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Montgomery College
Academic Services Council Meeting Minutes
Thursday, March 28, 2024
1:00 PM– 3:00 PM
(*via Zoom*)

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Attendees
Present: Nawal Benmouna, Silas Burris, Dianne Cherry, Zhou (Jojo) Dong, Valerie Lantz, Elysse Meredith, Tilandra Rhyne, Zahra Sarfraz, James Sniezek, Nik Sushka, Annie Welsh

Absent: Elizabeth Benton, Jack Casimir, Antonette Jones

Proxy: None

Guests: Angie Moy, Sally McClean

Call to Order
Chair Tilandra Rhyne called the meeting to order at 1:02 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
    - A group of Rockville biology faculty brought to the College Council concerns that on at least two different occasions, students have used paid services to take online exams for them. These faculty also provided information for three such companies. Dr. Mills went on one of these websites and someone at the company walked him through the entire process of how their service works. Upon review of the Examity recording of one of these students' exams, it was clear that 20 minutes into the exam an external user took control of the student's computer. This issue has been assigned to the Academic Services Council and we will bring it up with Guillermo Laya when he comes to our April meeting.

Approval of Minutes and Agenda
- February meeting minutes
    - Nawal motioned to approve the minutes as edited, Dianne seconded
    - Minutes are approved unanimously

Chair's Report – Tilandra Rhyne
- 2023-2024 College Council Theme: Cultivating connections across the College community to empower everyone's voice
- Stay informed and engaged
  - Employee Matters
  - The Monday Minute with Dr. Williams
  - InsideMC
- Governance Elections April 1 – April 12
- Truth, Racial Healing, and Transformation (TRHT) Campus Center hosting a virtual Healing circle on April 18th, 10:00 am – 12:00 pm
- State of the College address on Wednesday, April 3, 2024, 11 am, at East County Education Center, Room 157
- Civic Engagement Opportunities
  - Montgomery College Foundation looking for 2 student board members
  - College has approved civic leave for anyone who signs up as election workers
- Ballot Drop Boxes at Montgomery College
  - TPSS: Charlene R. Nunley Student Services Center
  - RV: Long Nguyen and Kimmy Duong Student Services Center
  - GT: Bioscience Education Center
- Spring 2024 Mobile Markets
  - Germantown Campus - January 31, February 28, March 27, April 24, June 5, July 3, July 31
  - Rockville Campus - February 7, March 6, April 3, May 1, June 12, July 10, August 7
  - Takoma Park/Silver Spring Campus - February 14, March 20, April 10, May 8, June 26, July 17, August 14
- Men Empowering Network
  - Meetings Tuesdays 2 – 3 pm in Long Nguyen and Kimmy Duong Student Services Center Room 214
- Commencement 2024
  - Friday, May 17, 2024 at the Rockville Campus
  - Call for Volunteers – email events@montgomerycollege.edu
  - Regalia rental orders due by Friday, march 29 to avoid $50 rush fee.
  - For questions or submitting orders, please email and cc:
    - Rockville: Rodney Watson Phone: 240-567-1924
      Email: r.watson@follett.com
    - Takoma Park: James Gedling Phone: 240-567-5861
      Email: j.gedling@follett.com
    - Germantown: Ann McCalla: Phone: 240-567-4318 Email: l.mccalla@follett.com
- Inclusion by Design Summit – Creating a Culture of Inclusion for All
  - April 12, 2024
  - Free and open to everyone

- Nobel Laureate: Dr. David Wineland
  - Quantum Computers and Raising Schrodinger's Cat
  - Friday, April 19, 2024
  - 9:30 – 11:00 am
  - Globe Hall in HT at Germantown
- Spring 2024 Safe Zone Training
  - Monday, April 8, 2024
  - Tuesday, April 30, 2024
  - 9:00 am – 4:30 pm
  - MK 123/124
- Required Training – Some deadlines extended
  - The Journey Toward Becoming an Anti-Racist Institution
  - Data Security @ MC – Annual Review FY 24
  - Bridges: Building a Supportive Community – Cleary Act and Title IX
  - Shatterproof
  - Digital Fundamentals for Teaching and Learning
- New Vending Machines on Campus
  - Cafritz Art Center at TPSS
  - Macklin Tower at RV
  - Mannakee Building at RV

Blackboard Learn Ultra – Dr. Paul Miller, Director, ELITE Professional Development
- Blackboard Learn Original is upgrading to Blackboard Learn Ultra
- Blackboard has been developing Learn Ultra for the past 7 years – now they are focusing entirely on Learn Ultra, so MC is making the upgrade
- Blackboard Mobile has been running mostly on Learn Ultra
- Three phase transition period: https://mcblogs.montgomerycollege.edu/thehub/stay-connected/blackboard-learn-ultra/
  - Phase 1: Internal Capacity Building (Spring 2024 – Summer 2024)
    - ELITE internal training to develop training for faculty
    - First Movers – early adopters
    - Early Bird training for Ultra and open labs the week of graduation
  - Phase 2: Training and Resource Deployment (Fall 2024)
    - Courses can be transitioned one at a time
    - Ultra training for all faculty will be available starting in Professional Week August 2024
    - All new faculty starting in summer 2024 will only be trained on Ultra (not Digital Fundamentals)
  - Phase 3: Intensive Training and Support (Spring 2025 – Summer 2025)
    - Weekly trainings in Spring 2025
    - All courses will be in Ultra by Fall 2025
- Goal is not to completely rebuild a course in Ultra but to convert as much as possible

- o Some changes and nuances will require more work to convert, for example, the layer of files in Ultra is only up to 3 whereas it was unlimited in Original
- o Start training early and work with ELITE to make the conversion process as smooth as possible
- Will Ultra be able to apply accommodations for students across all assessments instead of requiring the faculty to set it up for each assessment?
  - o Paul will look into this use case and report back
- How does Ultra compare with Microsoft Teams?
  - o The new Ultra interface is much more student user friendly
  - o Blackboard would be more of a common experience for students
- Organizations and Blackboard Communities are not being converted now
  - o Even when we stop using Original all courses and communities will still be available to copy at a later date
- Ultra is more faculty user-friendly and simpler to use
  - o There will be a slight learning curve
  - o Ultra is much more like Canvas, more friendly, have better aesthetics, and more intuitive to use
- Questions and exams should be able to convert over to Ultra
- Navigation in Ultra will be across the top instead of down the side
- Ultra has embedded AI functions – to create modules, for example
- Blackboard support and ELITE professional development team are available to help with the transition

Goal Plan Review
- Signage and postings have increased on the west side of the TPSS campus to advertise pantries and other resources, and locations of printers
- How might we advocate for communication systems and the use of technology to better reach students?
  - o Predictive texting
  - o Chatbox integration on our website
  - o Popups of suggested links on our website
  - o We can address this in our May meeting with the Student Affairs representatives from all three campuses
- Conversations with lab managers about posting resources in their labs
- Engaging with Student Council in this conversation
  - o Student Council membership is made up for Student Government representatives from all three campuses
- Student Insider's Guide
  - o Post link on Blackboard
  - o Share with department chairs to share with faculty
- Invite John Hamman to our meeting to explore data on student access to resources
- Jojo's students working on the registration website plans to have it ready for testing by next Friday, April 5

- We can invite the students to join our April or May meeting to demonstrate their work

What's Going on in Your Area?
- CBS - Jim
  - Biotech Day – over 300 students reached at Germantown middle school
  - Identity – 25 middle school students visited MC for STEM activities this week
  - STEM Night at two local middle schools coming up this semester
- Biology – Valerie
  - Leggett building move-in day!
  - In-person advising in ST Atrium at TPSS on April 10 and 11 involving multiple disciplines and programs
- Math – Jojo
  - MSDS = Mathematics, Statistics, and Data Science
  - Identity event during MCPS Spring Break
  - STEM Ambassadors
    - Nafeesa Azizi – Program Advisor
    - Ambassadors working with Prof. Rick Penn on a booth for Rockville Science Day on April 21
    - Ambassadors helped 8 MCPS Title I elementary schools win the Mathical Collection Development award and will be visiting the schools to do activities
- Health Sciences – Tilandra
  - Mass Casualty Event on April 20
    - Students from all the different areas come together to act in various roles in this simulation
    - Volunteers needed to help out throughout the day
- Germantown Writing Center – Elysse
  - All 8 peer tutors attended the Mid-Atlantic Writing Center Association Conference
  - First conference for 6 tutors
  - 5 tutors presented on tutoring at the most diverse community college in the continental US
- ATPA – Nik
  - Ballot boxes on all three campuses is the result of multiyear effort by MC Votes
  - Messages sent out to coaches and students to encourage engagement with the elections – already receiving responses
  - Presented at National Coaching and Tutoring Professional Conference
- Adult ESOL and Literacy Program – Annie
  - Prior to pandemic we had about 5000 students which dropped during the pandemic
  - Now the enrollment is back up to about 4000
  - Looking for new faculty

- Communications – Dianne
  - Speech Competition on April 17
  - Any student can compete as long as they are recommended by their COMM 108 or COMM 12 professor
  - Questions – contact Stacy Peterson
- ATPA – Silas
  - Developing a program to help coaches and faculty to learn what it means to be a coach and how it improves the student experience
- A concern brought to the College Council through Student Services and Success Council
  - As an HSI we do not have the representation in our student support services staff such as ATPA
  - HR will be invited to council meeting to discuss this issue
  - This issue is regularly raised by SEIU with HR and HR does have data on this
  - Attempts to recruit from certain populations do not always result in hiring from those populations due to various factors
    - Where the jobs are advertises
    - Salaries that are offered
  - Employee Data Dashboard - https://info.montgomerycollege.edu/offices/human-resources/employee-data-dashboard.html
  - Our Honors Program student population reflects the diversity of our general student population, why not highlight these honors students' achievements?

Adjournment
  - Motion was made to adjourn by Jim, seconded by Elysse
  - Without objection, meeting adjourned

The meeting was adjourned at 2:54 p.m.