

## Montgomery College Governance

Academic Services Council

8 February 2018

SC 151, Rockville

2:00 p.m. -- 3:30 p.m.

### **Attendees**

Members Present: Debra Bright, Carol Burbage, Monique Davis, Cathy Giovannetti, Jason Lee, Joel Levine, Julie Levinson, Ngan (Kim) Huynh [student], Amanda Stroud, Gregory Wahl.

Guests: Sharon Bland (Chief Equity and Inclusion Officer), Eric Fian (Assessment Center).

### **Call to Order**

Chair Cathy Giovannetti called the meeting at order at 2:02 p.m.

### **Agenda and Minutes**

The agenda for the current meeting was approved by consensus.

### **Constituent Issues**

Cathy Henley brought up an issue where the schedule is not the first item in the student section of MyMC.

### **Minutes from Previous Meeting**

The minutes from the meeting on 25 January 2018 were proposed to be amended by Joel Levine, as follows:

1. Replace the second paragraph with the following:

Several breakout sessions were held, including special introductory sessions on college resources for part-time faculty relatively new to Montgomery College and professional development sessions, including a range of topics including formative assessment in action, writing effective learning outcomes for students, use of Blackboard, and reducing DFW rates.

2. Modify the third paragraph to read:

The goal of the Conference was to provide part-time faculty with an enhanced understanding of MC and instructional resources contributing to student success.

3. Strike the third paragraph:

~~A suggestion was made that part time instructors get resources for how to effectively advise students.~~

The modifications were approved by consensus.

### **Discussion on report given by Ken Nelson from the Academic Services Council Meeting on 12 October 2017 regarding non-credit and credit counseling and advising**

We have an information gap with non-credit students. We may need more training of counselors in WDC&E, or a way to get counselors to refer students to other counselors/advisors, perhaps in the way of formal training.

One concern raised from the Equity and Inclusion Survey is that it is difficult for people to find out about resources available to students. A solution that's been recommended by the Equity and Inclusion Committee is to create a space on Blackboard to provide information. How would this information be maintained?

### **Guest Presentation by Sharon Bland**

Sharon Bland gave a presentation about the Equity and Inclusion Survey. This was the same presentation as was given at the Spring 2018 Opening Meeting. Sharon has been presenting at all of the MC Governance Committees.

The results of the survey have led MC to create or modify policies, such as Whistle-blowing, Retaliation, Anti-Bullying, etc.

Sharon also went on a listening tour to hear various units discuss Equity and Inclusion, and reported back her findings. These units were comprehensive -- including student, faculty, and staff units on campus.

There are eight subcommittees of the President's Advisory Committee on Equity and Inclusion.

### **Liaison Update**

Joel Levine will be meeting with Seth Kamen to discuss credit/non-credit bridging, and will give a report at the next meeting.

Greg Wahl has reported that his department chair has been meeting with the Assessment Center to discuss online assessment.

### **Chair Report**

Cathy Giovannetti went to the Student Council at their last meeting about disseminating Academic resources to students. Some instructors take their classes to tour various places on campus: Library, Assessment Center, etc.

Middle States sessions will be taking place soon.

Director of Governance will be going on leave soon, a temporary replacement will be appointed.

Council nominations and elections will take place soon. There will be two student seats on the Council. The terms of service are two years.

Cathy Giovannetti will be meeting with Functional Council Chairs to discuss how the Councils can work with each other.

### **Closing of the Meeting**

A motion to adjourn the meeting was made and accepted unanimously. The meeting was adjourned at 3:27 p.m.

### **Next Meeting**

The next scheduled meeting of the Academic Services Council will be on Thursday, 8 March 2018 from 2:00 p.m. to 3:30 p.m. in SC 151 on the Rockville campus.