Academic Services Council
14 September, 2017
SC 151, Rockville
2:00 p.m. -- 3:30 p.m.

Attendees
Members Present: Carol Burbage, Darren Campen, Monique Davis, Cathy Giovannetti, Cathy Henley, Jason Lee, Joel Levine, Julie Levinson, Elizabeth Schlackman, Gregory Wahl
Members Absent:
Guests: Patrick Feehan, Information Services and Privacy Director

Call to Order
Chair Cathy Giovannetti called the meeting at order at 2:02.

Agenda and Minutes
Agenda for this meeting were approved by consensus.

Minutes from last meeting (May 5, 2017) were approved by consensus.

Open Comments
There were no constituent issues presented to the Council.

Continuing business
Topic Leads:
Julie Levinson will be taking on Navigation of Advising and Counseling Tools.
No lead currently for Peer Advising -- this will be combined into Julie's topic (Navigation of Advising and Counseling Tools)
Expanded support for non-credit students will be rolled into WDCE information and support services.

Goals for the Academic Services Council for the AY
There was a discussion about the goals for the ACS for 2017-2018, including a discussion of how to fill out the new Governance Council Goal Plan.

Council requested more information from the Office of Governance to move the goal development forward.

Presentations:

Exam Weekend Study Program
Carol Burbage,*Ackerman Learning Center*

Presentation on current Super Sunday review sessions on the Sunday before final exams. Two hour review sessions for selected math, chemistry, and biology classes are offered. The goal is to provide a way for students to study for finals. Super Sunday is run at low cost. There is some evidence that the students who attend Super Sunday get a bump on their performance on their final exam. Most students, when asked, find a lot of value in Super Sunday. At the peak, there were over 300 students that attended a Super Sunday.

A survey showed that student response was positive for being beneficial and food was the number one improvement recommendation.

Next steps include branding, service expansion and collegewide implementation possibilities.

Carol recommended taking the presentation to the Student Council. Cathy Giovannetti and Joel Levine will work on getting Carol's presentation on the Student Council agenda.

Passport to Student Success
Joel Levine

Held a one-day conference for part-time faculty on 19 August 2017 at MC Germantown. The mission was to provide tools to part-time faculty to not only make them better at teaching, but to give them a way to feel like they are part of the community of all faculty. This was the largest gathering of part-time faculty in the history of Montgomery College -- over 260 part-time faculty. Feedback was positive.

We sent over 1,100 postcard invitation to part-time faculty, and received a response from about 300. To incentivize part-time faculty to attend: all who attended every breakout session received a $100 stipend. These breakout sessions also counted towards continuing education.

Tried to identify all resources available to faculty, and set up vendor tables for many resources, such as the library, HR, security, etc.

A second conference is being planned for just after the Spring 2018 semester.

Cybersecurity/Phishing
Patrick Feehan, Information Services and Privacy Director
Isabelle Doucet, Information Technology Project Manager

The college received 14,000,000 emails from the outside in August. Our spam filter blocked over 90% of these emails.

A recent phishing attempt spoofed Dr. Pollard by sending out a document. 1800 people at the college received this email, and 30 people were tricked into giving up their MC login credentials.

Two-factor authentication for logging in to some MC applications is now available. It's currently available for Office 365, will be required by October 29, 2017 for VPN users, and will be coming soon for MyMC. Two factor authentication is voluntary or opt-in, but encouraged.

Issues of equity were discussed -- if a person does not have a cell phone or tablet, it's difficult for them to receive their second factor. Patrick pointed out that there are alternative means to receive their second factor, such as an RSA dongle.

Closing of the Meeting
A motion to adjourn the meeting was made and accepted unanimously. The meeting was adjourned at 3:28 p.m.