MC GOVERNANCE

MONTGOMERY COLLEGE
WDCE Council Minutes
04-18-2023
8:30 a.m. – 10:00 a.m. via Zoom

Attendees

Members present
- Transcie Almonte-Sabio
- Rabbee Awan
- Naomi Daremblum
- Anna Donohoe
- M.J. Park
- Vathany Say
- Natasha G. Sacks
- Dorothy Umans
- Emma R. Wilson
- Nadir Zeblah

Invited Guests
- Carolyn Terry
- Clevette Ridguard
- Paul Miller
- Kristen Roe

Guests
- Sue Kim
- Alice-Ann Beachy
- Sharon Maxwell

Members absent
- Zoila Marroquín
- Walter Lange

Call to Order

- Meeting began at 8:31. Meeting will be recorded for minutes review purposes only.

Constituent Concerns

- Question from Natasha on behalf of the program directors committee: Who is in charge of marketing and outreach for WDCE?
  - More information about this will be shared soon

Approval of Meeting Minutes and Agenda

- Agenda for today's meeting was approved. Naomi moved to approve; Dorothy seconded.
- Meeting minutes from **3/21/2022** were displayed for review.
  - Motion to approve by Transcie; Naomi seconded.

WDCE Updates
Dr Carolyn Terry, *Associate Senior Vice President for Academic Affairs*

- Final Board of Trustees meeting was last night (Dr. Terry will share slides)
  - Partnerships, marketing, communication and outreach updates
  - Steve Greenfield was missed (out sick)
  - Responding to concern from Natasha: marketing and outreach was a big topic at the meeting; there are opportunities to grow and improve here
  - Notes on WDCE enrollment & appreciations
    - 100 staff (full-time staff and faculty); 500-600 PT faculty
    - Appreciation and recognition shared by trustee Aparicio Blackwell for the hard work and dedication of staff
    - Appreciation for how strategic and difficult it is to maintain the balance in WDCE- so much dependent on grants, fluid funding, staffing challenges, etc.
- Upcoming meeting this Friday to talk about Lumens which will be used for registration and also marketing going forward
- Suggests creating a refreshed strategic plan for WDCE
  - Dr Ridguard comments on this:
    - Past WDCE governance recommendations have not been forgotten; hoping for an update on latest recommendation this Fall
    - Shared Appreciation for members and guests who attend regularly and support the work that the council does
    - Governance elections memo will be coming out later this week also

Guest speaker: Dr. Paul Miller
Professional Development Director Office of E-Learning, Innovation and Teaching Excellence (ELITE)

- Shared an overview of the Office of E-Learning, Innovation and Teaching Excellence (ELITE) and the many opportunities that are available to WDCE
- ELITE provides high-quality professional development that engages, enriches and empowers participants. Check out the [Professional development catalog](#) for more information.
- ELITE's programs, classes and services that support employees and work teams and impact students success such as:
  - Workshops and workshop series
  - Cohort programs (MC Management, Leadership Development Institute)
  - Academy for Teaching Transformation

- - Career development
  - One-on-one consultations
  - Personal development
  - [The HUB resource page](#):
    - Information about the teaching and learning continuum
    - Opportunities to get involved, ask questions and sign up for workshops
- 96% of faculty believe that technology plays a significant role in their classroom
  - Microsoft Essentials technology training for faculty and staff on Microsoft Office applications
- Professional week twice annually in January and August
  - 35+ different learning opportunities- workshops, speed sessions and guest speakers
  - Theme this year: Teaching and Learning Together
  - Closing mini Professional Day on May 15 2023 to wrap up this year- information here: https://www.montgomerycollege.edu/offices/elite/professional-week.html

Questions:
- MJ: Could you give an online training for our online GED students?
  - Yes! Reach out and we can talk about developing something (real time or asynchronous)
- Dorothy: What is ELITE's perspective on AI and how it will affect our work and our students/curricula?
  - We have been at the forefront of providing information about AI recently, specifically ChatGPT- we have offered 15 learning opportunities about AI this year so far.
  - Dr. Miller delivered a recent 60-minute training to faculty council about ChatGPT and implications thereof with a focus on how we can coexist with AI.

Guest speaker: Kristen J Roe
Director of ADA Compliance and Title IX Coordinator

- Title IX and ADA both fall under the [Office of Compliance, Risk and Ethics](#)
- A common question is why they are bundled together.
  - Answer: They are both civil-rights based federal regulations. Both remove barriers of all kinds for students. ADA and Title IX apply to staff/faculty, students, visitors - everyone

Title IX

- Mission is to reduce or eliminate barriers to educational opportunity caused by sex discrimination in institutions that receive federal funding.
    - Ensure that we are not deliberately indifferent.
- Title IX Sexual Harassment
    - Awaiting new guidance next month- some changes may be coming in the Fall as a result
    - Three parts: refer to PowerPoint Ms. Roe will share for exact legal definitions
- Incident Reporting
    - If someone shares with you that they have experienced something, Ms. Roe recommends sharing the supportive measures first [refer to PowerPoint slides], as these often are the most meaningful to individuals
    - We are all obligated to report sexual misconduct to the Office of Compliance, Risk and Ethics. You should let the person who shared with you know that you are required to share the information with Title IX. The office staff will reach out to them to gather information and share options
- Gender inclusive restrooms and chosen name policies are also covered under Title IX
- Title IX also covers things related to pregnancy
    - Students who are experiencing pregnancy and pregnancy related conditions (including childbirth, miscarriage, termination of pregnancy etc.) have rights afforded under Title IX
    - Likely these requirements are going to be more strict based on the federal regulation changes around who is required to share information with students
    - Lactation suites - open to anyone, request through Title IX for ongoing access or call public safety for one-off access

ADA

- ADA: ensure equal access and opportunity for individuals with disabilities
    - Important to understand obligations at minimum
- To receive an accommodation, students must self-identify to the DSS office
- The College is engaged in ADA self-evaluation to look at accessibility
    - Based on data from focus groups etc., it looks like WDCE students are less likely to request accommodations. They are looking to figure out why this is. There are additional upcoming focus groups and results sharing sessions.

Question from Transcie

- What support can we provide our instructors when students do not disclose?

- ○ This is a difficult position for instructors to be in– recommends that they reach out to DSS counselors about this.

Chair Report by Rabbee Awan

- Facilities master plan public meeting- all welcome and encouraged to join
- State of the College with Dr Williams is happening this Thursday 4/20
- Free Narcan training on Thurs 4/27 in Germantown
- Love of Teaching Conference (Teaching Today for Tomorrow) on Sat 4/29 9:30-12:30 pm
- AAPI Heritage Month kickoff event 11am-2pm on 4/26 in Rockville.
- Closing meeting: Wed May 17th in Germantown
- Commencement: Fri May 19th in Rockville
- Mental Health Fairs will be on 4/25 (RV) and 4/26 (TPSS, GT)
- Last meeting of the year on May 16 2023, when we will also have elections for next year

Announcements and Adjournment

- Next meeting on May 16, 2023
- Meeting adjourned at 10:01. Motion to adjourn by Anna, seconded by Transcie