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
 - \circ 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
 - o Saturday, April 29

- \circ 9:00 am 12:30 pm via zoom
- Update on Mental Health Project: Week of April 24
 - o IMALIVE Mental Health Fair
 - Tuesday, April 25 @ Rockville Campus
 - Wednesday, April 26, 10 am 2 pm @ Takoma Park/Silver Spring Campus
 - o Donut Stress
 - Wednesday, April 26, 11 am 12:30 pm@ Germantown Campus
 - o 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
 - o 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
 - o 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
 - \circ 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:

										spor MC Regis		Up Classes	Registrat × Ø Ap	plication 1 +	
\rightarrow C		_			-	u/StudentRegistrati		-	-		8 ☆	Q Search			ト
ost Visited		tarted 💮 S	olomonActRequest.;	o 🕅 Military I	Recruiter DCL	🕀 Degree Evalu	ation Re 💁 Ma	il - Ernest Cartledg.	G Frequently A	isked Qu 🕀	Microsoft Word ·	- Solo 🎹 E		>> 🗅 ot	ther Bookm
M		GE									· · · · · ·	`	*	(Cartled	
<u>ident</u>	<u>Regis</u>	tration	• <u>Select a</u>	<u>Term</u>		ails for PRINCIPL			Chemistry 131 uids and solids, so		cal ^				
gister	for Cla	sses			Bookstore	Links	reactions, Either app	and thermochem ropriate score on	istry. (NSLD) PREF the chemistry plac IEM 031, a grade o	REQUISITE(S): ement test,					
nd Classe	s Ente	r CRNs	Schedule and O	ntions	Enrollmen	t/Waitlist	CHEM 099 Assessme	within the past to ent levels: ELAI 99	vo years, or conser 0/ENGL 101/011, I	nt of departmen MATH 117 or hig	jher,				
_	esults — 6	_		,	Corequisit	es	MATH 020,	MATH 030, or MA	t be taken concurr TH 045 without ap ours lecture, one h	propriate Math					1.00/0
irm: Sumn	ner I 2023	Subject: Cl	IEM-Chemistry	Course Nu	Fees		three hour Section in	s laboratory each formation text:	week. tion will be offered					Search A	again
Subject≎	CourseN	CRN ¢	Title				times indic required to	ated. This sectio take support mo	n is only for studen dule CHEM 031 du	ts that are also te to placement	test		Linked Sections	Add	*
CHEM	131	40401	PRINCIPLES O Lecture	F CHEMIS			Discussio	n CHEM 131D 40	support module CH 402 and Lab CHEI ction that provides	/ 131L 40403.	This	<u>S.</u> (Prima		Add	
CHEM	131	40079	PRINCIPLES O	F CHEMIST							Close	(Primary)		Add	
CHEM	131	40190	PRINCIPLES O	F CHEMIST	4		 00:00 AM - 10: 	50 AM Type: Class	21 of 24 seats r.	Germ	Chap Thor	nas K. (Prim		Add	
51 IEM	131	40150	Lecture		-						<u>onen, mor</u>	<u>nas ic.</u> (r mm.		Xuu	
CHEM	131	40153	PRINCIPLES O	F CHEMIST	4	SMTWTF	s 05:00 PM - 06:	50 PM Type: Clas	4 of 18 seats re. 40 of 40 waitlist	Rockv	<u>Orabi, Esar</u>	<u>m</u> (Primary)		Add	
CHEM	131	40156	PRINCIPLES O	F.CHEMIST	4	SMTWTF	s 09:00 AM - 10:	50 AM Type: Clas	FULL: 0 of 1. 33 of 40 wait		Genovese-	<u>Stewart, Orl</u>		Add	
CHEM	131	40206	PRINCIPLES O	F CHEMIST	4	SMTWTF	s 10:00 AM - 11:	40 AM Type: Clas:	9 of 18 seats re. 40 of 40 waitlist	·· Rockv	Sagle, Laur	ra (Primary)		Add	
(Page 1 of	I N N I	10 V Per Page	8										Rec	ords: 6
anels 👻	Accreditatio					Alt + C to reset all pa		NSLDS: 1	lat Enrollment Re	spo MC Regis	stration Look-		⑦ Registrat:× ② Ap	plication 1 +	
anels ▼) rstone Chr → C	Accreditatio	n G A ≂≏ h	What Colleg 🛛 👙	Accrediting (G ACI is no		 Accreditin onSsb/ssb/classR 	egistration/class	Registration		≣ ☆	Q Search		plication 1 +	<u>۶</u>
anels ▼) rstone Chr → Co lost Visited	Accreditatio	n G A ≂≏h tarted ⊕S	What Colleg 🛛 🐣 ttps://b9pubstu.g	Accrediting (G ACI is no	otre 🗾 List of Acc u/StudentRegistrati	 Accreditin onSsb/ssb/classR 	egistration/class	Registration		≣ ☆	Q Search	idmonds Community		یک ther Bookm
anels ▼) stone Ch → Co ost Visited	Accreditation	n C A == h tarted ⊕ S GOMERY GE	What Colleg 🛛 🐣 ttps://b9pubstu.g	Accrediting Ib.montgomery 😭 Military I	ACI is no ycollege.ed Recruiter DCL	otre 🛛 💆 List of Acco u/StudentRegistrati 🕀 Degree Evalu	C Accreditin	egistration/class	Registration		E ☆	Q Search - Solo 🎹 E	idmonds Community	S ⊂ or Sartledge, Erne	کہ ther Bookm est
anels ♥) stone Ch → Co ost Visited MC adent	Accreditation	n G A == h tarted (D) S GOMERY GE tration	What Colleg 🛛 🐣 ttps://b9pubstu.g	Accrediting Ib.montgomery 😭 Military I	ACI is no ycollege.ed Recruiter DCL	otre 🗾 List of Acc u/StudentRegistrati	C Accreditin	egistration/class	Registration		E &	Q Search - Solo III E M 131 CF	idmonds Community	S ⊂ or Sartledge, Erne	<mark>۶.</mark> ther Bookn est
anels ↓) stone Ch → Co ost Visited MCC ident gister	Accreditatic Getting S MONT COLLE Regis for Cla	n G A == h tarted (D) S GOMERY GE tration	What Colleg 🛛 🐣 ttps://b9pubstu.g	Accrediting Ib.montgomery 😭 Military I	ACI is no ycollege.ed Recruiter DCL	otre 🛛 💆 List of Acco u/StudentRegistrati 🕀 Degree Evalu	C Accreditin	egistration/class	Registration		E &	Q Search - Solo III E M 131 CF	idmonds Community	S ⊂ or Sartledge, Erne	کہ ther Bookm est
anels	Accreditation	n o arted the s comery cer sses r CRNs	What Colleg 🛛 🐣 ttps://b9pubstu.g	Accrediting b.montgomeny Military <u>Term</u> •	ACI is no ycollege.ed Recruiter DCL	otre 🛛 💆 List of Acco u/StudentRegistrati 🕀 Degree Evalu	C Accreditin	egistration/class	Registration		E &	Q Search - Solo III E M 131 CF	idmonds Community	S ⊂ or Sartledge, Erne	کہ ther Bookm est
anels	Accreditation	n 6 arted 6 somery ce sses r cRNs Subject: CF	What Colleg	Accrediting Ib.montgomery D Military I D.Term • ptions	Clisnc ycollege.ed Recruiter DCL Regist	u/StudentRegistrati u/StudentRegistrati ⊕ Degree Evak eer for Classe	Acredin anSsb/ssb/classR abon Re Me	egistration/class	Registration G Frequently A	ssked Qu 🕀	E C E	Q Search	idmonds Community	© ≫ ⊡or Cartledge, Erno eq: Also regis Search A	A ther Bookm est ster fo
anels	Accreditation	n 6 a = h barted 6 somery cerves cration sses craves	What Colles What	Accrediting 1 Ib.montgomen 2 🗑 Military I 3. Term + ptions Course Number	Clisnc ycollege.ed Recruiter DCL Regist	u/StudentRegistrati u/StudentRegistrati ⊕ Degree Evak eer for Classe	Acredin anSsb/ssb/classR abon Re Me	egistration/class	Registration G Frequently A 40 of 40 waitlist	ssked Qu 🕀	E &	Q Search	idmonds Community	♥ Dot Cartledge, Erno eq: Also regis	est
anels →) stone Ch → (C ost Visited MC ident gister nd Classe earch Re errm: Summ	Accreditation	n 6 arted 6 somery ce sses r cRNs Subject: CF	What Colles What	Accrediting 1 Ib.montgomen 2 🗑 Military I 3. Term + ptions Course Number	Clisnc ycollege.ed Recruiter DCL Regist	u/StudentRegistrati u/StudentRegistrati ⊕ Degree Evak eer for Classe	Concetter Concetter	egistration/class	Registration G Frequently A	usked Qu (#)	E C E	Q Search - Solo III E M 131 CF M 131L /	idmonds Community	© ≫ ⊡or Cartledge, Erno eq: Also regis Search A	2- ther Bookm est ster fo
anels	Accreditation	n O A 52 h tarted O S CARNS Classes Subject CF 70120	What Colle: What Colle: What Colle: What Colle: What Colle: Science of the second secon	Accrediting : Ib.montgomery 	ACI is no ycollege.ed Recruiter DCI Regist	Ust of Aco u/StudentRegistration Degree Evalue ter for Classe	C Accreditor Accreditor S S	egistration/class II - Ernest Cartledg II - Ernest Cartledg II - Ernest Cartledg II - Ernest Cartledg	All of 40 waitlist	usked Qu (#)	E ☆ (Marasoft Word -	Q Search -Solo III E M 131 CF M 131 L /	idmonds Community	Search A	2- ther Bookm est ster fo
xels x) → CC x x x x x x x x x x x x x x x x x	Accreditation Getting S COLLE COLE	n C a = h tarted (a) S COMERY CE SSES tration SSES tration SSES tration SSES tration SSES tration SUBJECT S trate tra	What Colles What Colles What Colles What Colles Collection Co	Accrediting Ib.montgomery a	ACL Is no voollege.ed Recruiter DCL Regist	Ust of Aco u/StudentRegistrati Degree Evalu eer for Classe	Acredition Acredition Acredition Acredition S	egistration/classes # -Ernest Cartiedg 0 - en - synce class 0 - PM Type: Clas 0 - AM Type: Class 0 - AM Type: Class	All of 40 waitlist 40 of 40 waitlist 4 of 18 seats re 40 of 40 waitlist 9 FULL: 0 of 1	sked Qu ()	CHEN	Q Search - Solo III E M 131 CF M 131 L / M 131 L / (Primary) ewart. Orl	idmonds Community	Search A	Again
anels +) (stare Cr -> (Cost Vated MCCost Vated MCCos	Accreditation Getting S Getting S COLLE COLLE COLLE S Enter Enter S Enter E	n C SC SUBJECT CONS COMERY C	What Colle:	Accrediting Ib.montgomery a	C ACI Isro vcollege.ed Recruter DCI Regist * * 4	Let of Acc u/StudentRegistration Degree Evaluation ter for Classee S MTWT E S MTWT E	Acredition Acredition Acredition Acredition S	egistration/class # Ernest Cartiedg 0 vm vype: Clas 0 PM Type: Clas 0 AM Type: Clas	40 of 40 wattlist 40 of 40 wattlist 40 of 40 wattlist 40 of 40 wattlist 9 of 18 seats re 40 of 19 seats re 40 of 40 wattlist	sked Qu ()	E 🗘 (Marcresoft Word - CHEN CHEN CHEN CHEN CHEN CHEN CHEN CHEN	Q Search -Solo II E M 131 CF M 131 L / M 131 L / (Primary) (Primary)	idmonds Community CONTROL CORE CRN 40403	Search A Add Add	Again
anels +) (store Cr -) C Cost Vated -) C C	Accreditation Getting S Getting S COLLE COLLE COLLE S Enter Enter S Enter E	n C SC S	What Colle:	Accrediting Ib.montgomery a	C ACI Isro vcollege.ed Recruter DCI Regist * * 4	Let of Acc u/StudentRegistration Degree Evaluation ter for Classee S MTWT E S MTWT E	Acredition Acredition Acredition Acredition S	egistration/class # Ernest Cartiedg 0 FM Type: Clas 0 FM Type: Clas 0 AM Type: Clas 0 AM Type: Clas	40 of 40 waitlist 40 of 40 waitlist 40 of 40 waitlist 40 of 18 seats re 40 of 40 waitlist 9 of 18 seats re 9 of 18 seats re 40 of 40 waitlist	sked Qu () Genna Rockv Rockv	E 🗘 (Marcesoft Word - CHEN CHEN Genovese-Sh Saoje_Laura	Q Search - Solo II E M 131 CF M 131 CF (Primary) ewart, Orl (Primary)	idmonds Community	Cartledge, Erne eq: Also regis Search A Add Add	Again
anels +) + + + + + + + + + + + + + + + + +	Accreditation Getting S Getting S COLLE COLLE COLLE S Enter Enter S Enter E	n C SC S	What Colle:	Accrediting Ib.montgomery a	C ACI Isro vcollege.ed Recruter DCI Regist * * 4	UStudentRegistration	Acredition Acredition Acredition Acredition S	agistration/class # -Ernest Cartiedg 0 - Ernest Cartiedg 0 - Ernest Cartiedg 0 - Ernest Cartiedg 0 - M Type: Clas 0 - AM Type: Clas	40 of 40 waitlist 40 of 40 waitlist 40 of 40 waitlist 40 of 18 seats re 40 of 40 waitlist 9 of 18 seats re 40 of 40 waitlist	sked Q ()	E ŵ (Marcresoft Word - CHEN CHEN Orabi Esam Genovese-Sh Saole Laura Saole Laura	Q Search - Solo II E M 131 CF M 131 CF M 131 CF (Primary) ewart, Orl (Primary) KHERE TO VIEW Schedule	idmonds Community	Search A Add Add Add Add Add	Again
anels +) · · · · · · · · · · · · · · · · · ·	Accreditation Getting S Getting S COLLE Regis for Cla S Enter COLLE S Enter 101 131 131 131 131	n C See 2 In International Constraints of the second secon	What Colley	Accredition	College.ed Regist reliance relian	UStudentRegistration	Correction Accreation Accreation S S S S S S S OS.000 MM - 00:5 OS.000 AM - 10:5 S OS.000 AM - 10:5 S S OS.000 AM - 11:4	agistration/class # -Ernest Cartiedg 0 - Ernest Cartiedg 0 - Ernest Cartiedg 0 - Ernest Cartiedg 0 - M Type: Clas 0 - AM Type: Clas	A0 of 40 waitlist 40 of 40 waitlist 40 of 40 waitlist 40 of 18 seats re 40 of 40 waitlist 9 of 18 seats re 40 of 40 waitlist	sked Qu () Genna Rockv Rockv	E ŵ (Marcresoft Word - CHEN CHEN Orabi Esam Genovese-Sh Saole Laura Saole Laura	Q Search - Solo II E M 131 CF M 131 CF (Primary) ewart, Orl (Primary)	idmonds Community CONTROL CORE CRN 40401: CoRE CRN 40403 CRN 40403 W CHARGE SPAY TUTION, Type Status	Cartledge, Erne eq: Also regis Search A Add Add	Again
store C → C C → C C → C C → C C C C C C C C C	Accreditation Getting S Getting S COLLE Regis for Cla S Enter COLLE S Enter 101 131 131 131 131	n C See 2 In International Constraints of the second secon	What Colley	Accredition	College.ed Regist reliance relian	UStudentRegistration	Correction Accreation Accreation S S S S S S S OS.000 MM - 00:5 OS.000 AM - 10:5 S OS.000 AM - 10:5 S S OS.000 AM - 11:4	agistration/class # -Ernest Cartiedg 0 - Ernest Cartiedg 0 - Ernest Cartiedg 0 - Ernest Cartiedg 0 - M Type: Clas 0 - AM Type: Clas	40 of 40 waitlist 40 of 40 waitlist 40 of 40 waitlist 40 of 18 seats re 40 of 40 waitlist 9 of 18 seats re 40 of 40 waitlist	sked Q ()	E 🗘 (Marcresoft Word - CHEN CHEN Orabi Esam Genovese-Sh Saole Laura Hour CRN	Q Search - Solo II E M 131 CF M 131 CF M 131 CF (Primary) ewart, Orl (Primary) KHERE TO VIEW Schedule	idmonds Community	Search A Add Add Add Add Add	Again
tatane () → ()	Accreditation Getting S Getting S COLLE COLLE COLLE S Enter S Enter S Enter S Enter 131 131 131 131 131 131	n C SC S	What Colley What Colley	Accreditio	College.ed Recruiter DCI Regist * 4 4 4 4 4 4 4	UStudentRegistration	Consider Consider S Consider S S	agistration/class a - Ernest Cartiedg 0 - Min Type: Class 0 - AM Type: Class 0 - A	40 of 40 waitlist 40 of 40 waitlist 40 of 40 waitlist 40 of 18 seats re 40 of 40 waitlist 9 of 18 seats re 40 of 40 waitlist	sked Q () Genn Rockv Rockv Rockv HEM 131,	CHEN CHEN	Q Search - Solo II E M 131 CF M 131 CF M 131 CF (Primary) ewart, Orl (Primary) KHERE TO VIEW Schedule	idmonds Community	Search A Add Add Add Add Add	Again

- The section notes are not very different from what we currently have
- 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
 - 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
 - \circ $\;$ 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.