

# COMPLIANCE MATTERS

MONTGOMERY COLLEGE - OFFICE OF COMPLIANCE

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## Copyright is to OERs as Compliance is to Imperatives

Copyright is the law that grants exclusive rights to the creator of an original, tangible, and creative expression for use and distribution. There are limitations and exceptions to the law including length of time protected. Fair use permits limited use of copyrighted material but does not give total exemption from copyright law to educators. Guidelines for fair use include ensuring that the use is for nonprofit educational purposes, use of a factual published work is more likely to be determined fair, only a small portion of the copyrighted material is used, and the copyright holder is given credit for their contributions. For more information on fair use see: [https://en.wikipedia.org/wiki/Fair\\_use](https://en.wikipedia.org/wiki/Fair_use). The thing to remember is that copyrights exist from the moment the work is created.

If copyright is the law of the land, what are these things called open educational resources? Open educational resources (OERs) are learning objects that have two properties - they are open (accessible and licensed) and free. Free means just that - there is no cost to users for having them or using them. An author may opt out of traditional copyright by licensing their work through Creative Commons (CC). In North America, content owners use Creative Commons licenses to provide users with specific guidelines for usage. CC licenses allow creators to grant permissions to adapt, use, and distribute works in order to encourage innovation and collaboration. Take some time to understand what each Creative Commons license means:

<https://creativecommons.org/licenses/>.

For example, if a user locates an object that has a “CC BY” license on it, the user need not ask for permission to use the material, it is free to have and use as one’s own in their course, according to the permissions of the license. The only requirement is attribution of the work to the original author (BY). If the user makes any modifications to the content and wants to license it again, they must license it according to level of permission provided by the original author’s license. Within education, CC licenses provide the legal infrastructure to support the global exchange of knowledge through the creation and adaptation of OERs.

**For more information on MC Open and Copyright topics see:**

<http://cms.montgomerycollege.edu/mc-open/>

<http://libguides.montgomerycollege.edu/copyrightfaculty>

<http://sites.umuc.edu/library/libhow/copyright.cfm>

[Use of Copyrighted Materials](#)

**NOTE:** This article is intended to provide general copyright information as it relates to OERs for the MC community and should not be construed as legal advice.

**For more information contact:**

[Christine Tracey](#), campus library manager

[Buddy Muse](#), distance learning associate director



## Haven Online Training for Students

## Haven UNDERSTANDING SEXUAL ASSAULT



What Is Haven Training? Haven-Understanding Sexual Assault Training is a required online training for MC students that help us keep MC campuses safe from sexual violence. The Haven program guides students through **key definitions** and **statistics** about sexual assault and sexual violence, plus:

- ◇ Bystander skill and confidence-building strategies
- ◇ Reflective and personalized content
- ◇ College policies, procedures, and resources

All responses are confidential. Encourage students to LOG ON TODAY.

### To Access Haven Training:

1. Log into MyMC.
2. Scroll down the main MyMC page and look on the right sidebar for **ACCESS HAVEN TRAINING** button.

## TITLE IX Compliance at Montgomery College

### For more information:

Contact Title IX Compliance Office, 240-567-5412.

[Montgomerycollege.edu/haventraining](http://Montgomerycollege.edu/haventraining)

Montgomery College is committed to providing a supportive learning environment and fostering safe, healthy relationships among our students.

**Q: I have a concern about an incident of potential fraud at the College and would like to make someone aware of it. However, what happens if after I report my concern, I am the target of retaliation? What protections are in place for bringing forward a concern made in good faith?**

**A:** Reporting suspected fraud is doing the right thing and employees have an obligation to report when they suspect fraud. The College has a policy that provides protection against retaliation for making a good faith report. See the Whistleblower Policy, #61008, *Reporting Suspected Fiscal Irregularities or Fraud with Whistleblower Protections*. No individual who in good faith reports a violation or suspected violation shall suffer harassment, retaliation or adverse employment and/or academic or educational consequence.



**Online Reporting:** [www.redflagreporting.com](http://www.redflagreporting.com)

**Toll-free Reporting Line:** 1-877-64-RedFlag (1-877-647-3335)

## Ethics and Code of Conduct



Many professional organizations and Colleges have ethical standards and/or guidelines for professional conduct. Some of us may have previously committed to such codes in other employment settings, and even signed a document affirming our adherence to the code. Having codes of ethics in place is a growing trend in higher education. Establishing ethical standards provides organizations with the framework for a common set of behaviors that supports their mission and vision. An effective ethics program also reinforces the institutional values and the commitment to compliance with internal policies and procedures and applicable laws and regulations.

Montgomery College has undertaken the development of an ethics program. Two years of extensive work on a draft Employee Code of Conduct was recently presented to the President's Executive Cabinet (PEC) through the governance system. This document has provided the framework for a new Code of Ethics policy and procedure. In turn the Code of Ethics policy and procedure will serve as the cornerstone of the evolving ethics program at MC.

### What's next?

The proposed policy, Code of Ethics and Employee Conduct, will be available for public comment as it moves through the PEC review process, anticipated to be later this spring. Watch for your opportunity to provide feedback. Once the policy and procedure is approved, you can expect to hear from the Compliance Office about training and implementation of the Code of Ethics.

Having an ethical standards in place will unite the entire Montgomery College community with a common set of professional expectations and clear standards of conduct in reaching our institutional goals and mission. For more information see:

[Employee Code of Conduct](#)



## Why Should Organizations Have Internal Auditing?

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

As a cornerstone of strong governance, internal auditing bridges the gap between management and the board, assesses the ethical climate and the effectiveness and efficiency of operations, and serves as an organization's safety net for compliance with rules, regulations, and overall best organizational practices.

What is governance within an organization? The Institute of Internal Auditors defines governance as policies, processes, and structures used by an organization to direct and control its activities, to achieve its objectives, and to protect the interests of its diverse stakeholder groups in a manner consistent with appropriate ethical standards. Internal Audit is part of a strong governance process as it:

- > Performs assessments to provide assurance the governance structures and

processes are properly designed and operating effectively, and

- > Provides advice on potential improvements to governance structures and processes.

A primary lesson from the financial failure and collapse of numerous organizations is that good governance, risk management, and internal controls are essential to organizational success and longevity.

Management is responsible for establishing and maintaining a system of internal controls to mitigate risk which may impact the organization's to succeed. Internal Audit can assist by objectively assessing the effectiveness of those controls.

Because of its unique and objective perspective, in-depth organizational knowledge, and application of sound audit and consulting principles, a well-functioning, fully resourced and



independent internal audit activity is well positioned to provide valuable support and assurance to an organization and its oversight entities.

[Click here to attain additional information on Internal Audit from the Global Institute of Internal Auditors website Frequently Asked Question's.](#)

*Article from: Advancing Auditing in Higher Education, Institute of Internal Auditors*

**For more information about the College Internal Audit department, see:**

[Internal Audit](#)



## Take Your Daughters/ Sons to Work day

**April 27, 2017**



Plans are underway for a collegewide event in coordination with the national Take Our Daughters and Sons to Work Day, which will take place on April 27, 2017. The theme for this year's event is "Count on Me".

Plans have been approved for two levels of participation. For the first time ever, there will be a structured, 3-hr event for parents and children. There will be an opening event for all, followed by smaller sessions including hands-on, interactive activities. Following the national model recommendations, the event will be open to children ages 8-18 and parents will remain with their children. Enrollment will be limited to 50 children on each campus and preregistration will be required.

For those not interested in the structured program, as in years past, parents will still have the opportunity to bring their child to work for the day (with supervisor approval). The planning committee will provide some materials to parents and children in the latter group that will connect their experience to the more structured program. Questions about the day may be directed to Kristen Roe at [kristen.roe@montgomerycollege.edu](mailto:kristen.roe@montgomerycollege.edu).



**[HTTPS://  
CMS.MONTGOMERYCOLLEGE.EDU/  
COMPLIANCE/](https://cms.montgomerycollege.edu/compliance/)**

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