

MONTGOMERY COLLEGE GOVERNANCE
Academic Services Council Meeting Minutes

Wednesday, April 2, 2025

via Zoom

11:00 AM– 1:00 PM

Committee Members:	<i>Present:</i> Nawal Benmouna, Silas Burris, Dianne Cherry, Lauren Chin, Christine Crefton, Christina Gentile, Elyse Meredith, Fatima Mbodji, Angela Nissing (proxy for Transcie Almonte-Sabio, Elizabeth Benton, Nawal Benmouna, Page Whittenburg), Nik Sushka <i>Absent:</i> Transcie Almonte-Sabio, Elizabeth Benton, Nawal Benmouna, Page Whittenburg
Academic Services Council Liaison:	Dr. Deidre Price, Senior Vice President for Academic Affairs/College Provost
Invited Guests:	Dr. Deidre Price, Dr. Michael Mills, Mr. Robert Mueck, Dr. Paul Miller, Dr. Ja’Bette Lozupone
Meeting Attendees:	Tracey Bodo, Gladys Egbo, Fizie Haleem, Angie Moy, Gail Nguyen, Maurice Shihadi, Miriam Zemen

Call to Order

Chair Christine Crefton called the meeting to order at 11:04 a.m.

Constituent Concerns

- No new concerns.

Approval of Minutes

- March 5th meeting minutes were reviewed and approved as written.
 - Motion to approve by Angela Nissing. Seconded by Silas Burris.

Old Business – Dr. Elyse Meredith

- Review of progress on constituency concerns and assignment of new concerns to close out by end of current academic year.
- Review of AY 2025 goals and progress on completion of goals
 - 1st goal – increasing knowledge and awareness of academic resources by inviting 1-2 guest speakers per month
 - 2nd goal – 20% increase in participation in council meetings across the college – by May, we will share what the percentage increase is from last year
 - 3rd goal – facilitating students finding academic resources; collecting information but there is no single repository

Academic Affairs Updates – Dr. Deidre Price, SVP for Academic Affairs/College Provost; Dr. Michael Mills, Associate SVP of Equitable Access & Student Success; Dr. Sarah Campbell, Interim VP of Liberal Arts & Education

- Course Scheduling - continue to look at and refine course scheduling to meets students' needs at times and in course modalities needed while maintaining operational effectiveness; striving to create a schedule a year ahead of time
- Problems with ProctorU – working through these concerns, will consider offering more training to understand the steps to integrate it into Blackboard
- Credit for Prior Learning (CPL) – providing students opportunities for credit for prior experiences such as the military. Sonia Pruñeda-Hernandez has done great work on formalizing the process which you'll hear more about we begin the new academic year.
- Both CPL and microcredentials offer opportunities to align with growing industry partnerships, accelerated pathways, ways to give students a return on investment, and enhance what they leave with as they graduate.
- Student Enrollment Plan will be released this month. Focused on recruitment strategies, ways to open the door a little wider for more students.
- Looking for opportunities to better align academic program and workforce programs. How can we better build our infrastructure to support all students whether on a noncredit pathway or a credit pathway?
- Academic Master Plan – work continues to line up with Student Enrollment Plan; looking for ways to better align; focus on retention and graduation; keep students we have and see them through completion of one or more credentials at the college; curriculum design strategy to embed more things within a degree program so students leave with more than one thing.

Public Safety Update – Mr. Robert Mueck, Assistant Director of Public Safety for the Rockville Campus

- Updates on organizational changes to department
 - Department of Public Safety – includes public safety, health and environmental safety, access controls, parking controls; Adam Reid, collegewide Director
 - Now a hybrid department – public safety security officers and campus police officer (CPR) – CPR go through required state training offered through our RV workforce development
 - We have a central dispatch for all three campuses available at 240-567-3333 to send help to correct location (old campus-based numbers still work) – important to help us ensure help gets to the right location and can work with outside law enforcement
 - We also have access to camera systems and this is where you call to get your office or room unlocked remotely.
- FERPA and federal guidelines exist where classroom is a safe space for learning.
- If ever in a situation where you or someone else needs help, please call public safety and allow public safety officers to interact with anyone needing help.
- Potential goal mentioned for next AY - Working with public safety to create accessible, secure spaces to access physical materials (laptop loaners, library materials, etc.).

- Follow up on question about policy regarding greenlighting access to classrooms during class times versus classes being locked during class times and convenience versus security.

Chair's Report – Dr. Christine Crefton, Academic Services Council Chair

- 2024-25 Governance Theme: “Bold Transformations to Empower All Voices and Thrive Together”
- Be in the Know: Employee Matters, The Monday Minute, and Inside MC
- AAWCC-MC Chapter Spring Conference on Friday, April 4, 2025
- Gen Ed Spring Showcase “From Curriculum to Career: The Power of Microcredentials in Higher Ed” on Friday, April 11, 2025, 2-4 pm– Register in Workday (in person and virtual registration available)
- Coaches and Coaching Summit on Friday, April 25, 10 a.m.-2 p.m., GT BE 151/152, Register via Workday
- Wellness Opportunities and Services
 - Health & Public Benefits Enrollment Day on April 8
 - Blood Drive at TP/SS Campus on April 9
 - Equity 3K Run and 1 Mile Walk at the RV Campus Track on April 8, at 12:30 p.m. – Register in Workday
 - Spring into Training – free personal training on MW through April 29 – contact Megan Cooperman
- Take note of the following memos and notifications – Faculty & Staff Communications Survey, New Resource Hub for Federal Guidance and Support; CW Take Your Chile to Work Day; MC Universal Design Center newsletter; MC Library Spring 2025 newsletter.
- Proposed modification to
 - 11005: Formulation and Issuance of College Policies and Procedures. Submit feedback by April 16 on the P&P webpage.
 - 11007: Institutional Risk Management - Submit feedback by April 28 via P & P webpage.
 - 42004: Anti-Hazing - Submit feedback by April 28 via P & P webpage.
- Equity Week – April 7-11
 - Many opportunities to engage and will close with Inclusion by Design Summit on Friday, April 11 which is open to everyone
- Employee Professional Development Catalog
 - Mindfulness for Stress Relief – register in Workday
- ignite Hub – <https://ignitehubmc.com/events/month/>
- Spring Job Fairs from MC Student Employment Services – <https://bit.ly/MCJobEvents>
- Free Rapid HIV Testing available at TP/SS, RV, GT Campuses
- Mobile Markets – volunteers are always needed, register on the website
- Student Wellness Center: Food on Campus for Students
- Governance Elections are now open until April 11 at 5 p.m.

ADA Update – Dr. Paul Miller, Professional Development Director

- ADA = Americans with Disabilities Act – Signed into law in 1990, providing civil rights protection: Title I - employee provisions, Title II - public service, Title III - public accommodations, Title IV - telecommunications
- ADA Title II Update: new requirements for public entities
 - mandates accessibility of state and local government services
 - requires communication accommodations for individuals with hearing, vision and speech disabilities
 - equitable participation in relation to digital accessibility (any digital asset we create for employees, students, or broader community)
 - Timeline:
 - Signed into law made by Department of Justice on April 24, 2024
 - Updates must be enacted by April 24, 2026 to be in compliance
 - Digital accessibility refers to websites, mobile applications and digital educational resources. Because college receives federal funding, we're required to uphold the law. Proposed second round of law would apply to private institutions.
 - Required to use web content accessibility guidelines (WCAG) 2.1 Level AA to meet standards. Crucial for state and local government entities, including educational institutions.
- 46% of students do not disclose their disabilities to get the support they need – 67% of those who do not disclose do not complete their degree – following inclusion by design methods can mitigate this
- UDC = Universal Design Center
 - Foundation of UDC is in policies, procedure and compliance
 - Guidelines for UDC: MC Policy 66004; Americans with Disabilities Act; Title II; Section 504 of the Rehabilitation Act; WCAG 2.2 Level AA.
 - 3 aspects to UDC:
 - Universal Design: 7 Tenants of UDC
 - UDC for Learning: Focus on what, where and the how – engagement, representation of materials, action and expression to demonstrate their understanding
 - Design for tech and accessibility – perceivable, operable, understandable, robust. Blackboard Ally – tool that helps us review accessibility of our courses.
- MC's Universal Design Center: <https://mcblogs.montgomerycollege.edu/udc/>
 - The CLEAR Framework (<https://mcblogs.montgomerycollege.edu/udc/digital-accessibility/#clear>) – to support college community understand and meet new requirements in digital accessibility.

Student Parent Initiative Update – Dr. Ja'Bette Lozupone, Director of Student Affairs

- Save the date – launch premier event on April 28, 5-7 p.m. at RV Campus in PAC, launching student-parent curriculum

- Professional Development curriculum – collaborative effort across divisions at the institution
 - Work with Ascend at the Aspen Institute
 - Faculty and staff have a better understanding of population and how to support them with tools and best practices
 - Two courses – asynchronous, masterclass style
 - Primary course (~3 hours) – intro to evolving needs of today’s students with emphasis on economic challenges and fostering a culture of care
 - Second course (~2 hours) – focused on specific strengths and needs of parenting students
- Awareness about Student-Parents and population at MC
 - Survey shows 40.9% were aware of student parent scholarships, but less than a quarter are aware of other resources like diaper changing stations, expectant mother and parenting parking, lactation stations, family empowerment resource fair, student parent alliance. Two-thirds are not knowledgeable about Title IX rights. Two-thirds rated sense of belonging as welcoming and inclusive.
 - Recommendations developed:
 - partner with local providers; expand on-campus services; child-friendly study spaces
 - online and hybrid courses; recording lectures
 - faculty training on challenges; flexible policies for emergencies
 - organize and promote family-friendly events; student-parent workshops and activities
 - parking enhancements; facility evaluations; communication improvements.
 - Priorities for Action:
 - Enhance communication, infrastructure needs, empathetic campus culture

Announcements, Updates, Closing Remarks – Dr. Christine Crefton, Academic Services Council Chair

- No announcements.

Adjournment

- Motion to adjourn by Dianne, seconded by Nik.
- Without objection, the meeting adjourned at 1:01 p.m.