
MONTGOMERY COLLEGE GOVERNANCE

Academic Services Council

March 9, 2017

SC 151

2:00 p.m. – 3:30 p.m.

Attendees

Members Present: Monique Davis, Jona Colson, Cathy Giovannetti, Cathy Henley, Lori Kaufman, Jason Lee, James Kennedy, Kathy Michaelian, Valerie Tanner

Members Absent: Gloria Brewer, Debra Bright, Amanda Darshanie Gamage, Julie Levinson

Guests: Gale Erskine, Sokol Mato

Call to Order

Chair Cathy Giovannetti called the regular meeting to order at 2:08pm. A motion to accept the agenda was approved by consensus

Open Comment

Jason Lee presented a student constituent concern regarding website visibility of summer semester course schedules. Fall 2017 and Spring 2018 are visible but Summer 2017 and previous summer semester schedules are not. This can make summer semester schedule planning very difficult for both traditional and non-traditional students. It was noted that past schedules are made available at other community colleges in Maryland. While the visibility of past schedules does not necessarily guarantee future schedules and could lead to student complaints, the math department views this as a reasonable way to field student requests. The Council agreed to refer this concern to the College Registrar for further advising. Cathy Giovannetti and Jason Lee will follow-up on this matter.

Approval of Minutes

The February 9, 2017 minutes were approved unanimously.

Presentations

Course Materials Affordability

Gail Erskine and Sokol Mato explained that it is in the best interest of the College to make course materials more affordable for students. Faculty tend to decide what materials are used in the classroom. More information should be available for them to make the best decisions for their students. Book rentals are currently the best way to provide course material savings to students. Faculty contracts with the vendor, digital workbooks, and textbooks manufactured at the college are other options, however the rental option provides cost savings up front. Buybacks are only a good option when the bookstore knows that the same book will be used in a concurrent semester. Used books are currently the most financially feasible option for students but do not provide up front savings. Digital materials do not always guarantee a lower price. Use of the College's print shop, a price match option provided by the bookstore and a service called Faculty Discover also provide cost savings opportunities. The bookstore is looking for ways to better connect with faculty to find the best deals for the students. The following questions, concerns, and suggestions were presented by council membership:

- It was noted that many used books have notes already written in them which is often to the student's detriment.
- A suggestion was made that the bookstore should reach out to new student success councilors and IMAP in order to reach faculty.

Questions posed:

- Do students favor physical or digital books?
- Do students fully understand the best use of their bookstore credits?
- Are there best practices or tips that students can reference when looking for books? - Yes, FAQs exist on the bookstore website.
- Is there a filter that shows whether course material will be disability friendly?

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- Do professors feel an obligation to provide a book that isn't necessary for the course?
 - Do professors have a departmental requirement that they don't use in their course? This may be an issue that the council pursues in the future.

Continuing Business

Committee Updates

Student Success

Valerie Tanner and Cathy Henley presented a tracking report and will continue to update it as we move forward this semester. The purpose of the form is to track ASC activity undertaken in support of the student success goals. Details of tracking can be found in past minutes. Council membership made update suggestions to add recent actions and correct format problems.

The possibility of a ASC survey was discussed as a way to approach service areas and gather an understanding of the support of student success from each area. Further reflection is needed to develop the language and clear intention of the survey if it is created. Council membership also needs to consider the contribution of the current Middle States study as a resource.

Lori Kaufman and Cathy Giovannetti met with the chairs of all 4 functional councils to collaborate on identifying where constituencies overlapped and also how to build relationships with constituents. The next step is to identify contacts from each service area department for disseminating information out to constituencies. Best practices to meet annual goals is still being assessed, due to the evolving nature of Academic Services Council. Best practices identified at the meeting include: an bi-annual meeting with heads of functional councils, an attempt to standardize the dissemination of information via service area/department contact lists, and specific engagement with the student council and their connection to all functional councils.

New Business

Chair Report

Cathy Giovannetti presented the following items in her report:

- A response on prior referrals has been received from operational services council, and is still awaiting a response from student council. A recent Inside MC article focused on some of the work that the Academic Services Council accomplished.
- Two constitutional changes are in progress: (1) creating an optional January meeting and (2) (not posted for comment as of yet) limitation on terms serviced consecutively. A year break may be required for council members who serve for two years before serving again in order to allow others to serve.
- The Middle States draft is now available online and staff can register for the next listening tour sessions via MC Learns registrations.
- The deadline for nominations to serve on the Academic Services Council is 3/10/17.
- Christian Yaw Gbewardo from Student Council will be presenting at the April meeting
- Cathy Giovannetti will forward information on textbooks to council members
- Training for Workday will start in May with implementation scheduled for July 1st. Human Resources and many Finance functions will transition to Workday while others will remain in Banner. The Academic Services Council will request information on progress.
- The Academic Services Council will respond to the request for system information for the upcoming student system review.

Announcements and Adjournment

A motion to adjourn the meeting was made and accepted unanimously. The meeting was adjourned at 3:26 p.m.

Gloria Brewer

Academic Services Council Secretary