MC GOVERNANCE

Academic Services Council
Thursday, October 8, 2026
Zoom
12:00 PM-2:00PM

Attendees

- Members present: Angela Nissing, Tracey Bodo, Michelle Chan, Rebecca Thomas, Jill Underhill, Chingling Liu, Leah Scharlott, Tanya Camp
- Proxies present: Suzette Spencer, Mieke Gentis
- Members excused: None.
- Invited Guests: Scot Brown

Call to Order

- The meeting was called to order at 12:03 PM by Chair Angela Nissing. Quorum was verified.

Approval of Minutes

- September 9, 2026, meeting minutes were approved as written. Motion to approve by Jill Underhill. Seconded by Tanya Camp.

Constituent Concerns

- No new concerns.
- Follow up on previous concern raised by Jill Underhill regarding confusion over “Distance Learning” designation for all virtual courses listed on the online course schedule.
    - Jill Underhill shared surveys with faculty and students to gather feedback and identify gaps in understanding; copies of the survey was linked in the chat.
    - Chair Angela Nissing noted that scheduling concerns are currently being addressed as part of AMP discussions.

Academic Affairs Updates

- Suzette Spencer, AVP of Library and Academic Services, with support of Guillermo Laya, Assessment Center Director, provided an overview of Honorlock (background, usage by type of exams) and observations and recommendations regarding functionalities, features, security, and academic integrity. Presentation attached.
    - Question was posed regarding professional development for faculty on using Honorlock.
        - Open Labs were available up until yesterday (Oct 7th); will work with CTL to formalize training so faculty can receive credit for attending
    - Question was posed regarding presenting at discipline meetings to inform faculty of assessment tools and resources that pertain to their work.
        - Contact Guillermo Laya, who has worked with different departments (e.g. math, science) to adopt the assessment tools per their unique needs.
    - Question was posed regarding guiding faculty on deciding whether to use Honorlock or refer students to assessment centers for certain accommodations (e.g., time and a half, quiet spaces).
        - Physical spaces are limited; there are guidelines for faculty to help assessment centers manage the volume, especially during peak times of the semester. Faculty have used

responders on Zoom, LanSchool in person, and can use Honorlock even if the class is in person.

- A concern was raised by a student via chat regarding privacy during an online proctored exam; student shared that being required to show her personal testing space “feels demeaning” and creates a negative testing experience, particularly for those with test anxiety.
  - Chair Angela Nissing acknowledged concern is not uncommon and will follow up with student via email.

"Your Voice. Your MC." survey

- Scot Brown, Manage of Organizational Development and HR Outreach, provided an overview and addressed some common concerns regarding confidentiality and how survey data is treated. Supplementary document attached. Survey open until Oct 16th.
- Question was posed regarding feedback from small workgroups and whether the College will receive their responses from Modern Think if the number of responses for a question is fewer than 5.
  - Responses will be shared with direct up supervisors to maintain confidentiality and for follow up (e.g. in open forum).
- Question was posed regarding what areas/topics are covered in the survey.
  - Areas include mission of the college, pride, collaboration, inclusion, belonging, ethics. Open-ended questions included areas for improvement, a time when one felt welcomed or valued

Chair's Report

- Chair Angela Nissing presented college-wide information for council members to share with constituents. One notable focus is on enrollment, which will be a topic of discussion at the next council meeting. Dr. Nissing also asked council members to review the President’s October Report and share feedback and comments via email, if any. Presentation and report attached.

ASC Goals

- Reviewed council’s AY26-27 goals and opened floor for brief discussion; a more in-depth discussion can be held at next meeting.
- A comment was made on avoiding duplicated efforts. Chair Angela Nissing can connect with Roberto Hurtado regarding AMP Goal 2.4.e.
- Action item for council members: Review the goals and be prepared to discuss in more detail at next meeting.

Unfinished Business

- None.

Announcements, Updates, and Closing Remarks

- Submit nominations for a part-time faculty representative and student representative.
  - Suzette Spencer will ask Elysse Meredith to share names of potential student candidates.
- Resource Fair at TPSS campus Oct 15th. Flyer attached.
- AAWCC hosting Meet n Greet Oct 21st at RV @ 10am. Flyer attached.

Adjournment

- Leah Scharlott made a motion that the meeting be adjourned at 1:10 PM. It was seconded by Stephanie Landon and passed with unanimous support.

Meeting adjourned at 1:10 PM.

Respectfully submitted by
Michelle Chan, Academic Services Council Secretary

ACADEMIC AFFAIRS UPDATE:



HONORLOCK USAGE, REVIEW AND RECOMMENDATIONS

SPRING 2026 INSTITUTIONAL USAGE OVERVIEW

Metric	Volume
Total Exam Sessions	16,811
Active Exam Takers	3,544
Active Courses	220
Registered Instructors	139
Blackboard-based Sessions	11,411
Third-party Platform Sessions	5,400

SPRING 2026 ASSESSMENT TYPE DISTRIBUTION

Assessment Type	Percentage of Usage
Final Exams	18.26%
Other Exams	16.69%
Exams	15.98%
Practice Tests	15.04%
Midterms	14.63%
Quizzes	11.07%
Chapter Quizzes	8.33%

HONORLOCK UTILIZATION UNDER REVIEW

- **Operational Efficiency**
  - For faculty, consider a balanced approach to remote proctoring that accounts for assessment stakes and academic integrity.
- **Faculty Administrative Load**
  - Honorlock requires faculty to manually review flagged sessions and decide on outcomes.
- **Student Privacy and Trust**
  - Frequent surveillance during low-stakes activities may contribute to perceptions of over-monitoring by students.
- **Cost-Benefit Alignment**
  - As usage increases, so do costs. Expenditures are expected to more than double during the next renewal period.

HONORLOCK: FACULTY RESPONSIBILITIES

- **Honorlock Cannot**
  - Independently determine whether cheating has occurred
  - Automatically invalidate exams
  - Physically intervene during testing
  - Conclusively establish academic misconduct
  - Reliably detect the use of other technology (i.e., earbuds or AI-enabled glasses)

- **Faculty Responsibilities**
  - Review flagged incidents
  - Interpret recordings
  - Assess contextual behaviors
  - Make the determination if the conduct violates academic integrity standards

RECOMMENDATIONS

- **Establish periodic check-ins with the Assessment and Testing Center Director**
  - Via Faculty Council agenda, monthly deans meetings and other faculty forums
- **Address specific testing features with Honorlock Support Team**
  - Escalate ongoing issues related to AI monitoring and unseen software downloads that are undetected on the platform
  - Note that a third camera feature is not enabled at this time. If enabled, faculty will have the option to opt-out
- **Adopt a risk-based deployment model**
  - Prioritize remote testing for online classes involving high-stakes examination, licensure-related assessments, and accreditation-sensitive testing environments
- **Standardize faculty training by utilizing the Honorlock Support Team**
  - Provide support for interpreting incident reports, avoiding overreliance on AI flags, privacy considerations, evidence standards, and procedural consistency.

MONTGOMERY COLLEGE

EXCEPTIONAL EDUCATION
EXTRAORDINARY OUTCOMES

YOUR VOICE, YOUR MC

Your Voice Is Protected

MONTGOMERY COLLEGE

Your feedback will be heard without exposing how you responded. **The College uses multiple safeguards to protect confidentiality throughout the survey, reporting, and follow-up process.**

ModernThink

INDEPENDENT THIRD-PARTY SURVEY ADMINISTRATOR

Independent administration allows for confidential and unbiased analysis of the data.

ModernThink specializes in higher education workplace quality and employee engagement and has surveyed 1,200+ colleges and universities.

01

Your individual responses are not reported to the College

Individual survey responses are not provided to the College. Results are reported only in aggregate.

02

Small teams are protected

Results are reported only when five or more employees respond. If an area has fewer than five responses, the feedback rolls up to the next level instead of being reported separately.

03

The College does not receive individual written comments

The College receives a summary analysis - not individual comments. Personally identifiable information is removed, and comments are analyzed for broader themes and patterns.

04

Results cannot be sliced down to identify you

The College does not have the ability to filter or subdivide results into groups so small that employee confidentiality could be compromised.

Local concerns can still be heard

Open forums, feedback sessions, and facilitated conversations provide additional ways to raise local concerns. Participation is voluntary, and employees are not asked to disclose how they responded to the survey.

BOTTOM LINE

Your supervisor cannot see your individual responses. Individual written comments are not provided to the College. Small-group feedback is represented in higher-level reporting.

YOUR VOICE, YOUR MC

From Your Voice to Action

What happens before, during, and after the survey

The survey is one part of a larger process. Employee feedback is gathered, interpreted, discussed, and then used to inform improvement planning and action.

AUG - SEPT 2026

Build Awareness

- The College announces and promotes Your Voice, Your MC through multiple communication channels.

SEPT 30 - OCT 16

Have Your Say

- The survey is open. Employees are encouraged to participate and may opt in to the participant raffle.

JAN - FEB 2027

Understand the Results

- ModernThink delivers the complete results and open-ended comment summary analysis, followed by collegewide debriefing sessions.

FEB - MAR 2027

Add Context

- Employee focus groups and follow-up conversations help explain major findings, surface local concerns, and generate ideas for improvement.

MAR - JUNE 2027

Turn Feedback Into Plans

- Employee feedback is shared and results-based action planning begins.

JUNE 2027 & FY28

Put Plans Into Action

- Action plans begin to be implemented, with survey findings helping guide organizational improvement.

Why this matters

Survey results help the College understand the employee experience, identify opportunities for improvement, and support meaningful organizational change. **Your feedback is most useful when employees participate and when the findings lead to continued dialogue and action.**

YOUR VOICE MATTERS.

Participate. Encourage your colleagues to participate. Help us turn employee feedback into action.

YOUR VOICE, YOUR MC

Employee Feedback in Action

Employee feedback from the last *Your Voice, Your MC* survey provided senior leaders with an important source of employee perspective and helped inform conversations, decisions, and improvements across the College. While not every opportunity identified through the survey resulted in a collegewide initiative, there are examples of progress aligned with what employees shared.

ORGANIZATIONAL & LEADERSHIP ALIGNMENT	Organizational and leadership structures across several areas of the College have been realigned in phases in 2023-2026, with changes implemented each summer for the new fiscal/academic year. These changes have helped clarify responsibilities, strengthen alignment within divisions, and better position teams around evolving College priorities.
PERFORMANCE MANAGEMENT & ACCOUNTABILITY	The College piloted staff quarterly performance conversations in two departments to explore a more frequent and meaningful approach to employee feedback. Work is also underway to update staff, department chair, and administrator performance evaluation processes and templates. Most recently, an abbreviated “bridge year” template was introduced while the broader approach continues to be reviewed and redesigned.
FACULTY & STAFF WELL-BEING	Programming and resources supporting faculty and staff well-being have expanded significantly, providing employees with additional opportunities focused on accessibility, inclusivity, wellness, connection, engagement, and the overall employee experience.
LOCAL-LEVEL ENGAGEMENT	Administrators and managers in several areas sought consultation and support to better understand survey feedback and identify actions responsive to the needs of their teams. Expanding this type of local follow-up and support represents an important opportunity moving forward.

CONTINUING THE WORK

The progress made since the last survey is a starting point - not the completion of the work. The next *Your Voice, Your MC* survey provides another opportunity to listen, learn, and build greater momentum around employee feedback. Strengthening the connection between what employees share and the actions that follow will continue to be an important focus for the College.

Your voice helps inform what comes next.

COLLEGE COUNCIL CHAIR'S REPORT · OCTOBER 6, 2026

Governance by Design

Inclusive. Intentional. Impactful.

1	2	3
Stay Informed	Invite Participation	Close the Loop

PUBLIC COMMENT

Three Deadlines to Share Now

Pregnancy & Pregnancy -Related Conditions — 21003

Addresses nondiscrimination, accommodations, leave, lactation access, and academic and workplace support.

- **October 7:** Policy comment deadline — tomorrow
- **October 24:** Procedure comment deadline

Appointment of Department Chairs — 32207CP

Proposed edits clarify implementation of the recently revised procedure.

- **October 16:** Comment deadline

Council action: Share these opportunities promptly with affected constituents.

Make Public Comment Useful

Effective feedback helps policy and procedure work clearly and consistently for everyone.

1

Read the Proposal

Review the proposed language and consider how it would work in practice within your area.

2

Be Specific

Include your name, email, department or unit, and relevant line numbers. Flag unclear language, implementation questions, or suggested improvements.

3

Submit Feedback

Use the feedback link on the College's Policies and Procedures website before your deadline.

> What would help this policy or procedure work clearly and consistently for our constituents?

MC CLIMATE SURVEY

Your Voice, Your MC: The Survey Is Open

Participate by October 16

- Eligible full-time and part-time faculty, staff, and administrators are invited
- Use the secure link in your ModernThink invitation
- Allow approximately **10–15 minutes**
- Available in **English and Spanish**
- Participation is voluntary

Responses Are Protected

- ModernThink administers responses independently
- Individual responses and raw written comments are not shared with the College
- Results reported only for groups of **five or more** respondents

Council action: Encourage participation and share the published survey information with constituents.

EMPLOYEE SURVEY

From Employee Feedback to Action

1

End of Fall 2026

Preliminary results expected

2

Jan–Feb 2027

Complete results, comment analysis, and collegewide debriefing sessions

3

Feb–Mar 2027

Focus groups and follow-up conversations

4

Mar–Jun 2027

Results-based action planning

5

Jun 2027 –FY28

Implementation begins

Governance role: Help constituents understand the process, participate in follow-up discussions, and stay informed about resulting actions.

BENEFITS

Employee Benefits: Plan Ahead

Open Enrollment

Oct 26 – Nov 13

All benefit-eligible employees must complete their **Workday Open Enrollment task** to confirm benefits for 2027. Changes take effect **January 1, 2027**.

Benefits Fairs

Date	Location	Time
Oct 27	Rockville · PE 137A	11 a.m.–2 p.m.
Oct 28	Takoma Park/SS · Cultural Arts Lobby	11 a.m.–1:30 p.m.
Nov 3	Central Services · BOT S108	11 a.m.–2 p.m.
Nov 4	Germantown · BE 151–152	11 a.m.–2 p.m.

Council action: Share the dates now so employees can plan ahead.

STUDENT STORIES

Student Voices: Beyond the Classroom

A New MC Podcast

The series places students' experiences at the center — available on all major podcast platforms. Initial episodes feature students discussing business experience, finding community, and balancing athletics with academics.

Council action: Share an episode with your constituents.

Confidence & Belonging

Community & Leadership

Academic & Career Growth

Balancing Responsibilities

> What do these stories help us understand about the connections and support students value most?

CONSTITUENT OPPORTUNITIES

Opportunities to Share with Constituents

October 13 · Constellation Energy Roadshow

Rockville Campus · Student Services Building

- Recruiter tables: 10 a.m.–1 p.m. · SV Lobby
- Hybrid career panel: 1–4 p.m. · SV Suite 205 and online

Through October 30 · Nuestros Caminos y Huellas

Our Journeys and Footprints — Free public exhibition exploring migration, family separation, resilience, and hope.

- Cafritz Arts Center · Aux Gallery
- Takoma Park/Silver Spring · 930 King Street

Council action: Share an opportunity that is most relevant to your constituents.

ENROLLMENT

Continue Your Council's Enrollment Conversation

Following our September 22 request, place enrollment and student success on your council's agenda — and use today's Year 2 enrollment presentation to sharpen your discussion before **November 3** .

What efforts are already underway in your area?

What barriers are constituents seeing?

Where could governance strengthen awareness or connect people with existing support?

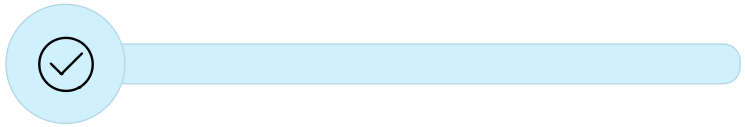
What questions should we bring back to College Council?

Bring forward: A few key themes, questions, and opportunities for collaboration.

GOVERNANCE PRACTICE

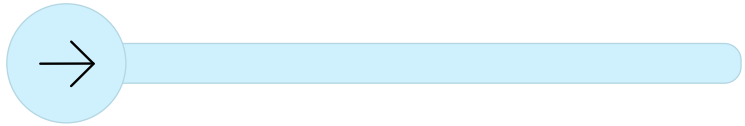
Close the Loop

Constituent communication should continue **after** an issue reaches the council — not end there.



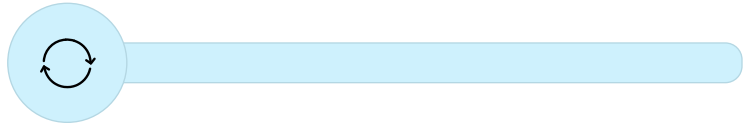
Acknowledge

Confirm what you heard and the outcome being sought by your constituents.



Explain

Identify the appropriate next step and communicate clearly who will carry it forward.



Update

Share progress even when an answer is pending. Explain what happened and what remains unresolved.

> What do our constituents need to hear back from us after this meeting?

From Today's Meeting to Council Action

Share

- Policy comment deadlines: **Oct 7, 16 & 24**
- Employee survey deadline: **October 16**
- Benefits enrollment: **Oct 26–Nov 13**

Discuss

- Enrollment and student success themes for **November 3**
- Implications of today's institutional updates for your constituents

Follow Through

Respond to constituent questions and provide progress updates after this meeting.

Today's Council Report -Outs

- Administrator Council
- Staff Council
- Operational Services Council

Next College Council Meeting

October 20, 2026



OCTOBER 2026

Montgomery College continues to expand opportunities for students to access financial support, navigate educational pathways, and prepare for what comes next. Across the College, faculty and staff are supporting students as they make the most of their MC experience, from building skills and finding community to achieving academic and professional goals. These updates reflect our continued focus on Access, Completion, and Post-Completion Success and advancing our Strategic Plan goals.

ACCESS

MC Weighs in on Proposed Federal Higher Education Regulations

Montgomery College submitted a public comment to the U.S. Department of Education (DOE) regarding proposed changes to federal accreditation regulations. The College emphasized the importance of an accreditation system that supports access and recognizes the varied pathways and outcomes of community college students. The comment highlighted transfer, credit for prior learning, and flexible educational pathways as important methods to expand opportunity while maintaining academic quality and accountability.

Strategic Goal Supported:
Goal #3: Enhance educational and organizational effectiveness

FAFSA Day Event Helps Students Prepare for Financial Aid Process

The Montgomery College financial aid team hosted both a virtual Financial Aid Night in September and "FAFSA Day: Fund Your Future" in early October at the East County Education Center. New, prospective, and current students received personalized assistance completing the 2027–2028 Free Application for Federal Student Aid (FAFSA) and Maryland Higher Education Commission One-App Scholarship Application. College staff and community partners answered questions about financial aid, scholarships, and financial literacy. The event provided students and families with direct support as they prepare for the next academic year.

Strategic Goal Supported:
Goal #4: Increase economic impact for our students and community

Raptor Ready Scholarships Reach Milestone

This fall, Montgomery College reached its goal of offering 1,000 Raptor Ready Scholarships to recent Montgomery County high school graduates. Each $1,000 scholarship helps reduce financial barriers for eligible students enrolling in an MC credit program or select Workforce Development and Continuing Education programs. Since the program began in 2022–23, the College has offered scholarships to

more than 4,000 recent Montgomery County high school graduates. Reaching this milestone demonstrates how College resources are helping more students take their next step toward a credential or transfer pathway.

Strategic Goal Supported:
Goal #4: Increase economic impact for our students and community

COMPLETION

Advising Month Equips Faculty and Staff to Support Student Success
October is Advising Month at Montgomery College, bringing faculty and staff together to deepen their understanding of holistic advising and the many ways they can support students. Activities include advising resources and videos, an advising and communication showcase, professional development sessions, an Achieving the Dream coaching visit, and a collegewide Advising Day on October 20. Participants will explore advising roles, work through realistic student scenarios, learn about College resources and referral partners, and use tools such as Starfish, Degree Works, and Degree Planner. The month reinforces a shared approach to ensuring students receive consistent advising and know their next steps.

Strategic Goal Supported:
Goal #3: Enhance educational and organizational effectiveness

Information Literacy Week Builds Skills for the AI Era
The third annual Information Literacy Week brought the Montgomery College community together around the theme of “Receipts Required: Information Literacy Across the Disciplines.” Hosted by the MC Library, the week featured activities, games, and workshops focused on media literacy, accessibility, data management, artificial intelligence, academic research, fact-checking, and critical thinking. The programming gave students and employees opportunities to consider how to evaluate sources, recognize misinformation, and use AI and other tools responsibly.

Strategic Goal Supported:
Goal #3: Enhance educational and organizational effectiveness

Beyond the Classroom Podcast Centers Student Voices and Belonging
Montgomery College has launched “Beyond the Classroom,” a new podcast series that gives students a platform to share the experiences, connections, and pivotal moments shaping their journeys at MC. The first three episodes feature students pursuing different academic and career paths, including business, leadership, and athletics, while reflecting on finding community and building confidence along the way. By placing students at the center of their own stories, the series offers a window into what belonging at Montgomery College looks like and the many ways students discover their paths to success.

Strategic Goal Supported:
Goal #2: Cultivate a sense of belonging for everyone at the College

POST-COMPLETION SUCCESS

Transfer Fairs Help Students Plan for Their Future
Montgomery College's October Transfer Fairs are connecting students with representatives from four-year colleges and universities across the region. Held October 5–7 at the Rockville, Takoma Park/Silver Spring, and Germantown campuses, the fairs provide students with information about admission requirements, financial aid and scholarships, transfer credit, and other considerations as they plan the continuation of their academic and professional journeys The events are part of the College's broader focus on helping students understand pathways and make informed decisions as they progress toward completion and post-completion success.

Strategic Goal Supported:
Goal #4: Increase economic impact for our students and community

Alumna Reaches New Professional Milestone on Broadway
Montgomery College alumna Awa Sal Secka '15 is making her Broadway debut this fall as Flo in the musical "Wanted," more than a decade after graduating from MC as a theater major. Secka credits her MC experience, including close faculty relationships and opportunities to pursue professional work, with preparing her for a theater career. After graduating, she built a professional résumé through performances across the Washington, D.C., region, including award-winning roles at Signature Theatre and Ford's Theatre. Her journey from MC's Summer Dinner Theatre to the Broadway stage reflects the lasting impact of faculty mentorship and hands-on learning.

Strategic Goal Supported:
Goal #4: Increase economic impact for our students and community

Alumna's Persistence Leads to News Role at Telemundo
Turning a longtime interest in journalism into a new professional opportunity, Montgomery College alumna Ashley Neyra '24 has joined Telemundo 44 as a digital news intern for the remainder of the academic year. A graduate of the Achieving Collegiate Excellence and Success (ACES) program, Neyra initially enrolled at the College as a nursing major before discovering her passion for communications. She contributed to MC Voices and served as editor-in-chief of The Globe, MC's Germantown Campus student newspaper—building skills and relationships that shaped her path. She later transferred to the University of Maryland, College Park, where she is pursuing a journalism degree while building experience through internships, fellowships, and student media. After applying multiple times to NBC and Telemundo internship programs, her persistence led to her working at the same Spanish-language news station that she grew up watching with her family.

Strategic Goal Supported:
Goal #4: Increase economic impact for our students and community

BEYOND THE BUTTERFLY
STUDENT ACCESSIBILITY AND DISABILITY SUPPORT SERVICES
RESOURCE FAIR

THURSDAY
OCTOBER 15
11 A.M. – 1 P.M.

TP/SS CAMPUS
Charlene R. Nunley
Student Services Center
2nd Floor Atrium

DISCOVER resources and support to help you succeed.

MEET with support professionals and get answers to your questions.

LEARN about accommodations, resources, and services available to support your academic and campus experience.



MONTGOMERY COLLEGE





MEET & GREET

Join the American Association for Women in Community Colleges (AAWCC) MC Chapter at our semi-annual event!

Theme: Strategic Partnerships

October 21, 2026
10:00 a. m. - 11:30 a.m.
Rockville Campus, SC 152

EVENT DETAILS

Scan the QR code to register

MONTGOMERY COLLEGE

MEET DR. NAWAL BENMOUNA

Connect with fellow MC women and our guest speaker, Dr. Nawal Benmouna, Vice President for STEM and Health Sciences. This event features our leadership development, theme, "Partners in Purpose: Building Strategic Partnerships for Women Leaders," focused on practical strategies for developing meaningful professional relationships that support leadership growth, collaboration, and impact.

Montgomery College is an academic institution committed to equal opportunity and diversity of its students, faculty, and staff.