
MONTGOMERY COLLEGE GOVERNANCE

Takoma Park/Silver Spring Campus Council

October 4, 2016

ST 301 (Student Services Building)

11:00 a.m. – 12:30 p.m.

Attendees:

- Members present: Alice Boatman, Ivonne Bruneau-Botello, Jeff Chuang, Mathew Decker, Vickie Drake, Richard Nalley Marton, Tilandra Rhyne, Heather Satrom, James Sniezek, Laurie Williams, Felix Yixian Yin
- Members absent: Karin Rodney-Haapala
- Guests: Brad Stewart, Phong Banh, Annie Shane

Call to Order

Chair Laurie Williams called the meeting to order at 11:01 A.M. with a quorum of 7 members present. The meeting agenda was reviewed and approved unanimously.

Approval of Minutes

Tilandra Rhyne made a motion to amend the minutes to reflect a more accurate representation of Jim Sniezek's comments about the nomination of Ellen Olmstead to the Achieving the Dream Core Team. Heather Satrom seconded, and the new language was approved by the Council. A correction to misspelling was also documented, and corrected. The minutes with corrections were approved by the Council at 11:05 A.M.

Campus Provost Report

Brad Stewart presented to the council some statements around the theme of planning.

- First, he discussed that the final version of the Academic Master Plan (AMP) was forthcoming. There were five themes in the AMP.
- Some of these reflected work to be done with course placement and credit for prior learning, the scheduling process, and academic success.
- Under the academic success theme, he discussed some of the strategies and tactics being developed, including embedded support for gateway courses, such as Math, ENGL, and BIOL 150. This would include embedded librarian support and a support person in certain classes to assist with students who may be struggling.
- The draft of the AMP is available on the Academic Affairs website under Resources.

He also shared some Facilities information:

- The bookstore in ST will be having some remodeling work done sometime between the end of the semester and end of Spring Break.
- The campus is working on the campus master plan, and that we have the funding from the county for the new Math Science Center, but are still trying to get state funding.

He mentioned that it is almost mid-terms, and gave his mid-term warning about students that have not been receiving or processing feedback well.

- He encouraged faculty to be open with the students
- He encouraged staff to talk to students and ask them how they are doing in their classes. Ask them if they know how they are doing, and encourage the students to be proactive in their success.

Finally, he reminded everyone that the County was holding its town hall meeting about high school and college issues on October 5 in Rockville. He encouraged everyone who could make it to attend.

Questions for the Provost:

Vickie Drake asked about the embedded librarians in gateway courses, how is that supposed to work when the College has lost three full time librarian positions in the past year, and are already stretched very thin?

- Brad responded that the budget request submitted has provisions for backfilling duties for librarians that are embedded, as well as for technology and tutors.

Heather Satrom asked for clarification about students not going to Learning Centers, and expressed concerns that the WRLC at TPSS is limiting the number of times a student can visit to get help within a week, due to staffing limitations/shortages.

- Brad replied that some students say they cannot get to the Centers due to various reasons including time and life limitations. He also expressed concerns about the WRLC limitations, and said he would investigate this.

Open Comments

Heather Satrom reiterated the constituent concerns about the WRLC limitations on student visits.

There is some concern about the Policy and Procedure Modifications from constituents: lack of understanding

Felix Yixian Yin brought up a concern about expanding the budget for scholarships for life and health sciences students. He explained that there was a summer program for a community-based health fair that had money to cover only 3 students out of 250. He feels that there might be a lot of these kinds of opportunities that students cannot take advantage of due to a lack of funding.

New Business

Guest Phong Banh from OIT came to discuss the continuing roll-out of the new MC website design. He explained that at this point, only 19 pages have been completed with the new design. They are currently in Phase II, which is gathering information and making tweaks, as well as working on a site map and restructuring pages. The next phase, the IT Department will be working with departments, on a more consultant basis, to redesign the sites into the new model. The new system is less technical, so it is easier to create content. The new work will be more form driven to create changes.

- They are working on the internal website, as opposed to the public accessible website. All of the internal sites (that are for employees and currently enrolled students) will be branded as "My MC". This will be a change, because currently MyMC is synonymous with the authenticated site requiring login, however this may not be the case in the future, and will be expanding what MyMC means.
- Changes are rolling out quarterly. Next is mid-November which will involve enrollment, calendar, and virtual tour, as well as redesigned blog and InsideMC announcements.

Questions:

- Is the form for the department redesigns available now? NO.
- Timeline for department redesigns? Currently working on site map, redesign process has to wait for that to be complete.

Guest Annie Shane from OIT Security came to discuss that October is Cybersecurity Awareness Month. The threats they want to highlight are phishing and RansomWare. Theme this year is STOP-THINK-REPORT. In March, 50+ people responded to a phishing email and entered their credentials, which lead to a widespread spam attack, causing email domains to block emails and information coming from the montgomerycollege.edu domain, which impacted students. To try and prevent this from happening, there is now a Phishing Awareness class that can be enrolled in through MCLearns. Annie is also happy to present this content to department meetings or other outlets, just email her. She also mentioned that there is a software called Identity Finder that IT can install on work computers which will spotlight PII and other vulnerable information, and allows the user to delete it or store it more securely.

Questions:

- Best way to arrange sessions? Contact Annie by email.

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- What if unsure if an email is legit? Use Phish Me Reporting Tool, and let IT investigate. If it is legit, IT will send it back to you, unless it is spam.

Policy and Procedures Updates

The Council reviewed the two updated P&P regulations: copyrighted materials and college-owned vehicles. Laurie mentioned the comments were due to Kevin Long by tomorrow. Send any comments to Laurie through email. Jim Sniezek asked if the Libraries had a tutorial on copyright? Vickie answered not at this time, Jim mentioned it would be a good idea for faculty.

Student Senate Update

Richard Nalley Marton explained that last Wednesday, they met the new student senators. There were 10 openings, but 14 applications. The 4 that were not selected are being included in other ways, such as investigating expanding their reach through social media platforms, with promotion events such as raffles for signing up. Jim Sniezek asked if the newspaper was going to be published. Richard explained that there would only be one issue produced in Fall semester, probably December, and probably 2-3 for Spring. Jim mentioned that the PTK induction ceremony happened in October, and if their names were added, it would be appreciated. He asked if the editor for TP/SS's paper was coming from Rockville, but Richard was not sure.

Annual Plan

The Council continued the discussion of the goal plan. Goals 1 and 2 remain the same, and there is effort to align the goals to the College's. The Council's goal 1 to incorporate student success meets this criteria, so our goal plan should not have any issues. Jim Sniezek suggested a formal invitation to a Council meeting to the student senate, to get student feedback about issues. Suggestion to pick a meeting, issue invite, block out 30-40 minutes, and encourage students to discuss their issues that are impacting their success.

Goal 1: Jim motioned approval of goal 1, Vickie seconded, it stands approved.

Goal 2: Vickie asked about the language of benchmark 1 and expressed concerns about what it meant. The Council agreed that re-writes were needed. Someone suggested a second meeting just to cover the goal plan, but the Council voted to work on the goal plan electronically, adding and editing the document in 365, and then to vote on changes electronically. Deadline to make comments, suggestions, and edits is Friday, October 14.

70th Anniversary – MC Spirit Day

Tilandra Rhyne shared that Spirit "Day" has grown into "Sprit Week" with events taking place each day during the week of October 31-November 4. The committee wants all members of the College community to get involved, and there will be contests for things like decorated doors. Voting will be open to the College and the public, through the use of social media. The College has adopted the hashtag #MCProud, and the College is creating specific accounts to coincide with the week. There will also be a canned food/snack drive for the student pantry, along with possibly bags dropped off at departments to fill. On Thursday, Dr. Pollard will be visiting each campus. There will also be a 30-minute pep rally held on each campus. TP/SS will have a student DJ. Follett has given a \$300 gift in gift cards and Pepsi has donated an in-kind gift. One of the campuses will have a visit from the basketball team, but not sure about other sports teams.

Announcements

- Laurie imparted Ellen Olmstead's thank you for her nomination to the Achieving the Dream Core Team.
- The constituent who raised concerns about course scheduling wants to hold off on bringing it forward. This may come back as an issue in the future.
- Laurie will send out announcements about the reception for the faculty workroom in RC111 and the wellness events.

Adjournment

Laurie Williams Adjourned the meeting at 12:31 p.m.

Submitted by

Vickie Drake

Takoma Park/Silver Spring Campus Council Secretary