
MONTGOMERY COLLEGE GOVERNANCE

Academic Services Council

November 10, 2016

SC 151

2:00 p.m. – 3:30 p.m.

Attendees

- Members present: Gloria Brewer, Debra Bright, Jona Colson, Amanda Darshanie Gamage, Cathy Giovannetti, Lori Kaufman, Jason Lee, Julie Levinson, Kevin Long, Kathy Michaelian, Valerie Tanner
- Members absent: Monique Davis, James Findlay Kennedy
- Guests: Ernest Cartledge, Sherry Mirbod, Bill Talbot, Judy Taylor

Call to Order

Chair Cathy Giovannetti called the regular meeting to order at 2:04 p.m. The agenda was reviewed, a motion to accept the agenda was made by Kathy Michaelian and accepted unanimously.

Open Comment Time

Sherry Mirbod and Bill Talbot presented a constituent concern regarding the current hours that campus assessment centers are open and available to students to take exams. Hardcopy examples of center schedules were presented to the council. This concern was noted to be in support of student success. The speakers explained that students including Disability Support Services, distance learning and working students need access to the assessment centers beyond the current operational hours. Suggestions were made to open the centers later in order to close later and to hold center staff meetings at a time that does not conflict with student needs. It was also noted that centers were opened later in 2015 and that the shorter schedule may be due to budget cuts. Cathy Giovannetti asked Sherry and Bill to provide any additional information.

The concern will then be placed on the December agenda for further council discussion.

Approval of Minutes

A correction to the closing hour of the October 13 meeting was made by Jason Lee. A motion was made by Gloria Brewer to accept the minutes as amended and accepted unanimously.

Continuing Business

2016-2017 Topic Proposals – Classroom technology utilization

Cathy Giovannetti reviewed a document she had created from council input summarizing the process for reserving computer labs and carts and making improvement recommendations for consideration by SVPs. Further updates were suggested by council members including the need for better tracking of resource utilization, a more streamlined approach for student access to resources, a structured approach for chair approval of resource allocation, and overall process consistency. Cathy will amend her document and share with the council for further input. The resulting document will be reviewed at the December council meeting before going to the Dr. Monica Brown and Dr. Janet Wormack.

New Business

Committee Updates

Lori Kaufman updated the council on the work being done in support of Academic Services Council Goal 1 which is intended to develop strategies for broad and effective communications. She noted that she had spoken with Tacy Holliday who suggested that the College Council Communications Committee and other governance councils had similar constituent outreach issues and would be good groups to collaborate with. Tacy also suggested outreach to the Office of the Senior Vice President for Academic Affairs, the bookstores and other academic services. Council members discussed various types of existing outreach tools including newsletters, blogs, Inside MC Online, and the governance council website. It was noted that

the council website Semester Impact Highlights section might be the most efficient way for Academic Services Council news to reach constituents. Creation of a constituent contact/department list and matching council members to departments for focused communication could provide an effective on going communication strategy for the council.

Kevin Long and Valerie Tanner updated the council on work being done in support of Academic Services Council Goal 3 which is intended to examine and define the council's role in supporting student success. They provided the council with a copy of the Academic Services and Student Services and Success Councils areas of service for discussion purposes. The council discussed service delivery including the possibility of a needs assessment and how to work best with other councils when service areas overlap. Discussion on Goal 3 will continue at the December council meeting.

Chair Report

- A concern was presented at the College Council that commencement no longer includes a post ceremony reception due to budget constraints. Cathy Giovannetti will collect council member comments on this topic to present to the College Council. Amanda Darshanie Gamage agreed to talk to Student Council.
- Winter sessions will be extended.
- On Time Registration initiative will continue and be reviewed for lessons learned.
- Impact of opiates usage is an emerging issue on campus.
- Status of enrollments and referral to the SWOT being shared by Dr. Wormack council meetings.
- Upcoming move of Central Services.
- Food services college wide review.
- The success of the Montgomery College Golf Tournament fund raising.

Presentations

Ernest Cartledge and Judy Taylor presented information and provided a handout on Program Objective Enrollment Compliance. They explained to the council that federal financial aid can only be used to fund courses that are required to complete a student's declared program of study. They noted how important it is that students understand this compliance requirement and described several ways that technology and College personnel will be used to educate students. They also gave several examples of how financial aid would be applied to course payment and problems that might be encountered. They saw the possibility that some business processes might need to be altered to accommodate students who need to drop or change courses that do not comply. Their discussions with other community colleges in Maryland do however lead them to believe that most students already comply with this requirement. Valerie Tanner suggested that the course syllabus be added as another outreach tool to document this compliance requirement and educate students as professors routinely review the syllabus at the beginning of the course.

Announcements & Adjournment

Announcements

- Council member Debra Bright is a recipient of the 2016 George Washington University Black Alumni Association IMPACT Award
- Cathy suggested that council members attend the College Classification and Compensation Forums.

A motion to adjourn the meeting was made by Lori Kaufman and accepted unanimously. The meeting was adjourned at 3:40 p.m.

Gloria Brewer
Academic Services Council Secretary