

**Montgomery College**  
**Academic Services Council Meeting Minutes**

Thursday, April 8, 2021

10:00– 12:00 PM

*(via Zoom)*

**Attendees**

*Present:* Veronica Banh, Shelly Bennett, Erika Bucciantini, Robin Flanary, Alex Galen, Fiona Glade, Tonya Harris, Muhammad Kehnemouyi, Milton Nash, Kiersten Newtoff, Theodore Shusterman

*Absent:* Colleen Dolak

*Guests:*

*Presenters:* Justin Edgar, Transfer & Articulation; Karen King Counselor Transfer Resource Council; Jane-Ellen Miller, Information Technology

*Student Constituents:* Juliza Majano, Madison Oswald, Skylar Scheff, Xuechun Deng

*Additional Guests:* Carol Burbage, Ackerman Learning, Co-manager of virtual STEM Learning Center; Center; Guillermo Laya Assessment Centers Director; Yvette Taylor

**Call to Order**

Vice Chair Alex Galen called the meeting to order at 10:09

**Approval of Minutes and Agenda**

- March Minutes
  - Chair requested a motion to approve the March minutes
    - Motion to approve was made and seconded
  - Approved as it stands; Vote – majority/unanimous approval via Zoom (all present approve)
- April Agenda approved
  - Chair requested a motion to approve the agenda.
    - Motion to approve was made and seconded
  - Vote – majority/unanimous approval via Zoom (all present approve)

**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.
- Student Constituents

- **Juliza Majano**
    - Transfer and Counseling
      - Took a Math Placement test which placed in Stats (Math 117)
        - Was misadvised with taking a core Math 050
          - Anecdotally: Math 050 doesn't count towards GPA
          - Expensive for student to take an unnecessary class
          - Should have been allowed to take Math 117 without taking Math 050 first
            - It was possible to take Math 117 without taking Math 050 first
            - Students might not be counseled across the board to take Math 050 first
            - Some students start and then change major; could have been advised looking ahead
          - Students have had to stay back an entire semester for misadvised math classes
          - Was student working with a Social Science Program Advisor?
            - Student is working with a program advisor now & for the last year; it appears student was not working with a program advisor in the first year
          - Request from student: more communication between counselors & program advisors
    - Conclusion: Concerns will be taken back to Counseling & Advising Department
- **Madison Oswald**
  - Issue: 3<sup>rd</sup> party online proctoring
    - Concerns from student body
      - Privacy violations concerns
        - ProctorU, Examity, etc.
      - Proctors are third party
        - Students are uncomfortable showing whole room
        - Students are not allowed to leave testing space for any reason even personal/medical if they wish to continue the test
        - Sexual harassment concerns
    - Request from student: MC faculty members should proctor
- **Xuechun Deng**
  - Personal experience
    - Issue: Violates privacy rights
      - Math midterm exam with a 3<sup>rd</sup> party proctor
      - Proctor demands 360-degree view of shared family apartment

- Family members of student are also not allowed to use the kitchen & bathroom during student's test time
  - When issues, proctor demanded remote access to entire computer
- Students should have protections against access to personal data
  - Students required to sit while proctors figured out locking issues
  - Health issues not taken into concern
  - Added to stress of the testing environment
- Question: Can students make individual arrangements with instructors?
  - Faculty has been involved with online tools
  - It's really up to faculty which assessment methods are chosen
    - Students who have concerns need to talk to faculty
    - There is an assessment center mailbox
- Assessment center mailbox link:
  - [academictesting@montgomerycollege.edu](mailto:academictesting@montgomerycollege.edu)
- Reporting for sexual harassment:  
<https://www.montgomerycollege.edu/policies-and-procedures/title-ix/reporting-sexual-misconduct.html>
- **Conclusion: further discussion needed**
- **Skylar Sheff**
  - Transfer concerns
    - Transferring from MC:
    - What's working well: not a single institution has said credits don't transfer; transcript requests prompt
    - Issue: a lot of colleges request Dean's report
      - Common Application process has a lot of requirements
      - Request form is a hurdle
        - Both institutions want students to enter information separately
  - Issue: enrolling in MC: Placement tests
    - Student did not perform to potential on initial placement test (pre-COVID-19)
      - There was no math placement test allowed for a second attempt
        - Due to initial placement test results, student was not allowed to enroll in a higher-level math course for math requirement; would have liked that opportunity
        - What is in place for placement tests virtually?

**Guest:** Justin Edgar, Transfer and Articulation

- Academic Alliances: Articulation & Transfer

- Articulation Process
  - MCPS: Career and Technical Education articulations
  - Four-Year Institutions
    - Institutional Agreements
      - partnership with a four-year institution for automatic acceptance (usually 60 credits)
    - Program-to-Program Agreements
      - an MC program pathway to another home department at another institution
  - We try for a seamless transition process
- Four-year institutions initialize articulation process
  - COVID-19 has encouraged four-year institutions to attract students
- Initialized by MC Program
  - matching programs on both sides so students have pathway and take correct classes
- Initialized as part of MC existing regional partnership
  - MCPS
  - local colleges
    - Working with IT & STEM courses specifically
- There's a list of transfer agreements on the website
  - streamlined
  - there's also a PDF
    - Virtual Transfer Events & advising/pre-advising better attended now
      - working with the state
- New website is great
  - Not a replacement for a counselor or advisor
    - Students still should not self-advise
    - the website is a tool

**Guest: Karen King, Counselor**

- Transfer advising is complex
- Some colleges have pre-admission counseling
- Mostly transfer agreements with Maryland programs, but also nation-wide
  - Steps:
    - Meet with counselor/advisor
    - Review transfer/credit websites
      - Some guaranteed admission opportunities
    - Explore majors & search for colleges
    - Research admission requirements
      - There are specific agreements for each institution
      - There are outlines for each are available
    - Complete associate's degree (not always necessary)
      - Students can transfer sooner
      - SAT/ACT & high school transcript may be necessary if student does not have an AA first

- Payment
      - FAFSA, scholarships
    - Transition to four-year institution
  - Even if there isn't a transfer pathway, counselors can still assist

**Guest:** Jane-Ellen Miller, Information Technology

- Workday
  - MC Learns retained its name
    - required & desired training
    - credentials
    - search committees
    - personal information
    - workday@MC
      - things are rolling out
- Next items going live:
  - FY 2022 goals
    - performance reviews will all be in Workday
    - initially starting with staff goals, faculty later
  - HR has been working through processes & testing
    - payroll
    - other tests to match Banner
  - System will be built by June or July; official rollout in January
- After system has been live for 6 months, mobile capabilities will be introduced
- Other IT updates:
  - Processes as we “come back”
    - phased, slow return
      - more people will be remote
      - end game: maybe a hybrid environment
        - there are times when people need to be on campus
        - tech needs to reflect our new needs
          - high-flex environment
            - options being discussed
      - Slow come back to campus for select groups first
        - safety prioritized
    - For the fall: up to 15% back on campus
      - Significant planning needed
      - work space planning for a more mobile workforce
        - equipment concerns
        - process is accelerating
    - If you have a laptop older than four-years old, please fill out a request
      - facilities teams working on buildings for safety, too
        - contractors working on physical spaces now
- Chairs & deans & provost leading the changes; IT supports academic affairs initiative

### **Chair's Report**

The chair provided by proxy the following information:

- Vote for governance! Open until tomorrow (Friday, April 9)

### **Old Business**

- Goal of making recommendations to College Council to retain online modalities
  - Conclusion: we're not ready to make a formal recommendation

### **New Business**

- Online proctoring concerns
  - Academic honesty is a huge issue
  - concerns about students' environment; privacy
  - Expectations about rigor & respect
  - Can we have some ELITE training to help faculty design "cheat-proof" tests?
  - How do we mitigate the balance?
- Conclusion: We should generate some conversations about expectations & integrity
  - Conclusion: Invite Guillermo Laya Assessment Centers Director & Paul Miller from ELITE & make a list of support resources for students

### **Announcements & Adjournment**

- Draft minutes will be sent out soon
- Meetings will take place via Zoom
- General announcements
  - If you can't attend, please send a proxy
    - Please note if your proxy will have voting rights or not
- Please invite a student to join us next meeting
- Motion was made to adjourn, seconded
- Without objection, meeting adjourned

The meeting was adjourned at 11:54 pm.