

**WDCE Council Meeting**  
**February 14th, 2017, 2:00PM**  
**TP/SS Cafritz**  
**Room 246**

Attendees:

Tracee Matthias (chairing today's meeting on behalf of Linda Griffin who is attending the college council), George Payne, Joel Martinez, Angel Griffin, Nancy Newton, Lloyd White, Steve Greenfield; Comfort Mingot and Karen Ambrose joined by phone.

Chair Linda Griffin is attending College Council today. Tracy Matthias will chair today's meeting.

Meeting called to order at 2PM.

We have a quorum of 9.

Constituent Concerns:

Nancy Newton presented 2 constituent concerns:

1. Westfield has had incidents that have gone unreported by the college. Not necessarily in the Westfield South building, but at the mall. For example, the recent the double-stabbing at the mall when Westfield including Westfield South was under security lockdown. What is the process for reporting such incidents to the wider college? (Joel and Nancy will explore.)
1. Can the MCPS and Montgomery College calendars be coordinated? For example, if Spring Breaks can be made to coincide, then MC employees who are parents will not have to take excessive leave. (Tracee will investigate).

Minutes of the last WDCE Council meeting:

Approved with a few changes recommended and approved. Steve will make those changes.

College Budget Planning Process presentation:

Linda hickey, MC budget analyst, made a comprehensive presentation, "Enhancing Budget Literacy and Building the Proposed FY18 Budget".

Chair's Report - Tracee

- College council is currently meeting. Report at next meeting.

WDCE council Goals – progress report:

**Goal One** -- Outreach to inform college community about what WDCE does to further student success.

- *Activities:* WDCE Impact Report in Progress -- Sharon Maxwell is drafting a version of the first “WDCE Impact Report.” This report will provide exposure to WDCE programs and their impact on students, the community, the business community, and the college. The distribution will be internal, to college staff, students, faculty. The focus is on program outcomes, measureable impact. Sharon will share a draft at a future meeting.

**Goal Two** -- Create a platform in which WDCE students, instructors and staff can access information about new developments, trends, tools, or upcoming changes within the College or unit that will have a direct impact on the WDCE staff, faculty and students.

- *Activities:* WDCE Student Survey -- Tracee Matthias coordinating a survey of WDCE students and how they are utilizing services is in development: Survey device is Survey Monkey. Twelve questions have been loaded thus far. Questions revolve around a theme -- Are WDCE students availing of college-wide services? How would they rate those services? Services such as the writing centers, math centers, e-mail, webpage. Do students feel valued by MC? Why do students choose WDCE? Have WDCE students taken a credit course?
  - Linda and Tracee would like to incentivize survey participation by a random selection of students for gift cards.
  - Distribution of survey will be via e-mail.
  - Nancy – survey should be more ESOL friendly, in English but more friendly.
  - Hope to have survey draft completed by next month.

New business -- planning for student participation in governance. Want to attract students, faculty and staff and increase WDCE council participation. Draft of outreach document in development.

Nancy moved to adjourn at 3:20

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