin Bartolomeo to get clarity related to the process for the assessment process. Since we are still in remote status, flexibility may actually be better. Communication process is developing in a positive way.

Chair update paper. Chairs will be meeting this week for the first time this semester. Looking to create onboarding for new chairs. This may be the site where general information may be shared.

Fiona asked about next steps. Using the spring semester as a starting place. Next chair meeting will have libraries – so any information shared at that meeting will also be shared. Maybe goal will be met via sharing of information from guests to the meeting. Maybe also include information from student services.

Equity and Inclusion

Sharon Wilder - Equity and Inclusion Roadmap for Success

First annual report is published on the website. Review Civility Norms. Developed a cycle of change model. Latest focus is anti-racism. Presented office organizational chart with the different projects and coordinators. Invited all to become involved, if interested. Presented main programs. Presented the 6 goals on the Roadmap for Success. Use SMARTIE goals. Specific, Measurable, ... Inclusive, Equitable. Collect data on the goals and act upon the data collected. Future budget requests will require equity impact statements. Affinity Groups. Search Advocate Training. Shared findings from assessments and surveys. Presented list of upcoming events with invitation to join.

Chair's Report

Mask Requirement Remains in Place at the College

Five policy/procedure items are posted on the College's P&P webpage for College community review and feedback. Comments and suggestions are due by Friday, February 11. The five items are:

66005 & 66005CP - Data Asset Management and Security: This proposed new policy and procedure would govern the confidentiality, integrity, availability, ethical use of and quality of College data to drive evidence-based decision making.

66002 & 66002CP - Confidential Data Management and Security: These modifications update the policy language to align with the new Policy 66005. Procedure changes include updates of the definitions.

41003CP - Student Cumulative Records: This modification updates the definition of "Personally Identifiable Information" to align with the new policy 66005.

41006 & 41006CP - Board of Trustees Scholar Award: This modification would change the name of the award to Board of Trustees Academic Excellence Award, align the awards with the College's academic units, and create a standard process for student applications and selection.

41007 & 41007CP - Board of Trustees Apprenticeship Scholar Award: This modification would change the name of the award to Board of Trustees Apprenticeship Academic Excellence Award and align the application and selection process with 41006CP.

Shaw Center-

The SHaW Center is offering virtual QPR classes for faculty, staff, and students throughout the '21-'22 academic year. **Suicide Gatekeeper Training**

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

Mobile Market- The Mobile Market is a drive-up style market that offers fresh produce and other foods at no cost to MC students, faculty/staff, and the community. Walk-ups are welcome too!
Wednesday 2/2 from 2-4 p.m. at RV Campus North Garage

Mindful Moments- Join us for a 15-minute mindfulness meditation to take a short break from your day and re-center yourself.

Tuesdays 12:30-12:45 p.m. Instagram Live (@mcshawcenter) and RV Campus SV 316

Wednesdays 3:15-3:30 p.m. Instagram Live (@mcshawcenter)

Thursdays 10-10:15 a.m. Instagram Live (@mcshawcenter)

Yoga with Professor Stuart- Wednesday 2/2 6-7 p.m. <https://bit.ly/MCYoga3>

Join this beginner/intermediate yoga class on Zoom to learn the basic poses, discover your inner strength, and find a productive and healthy way to deal with stress. Have lots of fun along the way while doing something good for yourself. This class is taught by Prof. Deborah Stuart, an adjunct English professor at MC. Register once and attend multiple classes. Wednesdays for five weeks. Those who register AND attend will be entered into a drawing for an 11-piece yoga kit worth \$60. So, register and attend!

Mental Health First Aid is Virtual-

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:

Tuesday, February 22

Tuesday, April 12

Black History Month Events-

GLOBAL CONNECTIONS: Black History Month Keynote Event 2022 Theme: Black Health & Wellness

Sponsored by MC International & Multicultural Center, Lemon Slice Cafe

Cooking with Love: Healthy Cooking with Chef Beth Yohannes

February 9, 2022 from 4 p.m.-5:15 p.m.

Chef Yohannes will join Montgomery College for a special presentation featuring her healthy cuisine. Hear about her culinary journey from Ethiopia to England, to becoming a successful restaurant owner in the USA.

Zoom Registration:

<https://montgomerycollege.zoom.us/meeting/register/tJMIcuhrTwqG9zWmEcQH02oFgPNy6CNqTuo>

*ASALH 2022 Black History Month Festival:

*Panel Discussion: "Race and Health Disparities in Urban African American Communities"

February 5 from 12 p.m.-1:30 p.m.

*Panel Discussion: Black Medical Schools and Professional Health Organizations

February 19 from 2 p.m.-4 p.m.

ASALH President W. Marvin Dulaney and Presidents of Black medical schools and professional health organizations will have conversation that will cover a broad landscape of topics addressing Black Health and Wellness

*Global Connections Black History Month Virtual Field Trip: "American Landscapes" -Ongoing Exhibit by the late Dr. David C. Driskell (1930-2020), Maryland resident and Professor at University of Maryland.

Office of Equity & Inclusion-

Last Book Club Discussion: Four Hundred Souls- A community history of African America
February 4, 2022 at 1:30 p.m. Part 8 pages 274-277 & 277-282, Part 9 pages 317-320 & 321-324, Part 10 pages 351-354, 355-358, 366-369 and 374-377

Please register through Workday to receive professional development credit.

Imposter Syndrome is Real: Learn How to Overcome It

Employees and Students are Invited

Tuesday, February 22, 2022, 2:00-3:30 (Part 1)

Tuesday, April 5, 2:00-3:30 (Part 2)

Virtual via Zoom

Please register through Workday to receive professional development credit.

College Happenings

Celebrate Chinese New Year

Celebrate with music, drums, and a Year of the Tiger talk at China Institute's free virtual variety show! Tune in February 8 at 7:30 PM ET! <https://www.chinainstitute.org/event/chinese-new-year-online-variety-show/>

Exciting Workshop Series: Exploring Decolonizing Higher Education at MC

- Engaging and Empowering Students: February 18
- Assessment and Student Success: March 23
- Issues and Challenges: April 7

MC Foundation Innovation Grant Deadline Approaching-

Montgomery College Foundation grant opportunity available to all faculty, staff, administrators, and students. Students desiring to apply are required to partner with a faculty or staff member to submit an application. The grant amount is \$50,000. The deadline to submit grant applications is March 21, 2022.

MC-AAWCC: Call for Nominations for Chapter Officers

The MC Chapter of the American Association of Women in Community Colleges (MC-AAWCC) extends a call for nominations for chapter officers (board member) for the 2022-2024 term. This is a great opportunity for anyone interested in growing their leadership skills while contributing to our college community.

Anyone may nominate a chapter member for a chapter officer (board member) position. However, anyone accepting the nomination must be a paid member of MC-AAWCC. Nominate yourself or

someone else by emailing kimberly.mcnair@montgomerycollege.edu. Names and nomination packets are accepted between now and February 27, 2022. See the attached for more information about nominations and elections deadlines and requirements.

Founded in 2017, the purpose of our organization is to serve as a resource for women in community and technical colleges, specifically educational program development for women, supporting women in leadership roles, developing communications among women, promoting and offering local and state workshops for women, and disseminating information on courses, programs, and services for women.

Professional development for faculty – (Requirement for full-faculty in first three years at MC)

The Academy for Teaching Transformation - Spring 2022 Workshop series

Sign up in Workday – starting January 2, 2022

- Professional development credit: 6 hours (attendance at all three sessions) NEW! Opportunity to receive a digital badge “Teaching Essentials: Innovation & Transformation Badge” (in selected series)
- Choose one 3-workshop series from the following:
 - Achieving Your Teaching Goals Through Action Research – Fridays, 2/18, 2/25, 4/29, all dates 2-4 pm, Online via Zoom REGISTER
 - Discovering Pathways for Digital Storytelling in Your Instruction – Fridays, 2/25, 3/25, 4/29, all dates 2-4 pm, Online via Zoom REGISTER
 - Post-pandemic Student Assessment: Continuity and Change – Fridays, 2/25, 3/25, 4/29, all dates 2-4 pm, Online via Zoom -Digital badge to support professional growth: OPTIONAL “Teaching Essentials: Innovation & Transformation Badge” REGISTER
 - Teaching for Tomorrow: HyFlex Course Design – Fridays, 2/25, 3/25, 4/29, all dates 2-4 pm, Online via Zoom -Digital badge to support professional growth: REQUIRED “Teaching Essentials: Innovation & Transformation Badge” REGISTER
 - Transforming Classrooms into Inclusive Spaces: Critical and Inclusive Pedagogies in the Community College Context – Fridays, 2/25, 3/25, 4/29, all dates 2-4 pm, Online via Zoom REGISTER
- For details on the different workshop series, follow this link to the website: Academy for Teaching Transformation | Montgomery College, Maryland
- Sign up in Workday, starting January 2, 2022

For more information, please contact Dr. Carolien Annink The Academy for Teaching Transformation coordinator: Carolien.annink@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.

Testing Site- Parking Lot 4 9a.m.- 3 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 by Fiona Glade, seconded by Carlo Sanchez
- Without objection, meeting adjourned

The meeting was adjourned at 3:21 p.m.