

Montgomery College
Academic Services Council Meeting Minutes
Thursday, February 8, 2024
1:00 PM– 3:00 PM
(*via Zoom*)

Attendees

Present: Silas Burris, Jack Casimir, Dianne Cherry, Zhou (Jojo) Dong, Antonette Jones, Valerie Lantz, Elysse Meredith, Tilandra Rhyne, Zahra Sarfraz, James Sniezek, Nik Sushka, Annie Welsh

Absent: Nawal Benmouna, Elizabeth Benton, Zahra Sarfraz

Proxy: Jim Sniezek for Nawal Benmouna

Guests: Melissa Mokel, Clevette Ridguard

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
 - Governor Moore’s proposed community college budget cut of \$22.5 million
 - Assessment Center Hours 8:30 – 5:00 M-F with evening hours becoming available in second half of the semester only. We will invite Guillermo Laya back in a future Council meeting.
 - Bookstores did not have evening hours the first week of classes until Sherwin Collette contacted the bookstore managers who immediately added the hours.

Approval of Minutes and Agenda

- December meeting minutes
 - Dianne motioned to approve the minutes as edited, Silas 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
- Montgomery Connects Offers Laptops to Maryland Residents
- Pending Policy/Procedure modifications
 - 41006 - Board of Trustees Academic Excellence Award
 - 41007 - Board of Trustees Apprenticeship Academic Excellence Award
- 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
- MC Governance Communication & Elections Committee seeking volunteers
- Spring 2024 Governance Awareness Day – Thursday, February 15, 2024
- Governance Nominations and Elections
 - February 26 – March 8: submit nominations
 - March 11 – March 22: accept or decline nominations
 - April 1 – April 12: elections
- Spring 2024 Equity Week and Excellence in Equity Awards
 - Theme: “Understanding Belonging and Mattering”
 - Equity Week 2024, Monday, April 15 through Friday, April 19, 2024
 - Proposal submissions due February 16
 - Award nominations due February 29
- Outstanding Faculty & Staff Awards nominations due Friday, March 1, 2024
- Staff Enrichment Day – March 13, 2024 at Rockville Campus
 - Peggy Bebee Staff Distinguished Service Award – nominations due tomorrow
 - Workshop proposals due tomorrow
 - Degree/Certificate Program Completion recognition submission due tomorrow
 - Volunteers needed for Staff Enrichment Day

Old/New Business

- Student satisfaction survey discussion
 - The survey is still being corrected/updated
 - Discussion tabled until council obtains updated report
- Member profiles
 - Send short bio to Jack and Zahra to use with social media to promote Academic Services Council and Governance
- Goal plan activities
 - Post flyers in labs and classrooms about hours of operation of academic support services

- Investigate ways to advertise academic support services through the student affairs network
- TPSS has a newsletter – do all three campuses propagate information to students the same way? Can we invite the Student Affairs office from each campus to share?
- Do counselors send out academic support services information to students?
- Connect with Student Affairs and Student Council
- How do we catch the student’s attention?
- Student Insider’s Guide and Planner put out by the First Year Experience team
 - Print copies available in counseling offices
 - Where else can we distribute these on campus?
 - Can they be mailed to the students’ home addresses?
- Create a resource hub on each campus – cafeteria, library, student life?
- Invite John Hamman to talk about how students are accessing resources at the college
- Email sent to Ernest with our draft of email sent to students regarding payments
 - No response yet
- Request sent to Phong to join council meeting to discuss course listing and registration system
 - No response yet
 - Jojo has two honors CS students working on building a course listing website – hopefully will be up and running by the end of this semester
- Food on campus in the evenings
 - Vending machines
 - College-run food trucks

Adjournment

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

The meeting was adjourned at 2:12 p.m.