

Montgomery College
Academic Services Council Meeting Minutes
Monday, November 21, 2022
2:00 PM– 4:00 PM
(*via Zoom*)

Attendees

Present: Shakenna Adams-Gormley, Antonette Jones, Milton Nash, Annie Welsh, (John) Erik Swanson, James Sniezek, Miriam Zemen, Zhou (Jojo) Dong, Jan Shapiro

Absent: Angeline Samuel, Isabel Edwards, Carlo Sanchez

Proxy: None

Guests: Phong Banh, Alla Webb, Adam Lederer, Matthew Nana

Call to Order

Chair Shakenna Adams-Gormley called the meeting to order at 2:02 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

- No edits to the minutes were suggested
- Erik motioned to approve the minutes, Miriam seconded
- Minutes are approved as-is unanimously

Course Listing and Registration Website Discussion – Council with Mr. Phong Banh (Director of IT App. & Web Services), Dr. Alla Webb (Chair of Science, Engineering, & Technology at Germantown and Takoma Park Silver Spring Campuses), Adam Lederer (MC student), Matthew Nana (former MC Early College student, currently at UMD)

Phong asked the Council to describe the scope of the work. Erik shared about the Media Arts Department’s syllabus bank in OneDrive. Jim shared about the University of Maryland’s Syllabus Repository that is linked to their course listing and registration website. Discussion points:

- Syllabus would be per course and not per section (that is, a representative syllabus for each course)
- Syllabi must be ADA Compliant to be shared on the website
- One possible placement of the Syllabus Repository on the MC course listing website is under the link for “View Catalog Description & Prerequisites”
- MCs current course listing is deployed on Ellucian Banner, which is an out-of-the-box product with some built in tools such as APIs but not built for much modification
- MC IT Department and Registrar’s Office is working to upgrade to the next version of Banner by next fiscal year, which will have a new course listing website and registration process
- IT is the custodian of course listings but the Registrar’s Office is the information and data owner – we should also involve the Registrar’s Office
- Given the limited customizability of Ellucian Benner, could the information be extracted using APIs and then a separate website be created that displays the course listings?
- Once the scope of the work is determined, students could be brought in as IT interns to work on the project.

Follow up meeting needed with Ernest’s Registrar Team and Phong’s IT Team to discuss. Phong will also involve the MC Communications Team. This would not be appropriate in an open forum such as the Council meeting, so it will be taken offline, and the results be reported back to the Council.

Chair’s Report – Shakenna Adams-Gormley

The College Council has not met for November. A full Chairs Report will be emailed after the College Council meeting. This is a partial report.

- 2023-2024 academic calendar draft is available
- MC Accessibility Survey available now – due by December 9
- Tuesday November 29 – Hunger Banquet on the Germantown Campus (volunteers needed, link on InsideMC)
- STEM Scholars Program Spring 2023 application now available
- Fall 2022 Virtual Faculty Showcase on Friday, December 2
- Call for co-coordinator for PPHI Digital Storytelling Internship Program – deadline December 2
- Giving Tuesday on November 29
- Staff Enrichment Day scheduled for Wednesday, March 15, 2023 at TP/SS Campus, call for facilitators will go out next week
- Leadership Roundtable with Dr. Williams on December 7 at TP/SS Campus, 3:30 – 4:30 pm, students must register, limited to 40 students
- November 30: Nelly’s Echo live performance and Open Mic Night at TP/SS Campus
- Phi Theta Kappa game night for students on December 1 at 4 pm, at TP/SS Campus

New/Unfinished Business – Council

Council Goals

The council discussed whether we should prioritize one of our goals over the other and whether one goal would be easier to achieve than the other. As the scope of both goals involve other departments and we do not have direct control over completion of these goals, it would be difficult to prioritize one over the other. It is likely that both goals will roll over into the next year. It is agreed that the need to improve the course listing website and make registration easier is great. Our current setup makes it difficult for students to successfully make a schedule of classes each semester and to register for these classes.

Hiring

There are currently many unfilled staff and faculty positions at the college. The council discussed the impact these unfilled positions are having on the various departments. Unfilled faculty positions make it difficult for academic departments to assign instructors to cover all classes. Unfilled staff positions in the cashier's office, financial aid office, registrar's office, learning centers, etc. make it difficult for them to provide students with the experience they deserve. The council explored potential causes for this, including the possibility of unfilled positions in HR slowing down the hiring process. There has also been less response to job postings. Given the current staffing crunch throughout the entire workforce, the college may need to adjust our hiring process. It was suggested that someone from HR be invited to discuss the situation with the Council at one of our meetings.

Truth and Healing Circle – Shakenna and Milton have both participated in it and recommend it. We can as a Council invite them to host a session for us at one of our meetings. Shakenna will schedule it for us.

PACEI Update - George E. Rice III, Administrative Assoc.

Rescheduled to next month's meeting.

Announcements & Adjournment

- Motion was made to adjourn by Jim Sniezek, seconded by Miriam Zeman and Antonette Jones
- Without objection, meeting adjourned

The meeting was adjourned at 3:23 p.m.