

Welcome to Montgomery College!

New Faculty Orientation
Tuesday, January 9 &
Thursday, January 11
8:30am - 5:00pm

Facilitators:

John Hamman

Dean of Mathematics and Statistics

Tom Cantu

Instructional Designer

Office of E-Learning, Innovation and Teaching Excellence (ELITE)



Morning Agenda Thurs.

- 8:30 - 9:00 Breakfast
- 9:00 - 9:30 Welcome & Introductions
- 9:30 - 10:00 Academic Master Plan
- 10:00 - 10:30 Achieving the Promise
- 10:30 - 11:00 Safety & Security
- 11:15 - 11:30 American Association of University Professors (AAUP)
- 11:35 - 11:55 Student Resources
- 12:15 - 1:30 Lunch with Deans and Vice Presidents/Provosts



Office of Public Safety

Montgomery College

Public Safety at Montgomery College

Public Safety Offices

- Germantown Campus: 282 SA, 240-567-7777
- Rockville Campus: 101 CB, 240-567-5111
- Takoma Park/Silver Spring: 117 ST, 240-567-1600
- MC Alerts and Campus Advisories
- Blue Light Emergency Stations Across Campuses
- Lost and Found
- Security Escorts
- Behavioral Threat Assessment Team
- Campus Emergencies

Public Safety Officers

- 24/7 operation
- Not commissioned—do not carry weapons

- Trained:

Basic first aid

CPR/AED

Fire extinguishers

Blood borne pathogens

HAZWOPER – hazard materials

Active Shooter – Alert, Lockdown Inform,
Counter, Evacuate

- Responsibilities

Physical patrols

Respond to incidents, provide reports

Provide information to students, employees,
guests

Secure buildings

Provide emergency medical care until relieved
by appropriate authority

Parking

- You **MUST** have a permit to park on any campus.
- Parking permits are valid on all 3 campuses.
- Parking is not guaranteed.
- Purchase through [MyMC](#)
- Place hangtag on rearview mirror
- One hangtag per employee
- Ticketed? Pay or appeal
 - 10 days to file appeal from ticket date



Access to Buildings & Rooms

- Key/Card requests are processed through Campus Facilities Help Desk.
- Keep your swipe cards secured!
- Contact Facilities Help Desk or locksmith
 - Card does not work
 - Add rooms
 - Replace damaged card
- Contact Public Safety if you don't have a key/card yet or if you lost yours
 - Allow time for us to arrive
 - Beginning of the semester brings lots of calls
- Holiday/Closures? No access unless pre-approved. Dean/Department Chair sends request to Campus Facilities Director who notifies Public Safety if approved.



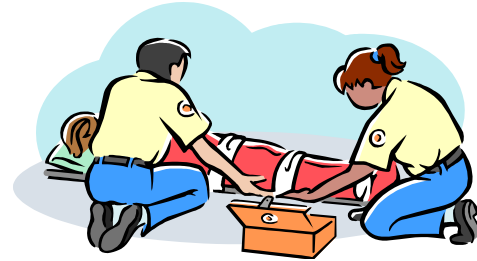
College Closings or Delays

- MC and MyMC Web sites
- 240-567-5000
- Watch TV, listen to radio
- Check your e-mail, voice mail
- Register for Montgomery College Alerts through MyMC
 - Allows for text, email, and/or phone notifications in case of closing or other urgent/emergency notifications.



Medical Emergencies

- Call 9-1-1 first, if life-threatening emergency
- Call Campus Public Safety
- AEDs available in Campus Buildings



Employee Injuries on the Job

- Call Public Safety when an accident or illness occurs on the job.
- Emergency Medical Service transport is highly suggested for a serious injury/illness on campus.
- Complete Worker's Compensation Packet.
- Notify Supervisor.
- Refer to Human Resources



Minimize Injuries

- Call Campus Facilities Help Desk for hazards
 - Slippery floors
 - Broken doors/furniture
 - Burned out lights
 - Water leaks

Germantown (240-567-7807)

GTFacilitiesHelpDesk@montgomerycollege.edu

Rockville (240-567-5073)

RVFacilitiesHelpDesk@montgomerycollege.edu

Takoma Park (240-567-1563)

TPFacilitiesHelpDesk@montgomerycollege.edu



Preventing Crimes

- Do not leave your belongings unattended, not even for a second.
- Maintain control of assigned keys and cards.
- Keep office and car doors locked.
- Keep valuables (purse) out of sight/secured.
- Park in well lighted areas, especially when leaving at night

Preventing Crime on Campus

- If on campus late or after dark, travel with a group.
- If doors are locked when leaving, make sure they shut completely
- Public Safety provides an escort to and from vehicles.
- Emergency phones—direct line to Public Safety



Reporting A Crime

- Go to a safe location, call Public
- Do NOT put yourself in harm's way
- Do NOT try to apprehend the “suspect”
- Do NOT keep an incident to yourself.
- Do NOT be a detective.
- Do NOT force a victim to report a crime, unless required by Clery or Title IX.

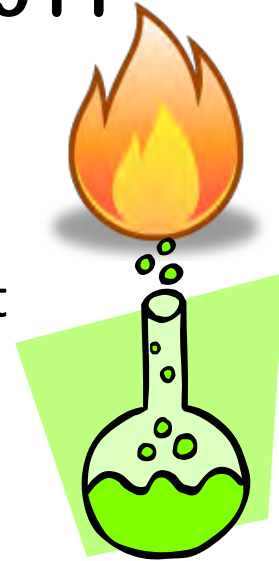
Disruptive Individuals

- Attempt to de-escalate the situation rather than ignore or return hostile feelings
- Remain calm and be patient
- Listen and avoid arguments
- Offer solutions that may relieve stressors the person is experiencing
- Take a class break
- If you can't de-escalate the situation, **call Public Safety!**
- Students with Behaviors of Concern
 - bizarre thoughts, serious depression, excessive anxiety or inappropriate display of emotions

Complete a BIT Report

In Case of Emergency

- ✓ Immediate Threat/Danger – **Call 911**
 1. Fire
 2. Active Shooter
 3. Hazardous Material Spill
- ✓ Walk quickly to nearest available exit
- ✓ Call Public Safety
- ✓ Follow Emergency Procedures posted in classroom
- ✓ If Mass Notification System activated, listen and look for instructions



Emergency Response

1. Emergency Response Plan

Weather, Hazmat, Active Shooter

2. Active Shooter Training Video on our MC Emergency Page

<http://cms.montgomerycollege.edu/EDU/Plain2.aspx?id=4087>

Title IX

What does Title IX prohibit?

It prohibits sex discrimination in educational institutions, programs and activities. This includes:

- Sexual assault and other forms of sexual violence
- Domestic, intimate partner and dating violence
- Stalking
- Hostile work environment
- Sexual harassment (quid pro quo, disparate treatment)
- Failing to provide appropriate accommodations for a pregnant or parenting student
- Treating a person different based on marital status
- [Sexual misconduct](#)

Title IX

Report incidents to:

The MC Title IX Coordinator

Christopher Moy, MK Building

900 Hungerford Drive, Room 315G

240-567-5412

christopher.moy@montgomerycollege.edu

Clery Act

- College Crime Reporting Requirements
- Annual Security Report

<http://www.montgomerycollege.edu/securityreport>

- Questions



Student Affairs at Montgomery College

Welcome!



Student Affairs Division

Who are we?

Access, Success, and Engagement

Student Affairs

Dr. Monica Brown, Senior Vice President for Student Affairs

Dr. Melissa Gregory, Associate Senior Vice President for Student Affairs

Student Engagement and Takoma Park/Silver Spring Student Affairs

Dr. Clemmie Solomon, Dean of Students

Ms. Janee McFadden, Associate Dean of Students

Student Success and Rockville Student Affairs

Dr. Tonya Mason, Dean of Students

Dr. Debra Bright, Associate Dean of Students

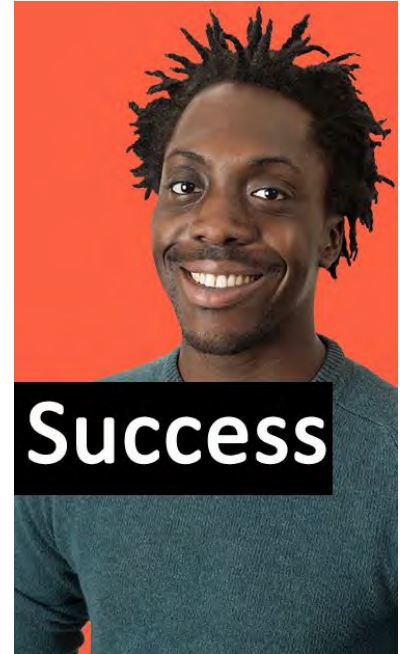
Student Access and Germantown Student Affairs

Dr. Jamin Bartolomeo, Dean of Students

Mr. Marcus Peanort, Associate Dean of Student Affairs

Student Success

- **Counseling and Advising**
- **Disability Support Services (DSS)**
- First Year Experience (FYE)
- Combat2College/Veteran Services
- TRIO/Student Support Services



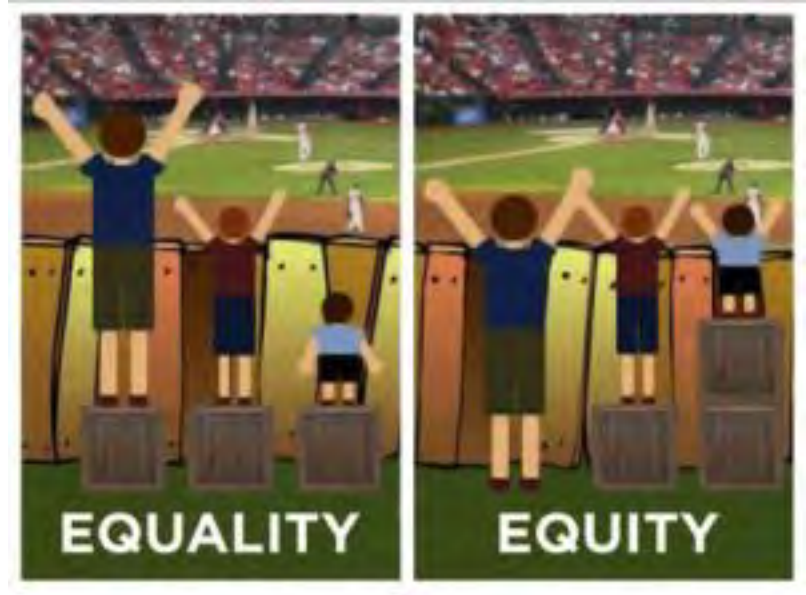
Counseling and Advising

- Advising, teaching, personal counseling
- All students are initially advised by Counseling Faculty



Disability Support Services

- Accommodations
- Faculty Assistance
- Assistive Technology
- Advising
- Tutoring Services



Common Questions

- What is an accommodation letter?
- Do I have to comply?
- Do I treat the student differently?
- Are there specific resources (quiet rooms, testing center?)
- Who can help with questions?

Student Access

- **Assessment Centers**
- **Enrollment Services**
- Recruitment
- Response Center
- Welcome Centers



Assessment and Placement

- Placement Testing
- Academic Testing
 - Faculty Guide
 - Student Guide
- Midterms/Finals
- Policies



Enrollment Services

- Records and grade submissions/changes
- Room scheduling/graduation audits
- Withdraw and Drops
 - Financial Aid Implications
- International and Veteran status
- Refund eligibility



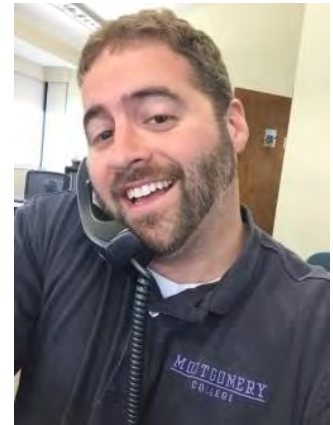
Common Questions?

- Can I drop a student on my own?
- Do I have to submit mid-term grades?
- What is an “Incomplete” grade?
- What if I miss a deadline?
- 6%, 20%, 73% What???
- What is 11:59?



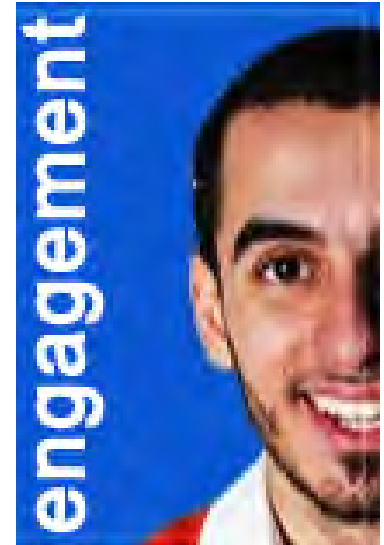
Welcome/Response Center

- 240-567-5000 | General information/first responders
- Multi-lingual/Language Line
- Welcome Centers on each campus



Student Engagement

- **Career Services**
- **Student Life & Service Learning**
- **Athletics**
- Programs for Adult Student Success (MC-PASS)
- New Student Orientation
- Parent and Family Services



Career Services

- Cooperative Education and Internship Program
- Job Opportunity Supports: eJobs, resume writing, interview skills, job search, job fairs
- Career and Transfer Planning: Career Coach, career exploration



Student Life & Service Learning

- Student Clubs and Organizations
- Campus Events & Programs
- Student Leadership Development
- Student Senate
- New Student Orientation
- Service Learning Opportunities
- In-Class Service Learning



Athletics

NJCAA Team Sports:

- Baseball
- Basketball (M & W)
- Outdoor Track & Field (M & W)
- Soccer (M & W)
- Softball
- Tennis (M & W)
- Volleyball



Student Affairs Collegewide

- Responsible for services at each campus
- Counseling & Advising
- Student Code of Conduct
- BIT



Student Code of Conduct

- Students' Rights and Responsibilities
- Conduct versus Academic issues
- Campus Procedures
- “Responding to Disruptive Students”
 - The role of Safety and Security
 - When can a student be asked to leave?
 - How to work with difficult students

Behavioral Intervention Team (B.I.T.)

- Purpose – What is it? How can they help?
- BIT v. SCOC v. Safety and Security
- Campus Teams
- Importance of Reporting: Desktop Icon



Questions?



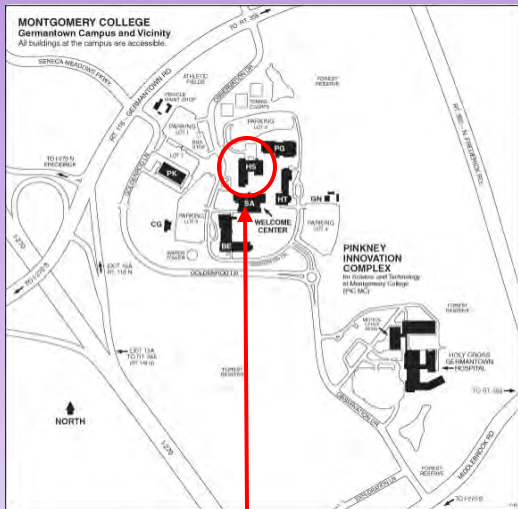


A HELPING HAND

WHAT THE LIBRARIES CAN DO FOR YOU!

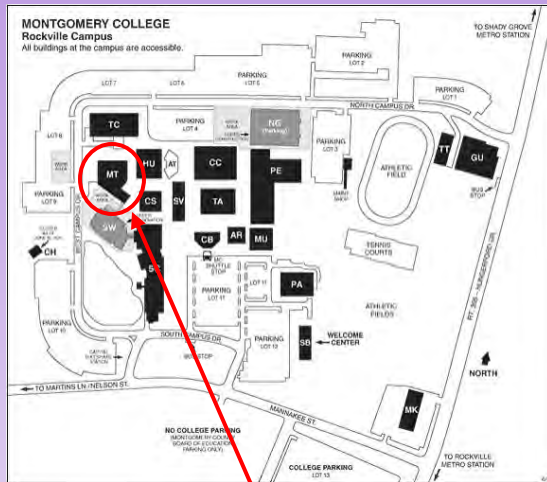
CAMPUS LIBRARY LOCATIONS

Germantown



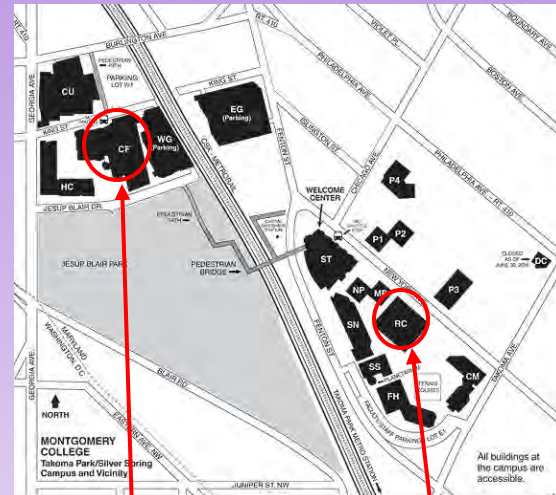
Humanities and Social Sciences
Building
110

Rockville



Macklin Tower First Floor

Takoma Park/Silver Spring



Cafritz Arts
Center
145

Resource Center
215

THE LIBRARIES' WEBSITE: WHERE THE MAGIC HAPPENS

The image shows a screenshot of the Montgomery College Libraries website with several purple arrows pointing to specific features. The website has a purple header with navigation links: Home, About the Libraries, and Ask Us. Below the header is a banner image of students in a library. The main content area is divided into sections: Locations, Hours, People; Search; MC Library Catalog; Course Reserves; Research Subject Guides; Renew Books & More; and Quick Links. The 'Locations, Hours, People' section lists Germantown, Oklahoma Park/Silver Spring, and Cafritz Arts Center, along with today's hours. The 'Search' section features the Raptor Search logo and filters for Full Text, Peer Reviewed, and Catalog Only. The 'For Students' section includes links to Tutorials & Quizzes, Distance Education, and Off-Campus Access. The 'For Faculty' section includes links to Faculty Quick Start Guide, Library Instruction, Copyright Information, Streaming Videos, and Faculty Services. The 'Research' section includes links to Fake News Guide, Ask Us, Interlibrary Loan, How to Find a Book, How to Find a Journal, What is a Scholarly Journal?, and Citation Tool. A large purple box on the right says '24/7 Research Support!' with an arrow pointing to the 'ask us now' button in the bottom right corner. Another arrow points to the 'Ask Us' link in the top navigation bar. A third arrow points to the 'Full Schedule and Closures' link in the 'Locations, Hours, People' section. A fourth arrow points to the 'For Students' section. A fifth arrow points to the 'How' section at the bottom.

Who, When, Where

What

Information tailored to students

Information for YOU!

How

24/7 Research Support!

Montgomery College Libraries

Home | About the Libraries | Ask Us

Locations, Hours, People

Germantown

Oklahoma Park/Silver Spring [-]

Cafritz Arts Center [-]

Today's Hours [-]

Full Schedule and Closures

Germantown 8:30am - 7pm

IP/SS 8:30am - 7pm

Printable Version

Search

MC Library Catalog

Course Reserves

Research Subject Guides

Renew Books & More

Quick Links

One Maryland One Book 2017

Academic Search Complete

RAPTOR Search

Montgomery College Libraries

Databases by Subject

A to Z List of Databases

Find articles, books, media & more:

Search

Full Text Peer Reviewed Catalog Only

For Students

Tutorials & Quizzes

Distance Education: For Students

Off-Campus Access to Library Resources

For Faculty

Faculty Quick Start Guide

Library Instruction & Distance Education

Copyright Information

Streaming Videos

Faculty Services

Research

Fake News Guide

Ask Us

Interlibrary Loan (ILL)

How to Find a Book (PDF - 248KB)

How to Find a Journal by Title (PDF - 98KB)

Find Journals by Title or Subject

What is a Scholarly Journal? (PDF - 26KB)

Citation Tool - RefWorks

Using Article Databases (PDF - 86KB)

Evaluating Web Pages (PDF - 86KB)

Primary vs. Secondary Sources (PDF - 64.3KB)

ask us now

f

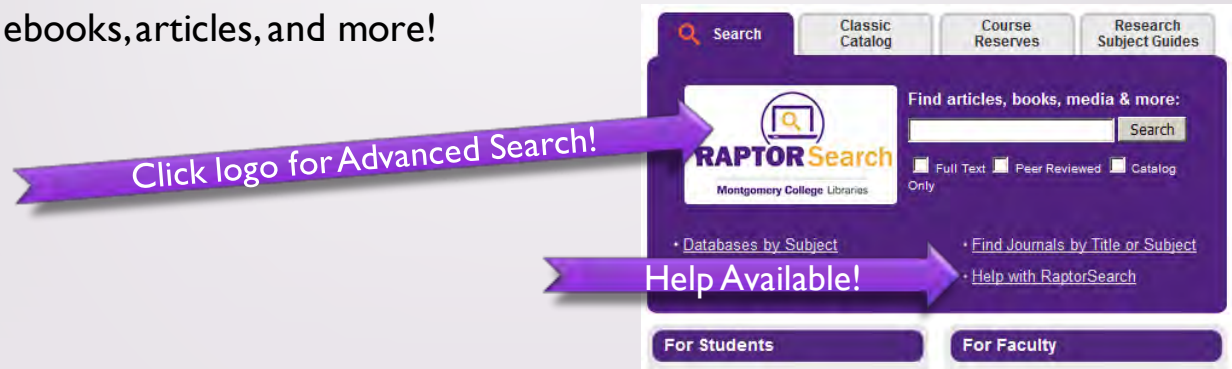
p

WIFI

<http://cms.montgomerycollege.edu/libraries>

RAPTOR SEARCH

- The Libraries introduced a new one-stop search option. This search and discovery tool simultaneously searches many of the existing library databases and the library catalog for relevant results!
- Allows one search to result in many streams of information, including videos, research starters, ebooks, articles, and more!



Course Reserves

What is Course Reserves?

The MC Libraries Course Reserves service allows faculty to make course-related materials available to students, either electronically or at one of the campus library service desks. Physical materials may be borrowed for up to two hours at a time for in-library use, while electronic reserves are available 24-7 online. Items that may be on reserve for a class include: books, journal articles, textbooks, videos, book chapters, and audio recordings.

Information for Faculty

[Placing Items on Course Reserves](#)
[Guidelines and Copyright](#)
[Frequently Asked Questions](#)



Information for Students

[Finding Course Reserves Materials](#)

A VARIETY OF RESOURCES AT YOUR FINGERS!

- Specialized Content: <http://libguides.montgomerycollege.edu/>
- Video Resources: <http://libguides.montgomerycollege.edu/videos>
- Citation Tools: http://libguides.montgomerycollege.edu/citation_tools
- Faculty Quick Start Guide: <http://libguides.montgomerycollege.edu/newsevents>
- A menu of options to support your teaching needs:
<http://libguides.montgomerycollege.edu/infolit/menu>



From online videos and tutorials to library instruction sessions, the librarians at Montgomery College have many ways to support your students and instruction.

Choose any or all of our support options!

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

Click an icon
to request support
or see what's
available!



Design an
Assignment with a
Librarian



Current Library
Course Pages



Request an
Instruction
Session



Request a New
Handout



Existing Library
Tutorials



Request New Tutorials,
Videos, or Course Pages

Click a name below to contact us

Chris Verdak
STEM Liaison &
GT Instruction Coordinator

Jenny Hatleberg
TP/SS Instruction
Coordinator

Niyati Pandya
RV Instruction
Coordinator

Vickie Drake
TP/SS Nursing Faculty
Services Librarian

INFORMATION LITERACY

- Librarian-led class sessions to demonstrate/facilitate student understanding of research resources
- Can be flipped or traditional
- A variety of tutorials on many research subjects available.
 - Corresponding quiz to test the student proficiency, results may be emailed to professor.
- Like **Google** , only smarter
- Request a session [online](#)

“EMBED” A COURSE GUIDE

- Tailored to YOUR specific class
- Content comes from collaboration between you and a librarian
- Updated as needed
- Linkable in your Blackboard Course Shell
- Tool to make it easier to find applicable resources by your students=student success!



Course Pages are created for a specific MC course in consultation with the faculty member so they can be completely customized to your needs.

Think: COMM 108: Prof. Jones

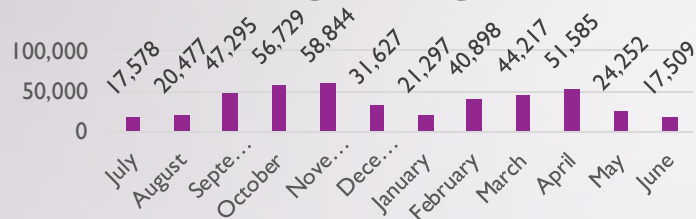
THE COLLECTIONS

- **226,000+ Print Books & over 50,000 e-books**
- **176 Databases & Resources**
- **104,416 E-Periodicals (Journals, Magazines, & Newspapers)**
- **78,365 Streaming E-Videos**
- **4.6 million Historical & Current Events Photographs**
- **1.4 million Art Images**
- **3,000 Music Scores**
- **650,000 Sound Files**
- **283 Library Course Pages & Research Subject Guides**
- **262 Containers of Special Collections (Archives)**

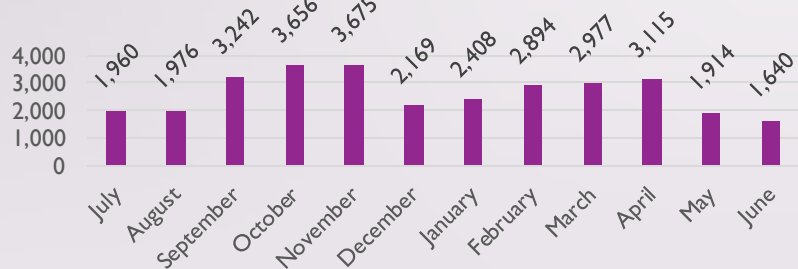
**AND
GROWING!**

LIBRARY AS SPACE & PLACE

432,308 VISITS TO LIBRARIES HOME PAGE

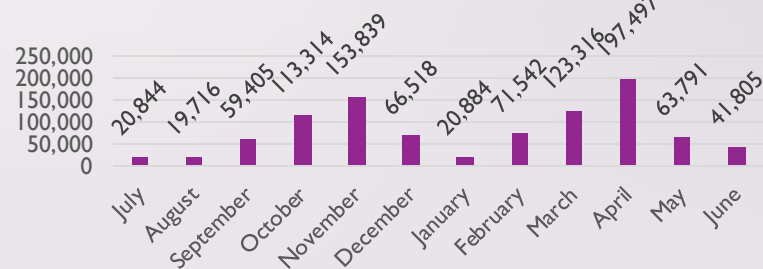


31,626 VISITS TO LIBRARY CATALOG



DATABASE RESULT CLICKS	1,075,984
DATABASE RECORD VIEWS	674,692
E-JOURNAL FULL-TEXT DOWNLOADS	424,522
E-BOOK TITLE/SECTION REQUESTS	190,484

952,471 PAGE VIEWS THROUGH RAPTORSEARCH



SUGGEST A PURCHASE

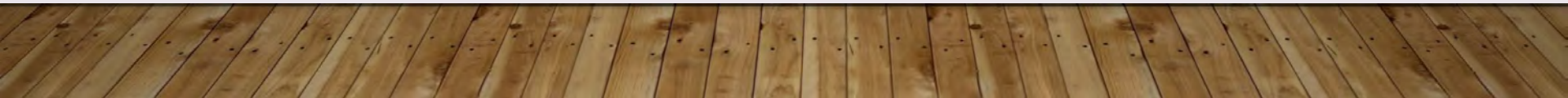
What's missing from the libraries' shelves? Do you know?

Whether it's a book, a database, a film, a journal, or something else, we want to know!

Drop us a line via the "Request a Purchase" form online:

<https://montgomerycollege.libsurveys.com/purchaserequestform>.

We accept requests from faculty, staff, and students, and will reply within a week.



MC Libraries Introduces Flipster



-Access popular magazines on your devices for free

-From your computer, visit our website to access and enter your M number

-From mobile, download the Flipster app and follow the on-screen instructions

People weekly.

Consumer reports.

GQ.

Southern living.

Forbes.

Sports illustrated.

Time.

Vogue.

New Yorker.

Essence.

O : the Oprah magazine.

Sound & vision.

Seventeen.

Esquire.

Prevention.

Glamour.

Harper's bazaar.

Redbook : the magazine for young adults.

Fine cooking.

Health.

THINGS TO NOTE

- The Libraries (except Cafritz) are open until 10 PM Monday-Thursday!
- There are no photocopiers available. **We strongly encourage students using the Libraries to bring a USB “flash” drive with them.**
- Students log into the computers by their M# and last name. The sessions are for 2 hour blocks of time, for a maximum time of 6 hours per day.
- Printing on campus is 10 cents a page and must be paid by credit card or WEPA card, available for purchase in the bookstore.



TECHNOLOGY

- The Libraries have Mac computers for use.
- The Libraries have laptop and cable lending for students.
- The Libraries have charging stations.



TECHNOLOGY

- The Libraries have collaborative spaces for groups.



- The Libraries have one button studio for high quality and convenient video production!



Montgomery College Libraries: Priorities for FY18

The Mission of Montgomery College Libraries is to "facilitate student success by collaborating with the College community in the creation and delivery of innovative services in a culture of excellence and accountability." The Libraries Master Plan, in support of this mission, guides our work for the FY17-FY20 period. The goals and activities of the Master Plan can be distilled into three areas of focus: Responsive Services for Student Success, Innovative Access to Information, and Enhancing Employee Engagement. This document represents the priority activities for FY18 as they relate to these three areas and the MC2020 College Strategic Plan. Each year, MC Libraries update this information to show our focus for the coming fiscal year.

Responsive Services for Student Success

- Goal 1. Provide Consistent and Coordinated Public and Access Services
- Goal 5. Utilize Partnerships to Accomplish Libraries Mission

Innovative Access to Information

- Goal 1. Provide Consistent and Coordinated Public and Access Services
- Goal 2. Provide Consistent and Coordinated Resources and Content

Enhancing Employee Engagement

- Goal 3. Strengthen Montgomery College Libraries Infrastructure and Employee Roles
- Goal 4. Promote Employee Development and Engagement

BEST AVAILABLE RESOURCE – DEDICATED LIBRARY STAFF



QUESTIONS?

- Contact a Librarian:

Christine K. Tracey

Rockville Campus Library Manager

christine.tracey@montgomerycollege.edu

240-567-7252

- **Or contact any other librarian! We are here to help!**

Afternoon Agenda Thurs.

- | | |
|-------------|---|
| 1:30 - 2:00 | Tour of the STEM Learning Center |
| 2:00 - 2:30 | Tour of the Rockville Library |
| 2:30 - 3:00 | Tour of Disability Support Services (DSS) |
| 3:00 - 4:00 | Structure of the College, website, Q & A |
| 4:00 - 4:30 | Wrap-up & Conclusion |

Please stop by HR prior to 5:30pm today to obtain your photo ID. HRSTM is located on the first floor of the Mannakee (MK) Building, 900 Hungerford Drive, Rockville.

Thank you for your participation!

Please reach out to us with any questions or concerns:

John Hamman

john.hamman@montgomerycollege.edu

240-567-7794

Tom Cantu

tom.cantu@montgomerycollege.edu

240-567-6006