

Make Your Move



Compliance Matters

Spring 2017 Issue 2

Take Our Daughters and Sons to Work Day



On April 27, 2017 Montgomery College will participate in the National Take Our Daughters and Sons to Work Day. This year the College is offering an enhanced experience with two different options for employee participation. All activities will be connected to the national theme: **Count on Me**.

Option One is our new initiative. Plans are underway for a 3-hour event, taking place on all three campuses. Parents/guardians will accompany their children throughout the event (limit two children per adult). Activities will include an opening ceremony followed by interactive and hands-on experiences designed to engage parents and children in meaningful discussion about the world of work. Preregistration is required and will be limited to 50 children on each campus.

Option Two is a continuation of the College's historical observation of the day. Employees may participate in the day by bringing a child to work (with supervisor approval). The planning committee is developing materials to support employees who choose to participate in this option. The materials are designed to enhance parent-child interactions and to connect the experience to the national theme. Registration for this event is not required.

**Both options are open to children ages 8-18.

Click on the links below to register for the 3-hour event:

Germantown - <http://www.cvent.com/d/gvqh58>

Rockville - <http://www.cvent.com/d/hvqhnp>

TP/SS - <http://www.cvent.com/d/yvqh7f>

Your Voice Matters—Compliance Week Survey

The College annual compliance week celebration is planned for October this year. Please participate in this brief [survey](#), to help us create new and exciting events for you to enjoy.

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Office of Compliance,
Risk and Ethics

Visit us online:

[montgomerycollege.edu/
compliance](http://montgomerycollege.edu/compliance)

MC

MONTGOMERY COLLEGE

SEXUAL ASSAULT AWARENESS MONTH - APRIL 2017
ENGAGING NEW VOICES



This April Montgomery College will engage/collaborate with the broader community as part of the annual Sexual Assault Awareness Month (SAAM) campaign. This year's theme, "Engaging New Voices" builds on the idea that we are stronger together, and that all members of the community are needed to expand sexual assault/violence prevention efforts and help the next generation foster attitudes that promote healthy relationships, equality and respect.

During Sexual Assault Awareness Month, Montgomery College will bring the theme of "Engaging New Voices" to life by hosting a variety of workshops and events. Mark your calendars and encourage your students to [SpeakUPMC](#), [Voices Against Sexual Violence](#), at the following events:

The Monument Quilt - The [Monument Quilt](#) is a crowd-sourced collection of thousands of stories from survivors of rape and abuse. The Monument Quilt is a platform to not only tell our stories, but work together to forever change how Americans respond to rape. We are creating a new culture where survivors are publicly supported, rather than publicly shamed.

Join us on 3/31/17 to create a 4'x4' fabric square containing your story as a survivor, or your message of support for survivors. This is a one day workshop. Space is limited, please pre-register by emailing Molly Nuzzo molly.nuzzo@montgomerycollege.edu.

TO BRING: *Materials will be provided, however please feel free to bring any embellishments you'd like to include on a 15" by 15" square piece!*

Who's invited: Survivors, Secondary Survivors & Allies of Survivors

March 31, 10:00 - 2:00, Rockville: Sarah Silberman Gallery (Art Building)

Healthy Masculinity - Award-winning violence-prevention group, Men Can Stop Rape, will present their Keynote Address, "Where Do You Stand? Healthy Masculinity and Men Becoming Active Bystanders."

April 5, 1:00 Germantown: Globe Hall

April 6, 1:00 Takoma Park/Silver Spring: CAC

April 18, 12:30 Rockville: PAC

Slam Poetry/Rap Contest - The Slam Poetry/Rap contest is an event that invites students to make their voices heard about sexual awareness. Students of all background are welcome to come up with an original poem or rap that will bring words of encouragement, support, and understanding of sexual assaults.

April 12, 12:00—2:00 Germantown: Cafeteria

April 13, 12:00—2:00 Rockville: Cafeteria

April 14, 12:00—2:00 Takoma Park/Silver Spring: ST Atrium

Songwriters Against Sexual Assault

Songwriting Workshop:

April 13, 5:00—6:30, Takoma Park/Silver Spring: Theatre 2, Cultural Arts Center

Concert:

April 13, 7:00—9:00, Takoma Park/Silver Spring: Theatre 2, Cultural Arts Center

Consent Workshops - The Consent workshops will review boundaries and consent communication skills, paired with a speed-dating exercise that will give participants opportunity to test these skills.

April 18, 11:00—1:00 Takoma Park/Silver Spring: ST 301

April 20, 3:30—5:30 Rockville: Faculty Dining Room

April 24, 1:00—3:00 Germantown: H2 216

IT Accessibility—It's The Law

The Law

The Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, set forth regulations under a civil rights mandate that prohibit discrimination on the basis of disability in higher education. These regulations require the provision of auxiliary aids and services to qualified students with disabilities attending colleges, universities, post-secondary vocational education and adult education programs.

As higher education has moved from traditional over-the-counter services to web-based/media applications, it has become even more critical that web and media content be accessible to individuals with disabilities. Whether the web-based content is course registration, financial aid, library services, online courses or any program or activity of higher education, it is now established in law that entities covered under ADA Title II and/or Section 504 must have accessible web sites.

The Office for Civil Rights (OCR) and the US Department of Justice (DOJ) has indicated through complaint resolution agreements and other documents that institutions covered by the ADA and §504 that use the Internet for communication regarding their programs, goods, or services, must make that information accessible. In an OCR settlement agreement, the federal agency stated that whether the communication is via media, print, or the Internet, postsecondary institutions must "effectively communicate" with individuals with disabilities including students, faculty, staff and the wider community. ([OCR 09-95-2206.RES](#))

At Montgomery College

In response to the legal mandates of ADA and Section 504, Montgomery College has established an [Electronic Information Technology Accessibility Policy and Procedure](#), to ensure information shared electronically is accessible to all individuals, including those with disabilities. This policy requires every employee who creates and shares electronic information (i.e. audio, video, webpages shown in class or posted online, and/or other digital instructional material) to make the material accessible to current standards WCAG AA 2.0.

In an effort to ensure MC's electronic information is accessible to all students, we will be launching a pilot captioning program over the summer of 2017. This pilot will work with ELITE and Distance Education (DE) courses to caption videos used in instructional DE courses. We will also work with select academic departments to caption instructional videos. Please be looking for additional information soon.

Contact [Christopher Moy](#) with any questions.

Transgender Restrooms

Montgomery College prohibits discrimination against persons on the basis of gender, gender identity or expression in its educational programs and activities. This means Montgomery College is committed to creating and sustaining a safe, non-discriminatory, inclusive learning environment for all students, including those who identify or express themselves in a gender that is different from their biological identity. **Montgomery College supports individuals to use the restroom facilities that correspond to their sex or gender identity or to utilize restrooms that are designated gender-inclusive.**

For more information or if you are experiencing discrimination based on your gender identity or expression, please contact Montgomery College's [Title IX Coordinator](#).

The Office of Compliance, Risk, and Ethics Annual Report

Check out the [Office of Compliance, Risk and Ethics 2016 Annual Report](#) to find out:

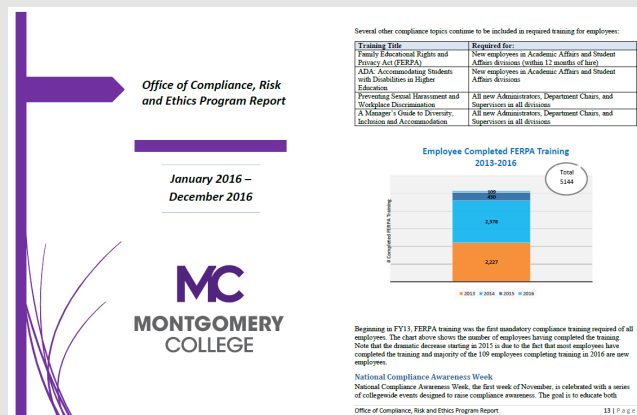
- ◆ What's up with the new office title?
- ◆ What types of compliance risks does the College face?
- ◆ What is happening about ethics?

Find out all you ever wanted to know about compliance at MC.

Five FERPA Facts You Should Know

FERPA is the Family Educational Rights and Privacy Act of 1974. Here are five essential things you should know about FERPA:

1. The privacy of a student's educational record is protected under FERPA. The student or any employee with a legitimate educational interest has access to the following (legitimate educational interest is defined as a "Need to Know" basis, or performing a task that is specified in your position description; related to a student's education; or related to the discipline of a student; providing a service or benefit relating to a student or student's family; or maintaining safety and security of the campus):
 - a. Admission information for enrolled students
 - b. Biographical information
 - c. Course information, coursework and information about academic progress
 - d. Disciplinary records
 - e. Student accounts and financial aid records
2. Parents, spouses, family members, employers and others do not have access to the student's educational record, unless granted by the student. The Office of Admissions and Records has a "Permission to Release/Withhold Education Record Information" form. Students may complete this form at the Office of Admissions and Records. The form allows



3. A parent of a student who is their legal, tax dependent can request access to the student's education record. To do so, the parent must come in person to the Office of Admissions and Records and present a picture ID and their most recent Federal Tax Return verifying that the student is a legal, tax dependent.
4. Students have the right to inspect and review their education records within 45 days of the day the College receives a request for access. Students also have a right to request to amend their education records if the student believes they are inaccurate or misleading.
5. Some information about the student is designated as "directory information", which is considered, if disclosed, unharmed to the student. The College has designated what is directory information in College Procedure #41003, Student Cumulative Records.

See the campus registrar for further questions on FERPA. Additional information is available on the [compliance webpage](#) or the [Student Cumulative Record Policy and Procedure #41003](#).

You may also send any FERPA related questions to FERPA@montgomerycollege.edu.

Q & A—Where Do I Find Compliance Information I Need to Know?



Q What suggestions do you have to stay on top of the relevant compliance issues? I am aware of the College's focus on compliance, but I am not quite sure what I should be doing as a faculty member to make sure I am following the rules.

A Great question! There are many laws and regulations that the College is required to follow. There are four simple things you could do to stay on top of being compliant:

- ◆ Read email messages from compliance@montgomerycollege.edu. These are messages on compliance at the College and cover essential laws affecting higher education. Each semester, we maintain a list of messages that have been sent from this mailbox on our website under [Employee Disclosures](#). You can review them at any time from this link.
- ◆ Read the [Compliance Matters Newsletters](#). The newsletters are delivered to your College email at least twice a semester. The articles are focused on the highest compliance risks at the College and attempts to provide news you need to know. Back copies of newsletter are available on the compliance website under [Compliance Matters Newsletters](#).
- ◆ Be familiar with [College P&P](#) as you encounter questions or need to make a decision on an area of compliance. All College Policies and Procedures are available online at [Official College Policies and Procedures](#).
- ◆ When unsure, ask before you act. Feel free to call the compliance office with *any question*. We will either answer your question or direct you to the right person who can answer you. The Office of Compliance, Risks and Ethics is at 240-567-7396 or compliance@montgomerycollege.edu.

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