Montgomery College
Academic Services Council Meeting Minutes
Tuesday, April 18, 2023
2:00 PM– 4:00 PM
(*via Zoom*)

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

Absent: Angeline Samuel, Isabel Edwards, LaShaun Byrd, Carlo Sanchez

Proxy: None

Guests: Lauren Landau

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
- March meeting minutes
  - Jim motioned to approve the minutes as edited, Miriam seconded
  - Minutes are approved unanimously

Chair's Report – Shakenna Adams-Gormley
- Facilities Master Plan Public Meeting
  - Tuesday, May 2, at 6 pm (virtual)
- Narcan Training at MC
  - Thursday, April 27 at 6 p.m.
  - Globe Hall, Germantown Campus
  - Open to all MC students, faculty, staff and Montgomery County residents
- Love of Teaching Conference: Teaching Today for Tomorrow
  - Saturday, April 29

- 9:00 am – 12:30 pm via zoom
- Update on Mental Health Project: Week of April 24
    - IMALIVE Mental Health Fair
        - Tuesday, April 25 @ Rockville Campus
        - Wednesday, April 26, 10 am – 2 pm @ Takoma Park/Silver Spring Campus
    - Donut Stress
        - Wednesday, April 26, 11 am – 12:30 pm@ Germantown Campus
    - Get Lit
        - March 22 – April 25
        - Wednesdays, 2 pm – 3:30 pm @ Rockville Campus
- Honorable Karen Bushell, Clerk of the Court
    - Tuesday, April 18, 2 pm – 3 pm via zoom

HR Updates/Hiring Process – Lauren Landau (Director of Strategic Talent Management and Organizational Development)

Hiring Process
- Staff Position Process
    - A recruitment vacancy form is required, needs SVP (Senior Vice President) endorsement
    - Form goes into recruitment queue
- COVID/Workday/Retirements has left us behind with hiring
    - Labor market is tight – candidates are not on the market very long
    - Declined offers – biggest factor is remote work
    - Since July 1, 2022, we filled 184 budgeted positions and 652 nonbudgeted positions
    - Hiring managers need to rethink the perfect candidate and be committed to hiring when it is their turn (or wait and let someone else go ahead)
- Recruitment team
    - 3 full-time
    - one part-time
    - HRIC's (Human Resources Internal Consultants) also supplement
- Hiring from out of state
    - Maryland has reciprocal tax agreements with certain states and we can hire from these states: DC, Virginia, West Virginia, Pennsylvania, Delaware, Massachusetts
    - Other states such as California have complicated tax laws which we are not able to handle and therefore cannot hire from these states
    - Applicants from out of state should not be automatically removed from the pool, but a conversation should be had to ensure the would be eligible to be hired should they be selected
- Hiring part-time faculty

- All 100-level gen-ed math courses are expected to have an embedded ATPA (Achieving the Promise Academy) coach in Fall 2023, which is requiring the math department to hire new part-time faculty.
  - Each part-time faculty can only teach 11.5 ESH per semester
  - ESH is converted to hours and if the ESH limit for part-time faculty is raised, they may become eligible for benefits
  - There is no intention at this time to increase the ESH limit for part-time faculty
- Faculty Position Process
  - Collegewide deans decide which positions to move forward with, SVP approves, and position is sent to HRSTM
  - As we are moving towards more data-driven decision making, data is also being reviewed as part of this process
  - There are many different data points one can look at, so there needs to be some consensus which data points make sense to be looked at and it may be different from discipline to discipline. It will take time to get this all worked out and solidified.
  - Late in the semester or summer is not ideal for doing a faculty position search since the best candidates are often already hired
- Advertising positions
  - Positions are advertised nationally
  - Inside Higher Ed, Latinos in Higher Ed, Chronicle of Higher Education, Indeed, Community College Jobs, and other sites (both national and local) scrape our site for our open positions
  - Our position listings should state it is not a remote position, except possibly for part-time faculty positions (depending on the division/department) and WDCE positions
- The HRSTM website should have all the forms hiring managers need and flowcharts showing the processes

New/Unfinished Business – Council
- Council Goal: Updating the course listing and registration website to list linked CRNs together
  - The college rolled out the updated registration system in Banner 9
  - The new registration system only shows linked sections in the course notes or when a student tries to add a course without the linked section(s) as shown in the screen captures below:

- o The section notes are not very different from what we currently have
- o The error now includes the CRN number which is an improvement
- Council Goal: Creating a syllabi repository linked to from the course listing and registration websites
  - o No updates from IT

- These council goals will be forwarded to next year
  - This problem has been around since 2012
  - We are talking to the right people, but we are not getting the commitment needed to make this change
    - Money, time, and effort are needed to make this change
  - We need to bring in the student voice
    - Work with Student Council
  - We need to approach the President's cabinet
    - We can send this as a recommendation to the College Council and get it forwarded to the President's cabinet
- Next meeting on May 2
  - Newly elected members will join this meeting
  - We will elect officers for the next year

Announcements & Adjournment
- Motion was made to adjourn by Jan, seconded by Jojo
- Without objection, meeting adjourned

The meeting was adjourned at 3:10 p.m.