

Montgomery College
Academic Services Council Meeting Minutes

Tuesday, November 2, 2021

2:00 PM– 4:00 PM

(via Zoom)

Attendees

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

Absent: Alex Galen, Bianca Giron, Hareem Tahir

Proxy: none

Guests: Jane Ellen Miller, Tykesha Reed, Mary Ellen Glowacki

Call to Order

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

Approval of Minutes and Agenda

- October 19 Minutes
 - Jan Shapiro requested a motion to approve the October 19 minutes
 - Motion to approve was made and seconded
 - Approved. Vote – majority/unanimous approval via Zoom (all current present approve)

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
 - Miriam shared concerns about proof of vaccination at the Learning Centers, bookstore, libraries, counseling, Raptor Central
 - The issue will be looked into and an update given
 - Shelly shared that if a student is not taking F2F classes, vaccination not required. But what if the student comes to campus for a service like counseling or financial aid?
 - The issue will be looked into and an update given

Workday presentation – Jane-ellen Miller, Tykesha Reed

Although there have been a lot of e-mails, they are very important. Go back and look at them. A lot of work will be done to transfer the information during the blackout period. All employee information/functions will no longer be in Banner; they will be in Workday. Student information will continue to remain in Banner.

If timesheets are not submitted, paycheck will not be issued. For those positions that have not been completing time sheets – there will not be a change. Hourly employees will need to complete timesheets in Workday. Processes have been revamped to be more efficient. This has been a transition – benefits (4 years ago), MC Learns has migrated to workday (last year). More of the control and responsibility will turn to the employee.

Some resources are available – a website with videos, FAQs, training (to be available on November 10). Employee Matters from October 10 has a lot of information. Many of the job aids are also in Spanish.

Please share the information about Workday as this is something that all will need to know.

Demonstration of Training Resources

On MC webpage put 'Workday Project' in the search bar

Communications – all previous communications

FAQs – constantly updating the page

Workday training page – can register during blackout period, navigation video, job aids

GOAL Discussion:

Shakenna reviewed the draft of the goals. Small amendments were made.

Kiersten moved to approve the goals as amended. Seconded by Fiona. Goals are approved.

Chair's Report

Mask Requirement remains in place for Montgomery College

Mobile Market

Volunteers needed for drive through distribution

TP/SS November 10, GT December 8

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

Thursday, November 18 from 1-2 p.m.

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

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:

Friday, November 5

Friday, January 14

Tuesday, February 22

Tuesday, April 12

MC Town Hall- Dr. Dukes

Wednesday, November 10, 2–3:30 p.m.

Takoma Park/Silver Spring Campus

The event will be livestreamed on this webpage and MCTV's cable channel in addition to having an in-person audience, which will be limited to 100 people. You must RSVP to attend. You can submit questions in advance to townhall@montgomerycollege.edu new window, including your full name. Confidential or sensitive questions can be emailed to HRSTM@montgomerycollege.edu new window.

College Happenings

Exciting Workshop Series: Exploring Decolonizing Higher Education at MC

- College and Classroom Culture: November 8
- Curriculum Planning and Design: December 2
- Teaching and Learning Strategies: January 20
- Engaging and Empowering Students: February 18
- Assessment and Student Success: March 23
- Issues and Challenges: April 7

Livestreamed Event: Michelle Obama in Conversation, Nov. 9

Join Michelle Obama for an exclusive live stream conversation with students about her memoir *Becoming*. This event is co-hosted by Howard University and the Maryland Community College Consortium.

The live stream event will be held Tuesday, November 9 at 1 p.m. ET, and one MC student will represent the College in person.

To Register, RSVP by 11/5 at 11:59 p.m. ET at [RSVP.MICHELLEOBAMAINCONVERSATION.COM](https://www.montgomerycollege.edu/about-mc/governance/councils/college-council/index.html) (copy and paste the link into the browser).

Registration can only be done with your school email. The live stream event is open to all MC students and MC employees. The event is not open to the general public. For questions contact the Office of Student Life at stlifeg@montgomerycollege.edu

College Council to Host Student Panel, Nov. 9

The MC Community is invited to attend the next College Council meeting scheduled for Tuesday, November 9, 2021, beginning at 1 p.m. The meeting will be conducted via Zoom. During this meeting, the College Council will hear from a panel of MC students. Come and hear what our students have to say!

The agenda will be posted on the governance website at least 3 days prior to the meeting and can be accessed at <https://www.montgomerycollege.edu/about-mc/governance/councils/college-council/index.html>

For more information or to request the meeting link, send an email to collegecouncil@montgomerycollege.edu

Faculty Showcase 2021: Nov. 28 - Dec. 2

MC's Faculty Showcase provides full and part-time faculty with an opportunity to learn from each other through the demonstration and exploration of promising teaching practices with colleagues across disciplines.

This year's theme, ELEVATE & CELEBRATE MC, will showcase how faculty and instructors are bringing innovation to the classroom to enhance teaching as we continue to transform MC into a post-pandemic institution.

For more information, visit the Faculty Showcase website:

<https://www.montgomerycollege.edu/offices/elite/faculty-showcase.html>

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.

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 Kiersten, and seconded
- Without objection, meeting adjourned

The meeting was adjourned at 3: p.m.