Welcome to Montgomery College!

New Faculty Orientation
Tuesday, Jan. 14 &
Thursday, Jan. 16
8:30am - 5:00pm

Facilitators:

Monique Davis
Dean, Health Sciences, Health, and Physical Education

Tom Cantu
Instructional Designer
Office of E-Learning, Innovation and Teaching Excellence (ELITE)
Outcomes

At the conclusion of this orientation participants will be able to:

• Identify two or three MC colleagues to whom they can turn for information and support

• Access essential resources for students and faculty

• Describe MC’s culture of radical inclusion and student success
Morning Agenda Tues.

8:30 - 9:00  Breakfast
9:00 - 9:30  Welcome – Dr. DeRionne Pollard
9:30 – 9:45  Introductions & Outcomes
9:45 - 10:30  MC by the Numbers
10:45 - 11:15  Academic Master Plan
11:15 – 12:15  Student Success Network
12:15 – 1:15  Lunch
Afternoon Agenda Tues.

1:15 – 2:00 Faculty Handbook
2:00 – 2:30 Professional Development
2:45 – 4:45 Benefits & Retirement
4:45 - 5:00 Wrap-up & Discussion
Student Success

“By the Numbers”
A LOT HAS CHANGED
PART-TIME IS THE NEW NORM

• 66% MC Students are Part-time (Fall 2018)

• 10% Growth in Number of Part-time Students Since 2007

PART TIME MAKES IT HARDER

ONLY 7.8% of part time students, nationally, complete an associate’s degree within 4 years of high school graduation.
DIVERSITY IS INCREASING

• 17% Increase in total percent of Students of Color and Foreign Students since 2007

• 78% Current percentage of Students of Color and Foreign Students at MC
And in the County Too!

County Diversity Growing Fast
Estimated Change in Population Size 2019 - 2029

- Hispanic/Latino, any race: 11%
- Two or More Races: 10%
- Asian/Pacific Islander: 9%
- Black/African American: 9%
- American Indian or Alaskan Native: (-1%)
- White: (-4%)

By 2027: 7 out of 10
County residents between the age of 15 and 24 will be Hispanic, Black, or Asian.
MORE STUDENTS NEEDING ACCOMMODATIONS

Fall 2005: 919
Fall 2019: 1,740

Increase in the Number of Students with Documented Disabilities Under the ADA: 89%
NEW TO IT ALL

Percent of Credit Students who are First Generation College Students

Spring 2008: 17%
Spring 2016: 24%
NEED IS INCREASING

• 100% Increase in % of Students Receiving Financial Aid since FY2006

• 100% Increase in % of Students Receiving Pell Grant since FY2006
READINESS A FACTOR

Fall 2006: 39%
Fall 2019: 57%

Percent of Credit Students with Developmental Needs
OUR STUDENTS NOW

• Increasingly Part-Time
  – More external demands (work, family, etc.)

• More diverse than ever
  – Increase in financial need
  – More 1st Generation

• College Readiness?
It’s About Social Justice

61%

Percentage of County residents age 25+ with a college degree by 2029

Hispanic, Native Americans, and Blacks/African-Americans are projected to lag behind other ethnic groups, making access to college and student success an imperative.

90%

Percentage of top 50 hardest to fill jobs in 2018 that required some form of postsecondary education

79%

Percentage of all new jobs between 2019 and 2029 that will require some form of postsecondary education
STUDENT SUCCESS VISION

Through our inclusion in the Achieving the Dream network, Montgomery College will be a national model of educational excellence for all students by minimizing institutional barriers and maximizing opportunities to access, success, and completion. In a rapidly changing, competitive society, we will promote learning, equity, diversity, and cultural responsiveness to support student success and retention. Through courageous leadership, we will champion sustainable transformation through analysis of quantitative and qualitative data and involvement in a community of practice. These efforts will result in more of our students achieving their educational goals.
Student Success Goals

Graduation Rate
- 21% Fall 2012 Cohort
- 30% Fall 2018 Cohort

Transfer Rate
- 36% Fall 2012 Cohort
- 50% Fall 2018 Cohort

Baccalaureate Attainment
- 35% Fall 2018 Cohort
- 38% Fall 2014 Cohort
Institutional Success Goals

Graduation Rate: 21% (Fall 2012 Cohort)

Transfer Rate: 36% (Fall 2012 Cohort)

Baccalaureate Attainment: 35% (Fall 2018 Cohort)

Enrollment: 21,260 (Fall 2019)

Retention: 65.6% (Fall 18 to 19)

Wages/Employment: Multiple (PAR)
Leading Indicators

Graduation Rate
- 30% Target
- Score Card uses 3-year; PAR uses 4-year

Transfer Rate
- 50% Target

Baccalaureate Attainment
- 38% Target

Course Pass Rate (SC)
Gateway Course Success (SC)
Dev Course Success (SC)
Credit Milestone Attainment (SC)
Time to Degree (SC)
Credits to Degree (SC)
Course Pass Rate (SC)
Gateway Course Success (SC)
Dev Course Success (SC)
Graduation Rate* (SC, PAR)
Transfer Rate* (SC, PAR)
Performance at Transfer Institution (PAR)
Leading Indicators

Enrollment
- 21,260

Retention
- 65.6%

Wages/Employment
- Multiple

Market Share 1st Time FT Students (PAR)
- 21,260

Fall to Spring Retention (SC)
- 65.6%

Persistence (PAR)
- Multiple

Licensure/Certification Pass Rates (PAR)
- 21,260

Wage Growth Occupation Program Grads (PAR)
- 65.6%

FT Career Grads Working in Related Field (PAR)
- Multiple

Market Share PT Students (PAR)

Market Share Recent HS Grads (PAR)
STUDENT SUCCESS SCORECARD

ARRIVAL

- How do students perform within the first critical period of college?

PROGRESSION

- How well do students progress through their academic pursuits?

COMPLETION

- Do students “complete”?
GATEWAY AND COURSE SUCCESS IS CRITICAL
WHY GATEWAY MATTERS

• Fall to Fall Retention FY18 Cohort

• Fall to Spring Retention FY19 Cohort
D, F, W Initiative

• 1% Reduction in the D, F, W rate between FY17 and FY18

= 1,395

Students who do not have to repeat a class!

10.2% Average DFW Rate for courses taken by all graduates FY18
MATH IS SCARY!

8.7 Avg. terms to complete first MATH gateway course.

5.1 Avg. terms to complete first ENGL gateway course.
DEVELOPMENTAL MATH – Getting Better

New Students’ Need For DEVELOPMENTAL MATHEMATICS Coursework and Attempted/Completion in First Year

<table>
<thead>
<tr>
<th>Needed Developmental</th>
<th>Took Developmental</th>
<th>Passed First Attempt</th>
<th>Completed Developmental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent</td>
<td>% of &quot;needed&quot;</td>
<td>% of &quot;took&quot;</td>
<td>% of &quot;needed&quot;</td>
</tr>
</tbody>
</table>

- **GENDER**
  - Female: 54.9%, 81.0% 57.0% 45.5%
  - Male: 54.5%, 80.1% 49.5% 44.2%

- **ETHNICITY/RACE**
  - American Indian/Alaska Native: 69.2%, 88.9% 62.5% 77.8%
  - Asian: 31.1%, 87.6% 61.6% 59.3%
  - Black/African American: 65.2%, 81.4% 42.4% 59.0%
  - Hawaiian/Pacific Islander: 22.2%, 50.0% 100.0% 50.0%
  - Hispanic: 61.1%, 82.2% 48.7% 46.3%
  - International: 39.6%, 70.0% 61.0% 48.5%
  - Multi Race: 60.7%, 77.0% 59.7% 46.0%
  - White: 47.5%, 75.9% 58.1% 47.9%

- **AGE GROUP**
  - 19 or Younger: 53.4%, 82.3% 49.4% 46.7%
  - 20–24: 71.3%, 70.7% 47.5% 35.4%
  - 25 or Older: 50.0%, 77.6% 61.6% 49.1%
New Students’ Need For DEVELOPMENTAL ENGLISH Coursework and Attempted/Completion in First Year

ENGLISH IS MIXED
GETTING OVER THE HURDLE

- 75.6% pass 1st attempt
- 67.4% complete
- 50.2% pass 1st attempt
- 44.8% complete
STOPPING THE LEAK

Start
Fall 2018

For Every 100 Students

Spring 2019
79 Students Return

Fall 2019
66 Students Return

34 leak out over the course of 1 year

Fall 2018
Spring 2019
Fall 2019
UNCLOGGING THE PIPES

For Every 100 Students

Attain Year 1 Milestone
FT=24 credits
PT=12 credits

74 FT Stuck
79 PT Stuck

26 Full-time
21 Part-time

Attain Year 2 Milestone
FT=48 credits
PT=24 credits

80 FT Stuck
82 PT Stuck

20 Full-time
18 Part-time

FT=24 credits
PT=12 credits

FT=48 credits
PT=24 credits
THE LONG ROAD TO COMPLETE

<table>
<thead>
<tr>
<th>GRADUATES</th>
<th>ASSOCIATE DEGREE</th>
<th>CERTIFICATE</th>
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<tbody>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2,720</td>
<td>Decrease of 5</td>
<td></td>
</tr>
<tr>
<td><strong>Number</strong></td>
<td>2,539</td>
<td>181</td>
</tr>
<tr>
<td>Decrease of 28</td>
<td></td>
<td>Increase of 23</td>
</tr>
<tr>
<td><strong>Average Years</strong></td>
<td><strong>67.0</strong></td>
<td><strong>52.0</strong></td>
</tr>
<tr>
<td>Increase of 0.2</td>
<td>Increase of 0.1</td>
<td>Increase of 6.0</td>
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<tr>
<td><strong>Average Credits</strong></td>
<td><strong>4.5</strong></td>
<td><strong>181</strong></td>
</tr>
<tr>
<td>Increase of 0.1</td>
<td>Increase of 0.1</td>
<td>Increase of 0.6</td>
</tr>
</tbody>
</table>
SMALL EFFORT = BIG REWARD

If all degree programs had:
• 2 more graduates
• 2 more transfers

Graduation Rate:
- 22.5% vs. 27.9%

Transfer Rate:
- 23.0% vs. 28.5%

Impact on Overall Graduation/Transfer Rate:
- 45.5% vs. 56.4%
So...where can I get some data for my work?

• The Basics for Your Courses:
  – Blackboard
  – Banner

• Simple analytics
  – Attendance, grades, missed assignment notifications
So...where can I get some data for my work?

- Course/Program Specific:
  - Learning Outcomes Assessment
  - College Area Review Website
So...where can I get some data for my work?

• Broad Student and College Data:
  – OIRA Website
    (http://cms.montgomerycollege.edu/research/)
  – Includes PAR, CCSSE, IPEDs, Tool Kit, and much, much more!
So...where can I get some data for my work?

• Academic Affairs Resources:
  – Blackboard Group (need to request access)
  – Contains a lot of discipline-based and program data
  – Also includes updated data and information twice a year (Fall and Spring Academic Affairs Leadership Retreat)
Student Success Work at Montgomery College: Achieving the Dream

New Faculty Orientation
January 14, 2020

Dr. Michael Mills
Prof. Shinta Hernandez
Dr. Denise Simmons Graves
Overview

• Achieving the Dream (ATD) @ MC
• Alignment with College Priorities
• Student Success Work
  – Academic Master Plan Initiatives (AMP)
  – Seven Truths (StAMP)
  – Professional Development (PDMP)
  – Faculty Pathways
  – Online and Z-Course Success
• Next Steps
Equality vs. Equity

**Equality**

The assumption is that everyone benefits from the same supports. This is equal treatment.

**Equity**

Everyone gets the supports they need (this is the concept of “affirmative action”), thus producing equity.

**Justice**

All 3 can see the game without supports or accommodations because the cause(s) of the inequity was addressed. The systemic barrier has been removed.
STUDENT SUCCESS VISION

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Achieving the Dream
Institutional Capacity Framework

- Teaching & Learning
- Engagement & Communication
- Equity
- Strategy & Planning
- Data & Technology
- Policies & Practices
- Leadership & Vision
- Student-Focused Culture
ATD Alignment with College Priorities

- MC 2020 and MC 2025
- Academic Master Plan (AMP)
- Student Affairs Master Plan (StAMP)
- Professional Development Master Plan (PDMP)
- Middles States Self-Study
- *The Student Voice*
Academic Master Plan Alignment

1. **Introductory**
   - Embed Classroom Support
   - Support student learning and development
   - Offer embedded coaching and counseling
   - Enhance student success
   - Implement alternative and customized assessment and placement
   - Design alternative and customized credentials and guided pathways

2. **Initiative**
   - Offer alternative scheduling and delivery
   - Develop flexible and blended formats for online and in-person programs
   - Implement alternative and customized assessment and placement
   - Enhance alternative and guided pathways

3. **Guidance**
   - Implement alternative and customized assessment and placement
   - Design alternative and customized credentials and guided pathways
   - Enhance student pathway from MCPs and TO USG
   - Enhance student pathway from MCP and TO USG

4. **Alternatives**
   - Ad Astra, Extended Winter, Evening & Weekend, Online, Z-Degrees
   - Stackable Credentials, Microcredentials, Guided Pathways

5. **Start Smart**
   - Dual Enrollment, Articulation Agreements

6. **Guided Pathways**
   - Study Abroad, International Exchanges, United Nations SDG Open Pedagogy Fellowship

**Guiding Initiatives**

- Advising/Pathways
- Embedded Coaches and Librarians, SAP-C, Program Advising Guides
- Study Abroad, International Exchanges, United Nations SDG Open Pedagogy Fellowship
- Dual Enrollment, Articulation Agreements
- Advising/Pathways

**Scheduling**

- Ad Astra, Extended Winter, Evening & Weekend, Online, Z-Degrees
- Stackable Credentials, Microcredentials, Guided Pathways

**Guided Pathways**

- Study Abroad, International Exchanges, United Nations SDG Open Pedagogy Fellowship
- Dual Enrollment, Articulation Agreements
- Advising/Pathways
- Embedded Coaches and Librarians, SAP-C, Program Advising Guides

**Alternative Placement Program**

- Ad Astra, Extended Winter, Evening & Weekend, Online, Z-Degrees
- Stackable Credentials, Microcredentials, Guided Pathways

**Stackable Credentials, Microcredentials, Guided Pathways**

- Study Abroad, International Exchanges, United Nations SDG Open Pedagogy Fellowship
- Dual Enrollment, Articulation Agreements
- Advising/Pathways
- Embedded Coaches and Librarians, SAP-C, Program Advising Guides

**Guiding Initiatives**

- Advising/Pathways
- Embedded Coaches and Librarians, SAP-C, Program Advising Guides
- Study Abroad, International Exchanges, United Nations SDG Open Pedagogy Fellowship
- Dual Enrollment, Articulation Agreements
- Advising/Pathways
The Seven Truths for a Common Student Experience:
Counseling Faculty Engagement in the Work

1. Start Smart
   - Summer Bridge
     - Introduce MC

2. Maintain a Foundation of Support Opportunities
   - STSU Courses
     - Build Rapport / Ongoing Appointments

3. Get Connected
   - Review Outcomes
     - Monitor Progress

4. Build Community
   - Enhance College Capital

5. Enhance the Classroom Experience
   - STSU Z-Courses
     - Campus as Laboratory

6. Encourage Student Success Every Step of the Way
   - Assess, Monitor, and Evaluate Progress toward Goals

7. Plan to Cross the Finish Line
   - Assess, Monitor, and Evaluate Progress toward All Transfer and Graduation Efforts

Student Affairs Work
Professional Development Master Plan Alignment using ICAT

• StAMP
  – Mentoring programs (e.g., MC First)

• AMP and MC 2025 Goal #2
  – Workshops on advancing initiatives (e.g., microcredentialing, UN SDG Open Pedagogy Fellowship)

• MC 2025 Goal #5
  – Enhanced NFO and ATT (next slides)
Redesigned New Faculty Orientation

• 2 full day in-person sessions

• Enhanced focus on student success
  • Traditional orientation topics remain
  • Emphasis on institutional plans and priorities, student services and academic programs, and deep dive data activity
  • Greater Dean and Chair involvement
  • Semester long orientation relevant to new hires’ disciplines
Academy for Teaching Transformation

- Using Data to Inform Teaching and Learning
- Inclusion and Equity in the 21st Century Classroom
- Teaching and Working with an Intergenerational Perspective
- Teaching for a Just World: Integrating Social Justice Across Disciplines
- Blackboard Learning Center
- Student Engagement w/Instructional Technology (online)
- Scholarship of Excellence in Teaching
Timeline for Full Time Faculty Success

Pre-Boarding

Year 0

Search, Interview, and Hire Processes at Montgomery College

Years 1-3

Onboarding: Start Smart

Years 4-7

Fostering Skills in the Community College Environment

Years 8-11

Fostering Faculty Leadership Skills in Higher Education

Years 12+

Advanced Faculty Leadership and Pedagogical Advocacy
A “Guided Pathway” for Full-Time Faculty

**Years 1-3: Introduction to Teaching at Montgomery College**
- Discipline-Specific Professional Development
- Discipline-Specific Professional Development

**Years 4-7: Fostering Skills in the Community College Environment**
- Student Success Institutional Capacity
- Disciplines-Specific Professional Development
- Disciplines-Specific Professional Development

**Years 8-11: Fostering Faculty Leadership Skills in Higher Education**
- Student Success Institutional Capacity
- Disciplines-Specific Professional Development
- Disciplines-Specific Professional Development

**Years 12+: Advanced Faculty Leadership and Pedagogical Advocacy**
- Student Success Institutional Capacity
- Disciplines-Specific Professional Development
- Disciplines-Specific Professional Development

**Institutional Faculty Leadership**
- Leadership on Collegewide and/or Department Committees
- Professional Development in Leadership Programs
- Data Ambassadorship

**Academy for Teaching Transformation**
- Scholarship of Excellence in Teaching
- Performance Evaluation
- Mentor-Mentee

**Service to the College**
- Service to the Department
- Curriculum Assessment
- Professional Development
- Mentoring of New Faculty
Online Education Enrollment

<table>
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<tr>
<th>Year</th>
<th>Enrollment</th>
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<tbody>
<tr>
<td>FY15</td>
<td>17046</td>
</tr>
<tr>
<td>FY16</td>
<td>18432</td>
</tr>
<tr>
<td>FY17</td>
<td>18612</td>
</tr>
<tr>
<td>FY18</td>
<td>19382</td>
</tr>
<tr>
<td>FY19</td>
<td>19746</td>
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</table>
Extended Winter Enrollment

- 2017: 270
- 2018: 676
- 2019: 981
Online Degrees

- Business
- Computer Science and Technologies
- Criminal Justice
- General Studies
- Early Childhood Education Technology (Fall 2019)
Montgomery College

MC Open
Improve Student Success Through Open Education Resources (OER)

Success
Increase student engagement, retention, and success

Access
Level the playing field through increased access to course content

Affordability
Reduce education costs

Collaboration
Increase collaboration among faculty and disciplines
Z-Course Growth

Spring 2017
62 courses
200 sections
95 different faculty
3400+ students enrolled

Fall 2017
91 courses
322 sections
169 different faculty
6400+ students enrolled

Spring 2018
105 courses
347 sections
178 different faculty
6000+ students enrolled

Fall 2018
109 courses
413 sections
212 different faculty
8,400+ students enrolled

Spring 2019
135 courses
427 sections
233 different faculty
7950 students enrolled
Z Degrees

• Business
• Communications
• General Studies
• Early Childhood Education Technology (Fall 2019)
• Criminal Justice (Fall 2019)
What’s Next…

- MC 2025 Implementation
- AMP 2.0 Planning
- PDMP Implementation
- Middle States Self-Study Implementation
- Greater engagement of faculty (full time and part time), staff, deans, chairs, and students
- Presentations and workshops on student success work
- And many more…
Faculty Handbook and Syllabus

New Faculty Orientation

Shinta H. Hernandez

Department Chair of Sociology, Anthropology, and Criminal Justice
Rockville and Takoma Park/Silver Spring

January 14, 2020
College Structure

▪ Senior Vice President for Academic Affairs (SVPAA) ➔ Vice President and Provost (VPP) ➔ Dean ➔ Department Chair ➔ Discipline Coordinator / Program Advisor ➔ Full-Time and Part-Time Instructional Faculty

▪ Senior Vice President for Student Affairs (SVPSA) ➔ Dean ➔ Department Chair ➔ Full-Time and Part-Time Counseling Faculty
College Expectations

- Every Department operates differently, but each Department has an obligation to:
  - Improve equity and success outcomes for all students
  - Ensure the work aligns with College mission and priorities (images on the next page)
And... Student Affairs Master Plan (StAMP)
Faculty Workload

- Full-time instructional faculty (IF)
  - Minimum of 15 ESH per semester (or 30 ESH per AY)
  - Winter and summer teaching are optional
  - 5 office hours per week
- Full-time counseling faculty (CF)
  - 40 hour work week, including teaching
- Overloads must be approved by management (VPP / Dean / Department Chair)
Faculty Responsibilities for IF and CF

▪ Teaching, advising, and mentoring of students (IF and CF)
▪ Development / implementation of new curriculum, pedagogy, and other student success strategies (IF)
▪ Assessment of program or discipline and the utilization of data to make informed decisions (IF)
▪ Participation in student, course, or program outreach events at the College and/or in the community (IF and CF)
▪ Service to the College, Department, Committee, and/or County (IF and CF)
▪ Engagement in professional development opportunities (e.g., ELITE, conferences, discipline-specific activities, deep dive data activities) (IF and CF)
Faculty (IF) Obligation Days and Leave Policies

- Leave request forms must be filled out and sent to your Department Chair for approval (IF and CF)
- Instructional duty days - when classes are in session
  - Full day vs. half day vs. ¼ day
- Non-instructional duty days – when classes are not in session (e.g., Professional Week, day before Thanksgiving, week after final exams, Commencement)
  - Full day vs. half day vs. no leave
Understanding Your Students and Managing Your Classroom

- Review the Student Code of Conduct
- Be cognizant of textbook expenses (zero cost textbooks / OERs)
- Familiarize yourself with College resources (ATPA, library, etc.)
- Print out your class roster (from MyMC) and take attendance
- Set aside 5 office hours per week (required for full time faculty)
- Encourage regular use of Blackboard
- Follow the syllabus template and email your syllabi to your Department Chair, Discipline Coordinator, and Department A.A.
- ** Be involved in additional ways that help your students as well as the rest of the MC student population **
Syllabus Template - Requirements

- Contact information
- General course information
- Learning outcomes (as approved by Collegewide Curriculum Committee)
- Textbook and other course materials
- Course requirements (e.g., grading, make-up policy)
- Student code of conduct (e.g., appropriate behavior, academic honesty)
- Collegewide policies and procedures (e.g., attendance, closings, DSS)
- Additional general information (e.g., instructor’s rights to modify)
- Course schedule
What to do if…

- you can’t teach a class?
  - Tell your Department Chair who will likely get a substitute instructor
    - Class cancellation should be the last resort
  - Tell your Department Administrative Aide who will likely put a note on your classroom door and process your leave request form
  - Use Blackboard regularly so that you can use it as an additional method of classroom delivery
What to do if…

▪ you’re having a student issue?
  • Try to handle the situation with the student first by:
    – Actively listening to understand the issue (i.e., tough empathy)
    – Referring the student to appropriate College resources:
      ▪ Disability Support Services
      ▪ Writing, Reading, and Language Center
      ▪ Math Learning Center
      ▪ Others?
  • If the student issue is intense or cannot be easily resolved, contact your Department Chair
What to do if…

- you have a student who misses classes?
  - Seek out the student to find out what is going on before making the final decision to drop the student
  - Announce in class and write on your syllabus the attendance policy, which should be taken from the syllabus template
  - Inform students of the withdrawal and refund dates (from MyMC)
What to do if…

- you have a student trying to register for your class after the first session has met?
  
  • Refer the student to your Department Chair to see if he/she/they qualify for late registration
    
    – Per the College’s On Time Registration Policy (2015), there are only a few exceptions that allow late registration
  
  • Do not allow a student to sit in your class if he/she/they are not enrolled
Resources

- Faculty Handbook
  - http://info.montgomerycollege.edu/faculty/resources/handbook/

- Course Catalog
  - http://catalog.montgomerycollege.edu

- Syllabus Template
  - http://info.montgomerycollege.edu/faculty/resources/handbook/montgomery-college-syllabus-template.html
Welcome to
E-Learning, Innovation and Teaching Excellence (ELITE)

New Faculty Orientation Spring 2020

Dr. Michael Mills, Vice President, ELITE
Tom Cantu, Instructional Designer
ELITE Mission Statement

• The E-Learning, Innovation, and Teaching Excellence (ELITE) team is committed to providing excellence and leadership to the diverse MC community in the areas of instructional professional development, learning technology support and college-wide academic initiatives.

• We hold ourselves accountable to seek and provide practical, innovative solutions to enhance the learning experience of faculty, staff and students.
How ELITE can help you:

- Pedagogical leaders in the classroom
- Staff as better managers and supervisors
- All employees through required training and cohort programs
ELITE Programs and Services

• Workshops, series and cohorts
• One-on-One Consultation
• “I have an idea for a workshop!”
• Conferences.
• Academic/staff initiatives at MC
• Academy for Teaching Transformation
• Blackboard
ELITE Programs and Services

- Cohort Programs
- Presidential Innovation Leadership Institute
- Leadership Development Institute
- MC Management
- Global Supervisor
- Tapestry
- Dialogue Circles
ELITE Pathway Programs

- Communication and Conflict
- Equity and Inclusion
- Customer Service
- Change Management: The People Side
- Effective Committees
ELITE Structure

- Instructional Designers – on each campus
- Campus workgroups – faculty and administrator representatives
- ELITE Faculty Associates (FAs)
- Training and Development Coordinators
Rockville
Sara Kalifa & Emily Rosado

Germantown
Mary Robinson & Mitch Tropin

Takoma Park/Silver Spring
Corinne Smith
Academy for Teaching Transformation

- Best-practices and innovations
- Five required series, one elective
  - Focus is on social justice, student engagement, data
- Each campus on rotating basis
- Online, blended and on-campus
Your professional development...

- Questions?
- Comments?

Info:

http://cms.montgomerycollege.edu/elite/
http://mcblogs.montgomerycollege.edu/thehub/

ELITE: 240-567-2002
Welcome to New Faculty Orientation

HRSTM
Benefits Topics

- Payroll and Leave
- Insurance
- Flexible Spending Plans
- Termination of coverage—COBRA
- Educational Assistance Plan
- Tuition Waiver
- Open Enrollment
Payroll and Leave

Pay Statements

- First check is a physical check, subsequent pays are by automatic deposit
  - 20 paychecks
Deferred Pay Program

- 26 pay checks per year
  - One-year/PTF hires not eligible
  - Insurance deductions remain over 20 pays
  - Sign up in fall only.
  - Option: Educational Systems Federal Credit Union
Payroll continued

- View paycheck information on Tuesday of pay week.
- Electronic W-2 Option
  - Sign-up through MyMC
    - Saves the College time and money.
    - Payroll notifies by email when the W-2 is available via MyMc.
Leave Options

- You are entitled to:
  - 24 hours Personal Leave a year
  - 80 hours of Sick Leave a year
    - Advance of sick leave available
  - Disability Leave and or Workers’ Compensation
Insurance Basics

- 31 calendar days to enroll

- Coverage effective first of month after enrolling in Workday
  - For February 1 coverage enroll by **January 31st**
  - Marriage certificates/birth certificates must be uploaded to Workday to prove eligibility for dependents.

- Children covered up to age 26
Health Plans

- Cigna Choice Fund with Health Savings Account
- Cigna Point of Service Plan
- Kaiser Permanente HMO
CIGNA Choice Fund – HSA

- tax-exempt health savings account (HSA) that an individual can use to pay for health expenses up to a certain amount
- high-deductible health insurance policy that pays for expenses over the deductible
- gap between those two in which the individual pays any health care expenses out of their own pocket.
CIGNA Choice Fund
The details

<table>
<thead>
<tr>
<th>College Funds</th>
<th>Employee Funds (Optional) (Pre-Tax)</th>
<th>High-Deductible Health Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500 Employee</td>
<td>Up to $3,050 Employee</td>
<td>$1,400 Employee</td>
</tr>
<tr>
<td>$750 Employee +1</td>
<td>$6,350 Employee +1</td>
<td>$2,800 Employee + 1</td>
</tr>
<tr>
<td>$1,000 Family</td>
<td>Up to $6,100 Family</td>
<td>$3,450 Family</td>
</tr>
</tbody>
</table>

Pro-rated for employees beginning after January 1

Age 55 or older – can put in additional $1,000 pre-tax
## CIGNA Choice Fund

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>In-Network</th>
<th>Out-Of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Insurance</td>
<td>90%</td>
<td>70%</td>
</tr>
<tr>
<td>Total Deductible (shared in and out-of-network)</td>
<td>$1,400 Employee $2,800 Employee +1 $3,450 Family</td>
<td>$1,400 Employee $2,800 Employee +1 $3,450 Family</td>
</tr>
<tr>
<td>Calendar Year Out-of-Pocket Maximum (including deductible)</td>
<td>$4,000 Employee $6,750 Indiv. In Fam $6,500 Employee +1 $8,000 Family</td>
<td>$8,000 Employee $13,000 Indiv. In Fam. $13,000 Employee+1 $16,000 Family</td>
</tr>
<tr>
<td>Preventive Care</td>
<td>100%</td>
<td>70%</td>
</tr>
<tr>
<td>Prescriptions</td>
<td>10% generics 20% preferred brand 40% non preferred</td>
<td></td>
</tr>
</tbody>
</table>
CIGNA Choice Fund

• Save for future health care expenses including retirement health premiums

• Support systems help individuals select providers, compare prices, track health care expenses, and improve health.

• Virtual (telemedicine) benefit available.

• Debit Card Issued for Payments
  – Use for qualified medical expenses.
CIGNA Choice Fund

- Pharmacy costs contribute to the deductible and out-of-pocket maximum.
- Prescription Coverage through Caremark.
- Preventive care covered in network at 100% with no deductible.
- After $2,000 accumulates in the account, investment options are available.
- Triple tax-advantages to this plan!
CIGNA Point of Service (POS)

- Select primary care physician from network
- Obtain referrals to see specialists in-network
- Preventative care covered in full when using network provider.
- Virtual (telemedicine) benefit available.
- May go out of network and use as a traditional health plan.
## CIGNA Point of Service (POS) Costs

<table>
<thead>
<tr>
<th>In-network</th>
<th>Out-of-network</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500 Deductible applies to lab work, and hospitalizations. 10% coinsurance</td>
<td>$1,000 deductible. 30% coinsurance</td>
</tr>
<tr>
<td>$25 PCP or $50 specialist</td>
<td>Cost share of 70/30 of “reasonable and customary” charges</td>
</tr>
<tr>
<td>Out of Pocket Maximum $4,000/individual or $8,000/family</td>
<td>Out of Pocket Maximum $8,000/individual or $16,000/family</td>
</tr>
<tr>
<td>$150 emergency room or $50 at urgent care</td>
<td>$150 emergency room or $50 at urgent care</td>
</tr>
</tbody>
</table>
Three-tier plan with a minimum and maximum

- Generic – 10% with a $10 minimum/$20 maximum
- Formulary – 20% with $20 minimum/$50 maximum
- Brand – 40% with $40 minimum/$100 maximum

“Mail order” incentivized

- Mail order or retail pick up of 90 day supply at reduced rate

You are not limited to using CVS retail stores
Kaiser Permanente

- Health Maintenance Model - “one-stop shopping”
  - Must select primary care physician
  - Preventative care covered in full
  - 24 hour Nurse hotline for support
  - Managed dental discount
  - Vision benefits in facility
    - Limited reimbursement for frames, lens, contacts
  - Telemedicine benefit available
Kaiser Permanente

- Copays:
  - $25 PCP or $50 specialist
  - $100 emergency room
  - $250 Hospital
Kaiser Permanente Pharmacy

- Kaiser Centers or Mail order
  - $20 generic
  - $35 preferred brand
  - $50 non-preferred brand
- Participating Retail
  - $30 generic
  - $50 preferred brand
  - $75 non-preferred brand
Dental Insurance

- Choice of
  - Cigna Preferred Provider Option (PPO)
  - Cigna Health Maintenance Option (HMO)
Dental Insurance Cigna PPO

In Network for:

- Discounted rates
- Dentist files claim on your behalf
- No referrals needed

Out of Network:

- Pay dentist and file for reimbursement
- Possible higher cost with no discount
Dental Insurance Cigna PPO

- Annual maximum is $2,000/person
- Additional $1,000 annual benefit for orthodontia
- Progressive benefit
  - Get one cleaning to earn an additional $100 per year benefit!
Cigna Dental HMO (DHMO)

- Managed dental care
  - Choose dentist from network list
  - Get referrals for specialists
- Set Fee for services based
- Teeth cleaning—no fee
- No annual maximum limit!
Vision Plan from EyeMed

- In-network, annual
  - $10 co-pay for exam; $20 co-pay for limited lenses and frames
- Allowance for out-of-network
Basic Life Insurance and AD&D

- Term insurance
  - 2x base annual salary up to $100,000
  - MC pays 75% of premium
  - Guaranteed acceptance if enrolling at hire
  - Additional benefits provided for accidental death or dismemberment
Optional Life Insurance

- **Term insurance**
  - Premium paid by employee
  - Guaranteed acceptance if enrolling at hire
  - Must prove insurability if added later
  - Must enroll in basic life to elect optional coverages
Optional Life Insurance

- On Employee only
  - Additional 1, 2 or 3 times salary up to $300,000
  - Costs varies by age group
  - Increases with age
Spousal Life Insurance

- Spousal life insurance
  - Must have optional life (at least 1x salary) to elect
  - Benefit: $25,000
  - Costs varies by employee age group
  - Increases with age
  - Beneficiary is employee
Dependent Life Insurance

- Dependent life insurance
  - Must have optional life to elect
  - Benefit: $5,000
  - Beneficiary is employee
Short Term Disability

- Automatically enrolled
- Six month waiting period
- No employee premium
- Payable for up to 12 months.
Long Term Disability Insurance

- Six months waiting period to be covered
  - Choose now, premiums begin after 6 months
  - If elected later, must prove insurability

- Benefit
  - 60% of base monthly salary to a maximum of $5,000
  - Payable after 12 months of continuous disability

- MC pays 75% of premium
Group Legal Plan

- Choose participating attorney
- Coverage for employee, and family
  - Services covered in full or with 25% discount excluded services
  - Does not include pre-existing situations
  - Cannot be used for employment grievances or disputes
- You pay premium of $10.80 per pay
Group Legal Plan

• The plan covers in full
  – Family issues
  – Estate planning
  – Traffic and criminal violations
  – Real estate purchase
  – Uncontested divorce
  – Landlord tenant issues
  – Unlimited advice for all covered dependents and more
Flexible Spending Accounts

- Save money pre-tax for health and/or dependent care Enroll now (within 1st 31 day period)
  
  • Health care expenses
    - $2,700 limit/calendar year
    - Total amount available up-front
  
  • Dependent care expenses
    - Enroll now
    - $5,000 limit/calendar year
    - Only funded amount available
Flexible Spending Accounts

- Limited Flexible Spending Account
  - For CIGNA Choice Fund Participants only!
  - Additional opportunity to shelter tax dollars
  - $2,700 limit
  - Can only be used for:
    - Vision
    - Dental
Flexible Spending Accounts

- **Public Transportation**
  - Enroll 15 days prior to the beginning of the month in which you intend to participate.
  - Excess balances roll-over from year to year.
  - Forfeited at termination.
  - Can only be reimbursed what has been funded.

- **Parking Account**
  - For parking at metro, etc.
  - Note: college parking is already pretax so not eligible
Faculty/Staff Assistance Program

- *Compsych* offers confidential help with issues such as financial, marital, work, stress, substance abuse, etc.
- Available 24/7 to employees and their immediate family members
- Up to four free counseling sessions
- 844-236-2668 or online at guidanceresources.com
- Use Company ID: MCC to create a login
Education Assistance Program- EAP

- Begin use after six months of service
  - FY20 amount of $3,030 to use for:
    - College courses and books
    - Seminars, conferences – Registration Fees
    - One professional organization membership
    - Individual gym memberships (taxable benefit)
  
  - FY 20 travel allowance of $1,334 for transportation and meals
Education Assistance Program- EAP

- Access form from HRSTM Web page
- Explain how expense is work-related or preparing you for higher-level duties
- Obtain approving signatures
- Forward to HRSTM with supporting documentation
Tuition Waiver

- Montgomery College credit classes, including developmental courses.
  - Employee, spouse, dependents
- No waiting period. Eligible at hire!
- Class fees and books are not covered under tuition waiver
  - Employee can use EAP when eligible
Tuition Waiver

▪ Register for classes on-line first.

▪ Complete on-line form at HRSTM Web page.

▪ Employee receives e-mail confirmation.

▪ Dependent receives e-mail and must respond to have waiver processed.

▪ Credit is applied to student account.
Part-Time Faculty Professional Development Funds

- Up to $900 in FY 20 to spend on courses, seminars, conferences
- Includes travel
- Must be a member of SEIU
- Total budget = $50,000
Wellness Program

- The Wellness Program at Montgomery College strives to assist employees to manage work life issues and to enable employees to stay healthy in mind, body and spirit.

- In partnership with Holy Cross Hospital the college offers a comprehensive Wellness Program on four campuses with a wide range of programming. Classes include Zumba, Yoga, TBT, and other programs and activities.
Wellness Program

Eligibility

• Full-time and Part-time Faculty, Staff, Temporary with Benefits, and Casual temporary employees and their spouses are eligible to participate in the Wellness Program.

• The program is also open to retirees from Montgomery College and their spouses.

• Children may not participate in the program.
Wellness Program

- Outside Gym Memberships (FTF only)
  - EAP funds may be utilized to pay for Gym Memberships outside the college.
  - Lifetime Fitness
  - Now covering yoga studio memberships, rock climbing, dance lessons, etc.!
  - Submit computer generated record of attendance and proof of payment to be reimbursed up to $35 a month.
Wellness Program Registration

- Through MC Learns
- Training & Development
- Personal Development
- Send liability form to wellness coordinator
- India Hunter at 7-9145
Open Enrollment

- October
- Chance to change benefit options, and add or drop dependents
- Sign up for Flexible Spending (required every year)
Termination and your right to continue insurance coverage

- Your coverage would terminate on the last day of the month in which you worked.

- COBRA
  - Option to continue medical, and dental coverage for you and your covered dependents.
  - You pay 100% of premium and a 2% administrative fee.
Termination and your right to continue insurance coverage

- **It is your responsibility** to inform HRSTM of life-changing events within **30** days of the event in Workday

- You may then change benefits due to:
  - Marriage
  - Birth, adoption
  - Death
  - Spouse changing job
  - Child reaching maximum age, loss of existing coverage
Retirement

- Topics to be Covered
- Retirement Plan Options
  1. Teachers’ Pension System
  2. Optional Retirement Plan (ORP)
- Supplemental Retirement and Deferred Compensation
  1. 403(b) plans
  2. 457 (b) plans
Retirement Plan Options

- Teachers’ Pension System
  - Defined Benefit Plan
  - Mandatory 7% contribution by the employee
  - 10 year vesting requirement
  - Death benefit of 1 x salary after 1 year of service
  - Disability retirement provision after 5 years of service
  - Provides a lifetime income stream
Retirement Plan Options

- Optional Retirement Plan
  - Defined Contribution Plan
  - State contributes 7.25% of your salary over the academic year
  - Plan is vested immediately and Fully Portable
  - Employee determines how money is invested
    - State selects fund options vendor can offer.
  - No required employee contribution.
Retirement plan options to consider

- Teachers’ Pension System
  - Prior state service may be transferrable.
  - Up to 5 years of military service may be received.
  - Only option if you were previously enrolled with MSRA.
  - Retirement eligibility:
    - Rule of “90”; age + years of service = 90 OR age 65 with 10 years of service.
    - Early: age 60 with 15 years of service.
Retirement plan options to consider

- Optional Retirement Plan
  - Invest with TIAA or Fidelity
  - May change vendors during ORP open enrollment that occurs in the Spring
  - Only option if you have ever been enrolled in the ORP in the State of Maryland
  - Same retirement eligibility as the Pension System
Retirement Plan Enrollment

- To enroll in the Teachers’ Pension System you must:
  - Complete membership application Form 001
  - Designation of beneficiary Form 4 which must be notarized
  - You must submit proof of birth date
  - No credit is earned until forms are submitted
Retirement Plan Enrollment

▪ To enroll in the Optional Retirement Plan (ORP) you must:
  • Complete ORP selection form
  • Complete election not to participate in state system Form 60
  • Complete vendor enrollment form
▪ You must date forms on date of hire or state will auto enroll in pension!
Retirement Savings Opportunities

- Contribute Pre-tax earnings to retirement accounts
  - Both 403(b) and 457(b)
  - $25 minimum per paycheck
  - $19,000 maximum per year with additional $6000 if 50 or older
- Invest with Voya, AXA, TIAA or AIG
- Enroll or change contribution amount at anytime
- Loans available of up to 50% of balance
Differences: 403(b) and 457(b)

- Supplemental Retirement Annuities—403(b)
  - In-service distribution permitted after age 59 ½
  - Penalty for early withdrawal (before age 59 ½)

- Deferred compensation—457(b)
  - In-service distribution not permitted
  - No penalty for early withdrawal at termination
FYI: 403(b) and 457(b) Plans

- You may participate in either or both plans with one or multiple vendors and potentially tax defer $38,000 in 2020
  - (over age 50 = $52,000)!
Time is Money

Mia started saving at age 25 and put aside $25 each week until retiring at age 65. Patricia saved $25 a week too, but waited until age 35 to begin. Mia set aside only $13,000 more than Patricia overall but at age 65 ended up with $197,134 more. If Mia had waited only one year and started at age 26, she would have had $27,203 less when she retired at age 65.

Assumption: The effective annual rate of return is 8%. The chart does not reflect expenses or taxes.

The information in this example is provided only as an illustration of the effects of interest compounding and is not intended to represent performance of the TIAA-CREF accounts.
Still have questions?

- Contact us!
  - Lori Stegeman 7-7301
  - Paula Hadzima 7-5365
  - Kathleen Boyer 7-8042
  - Sue Redding 7-5354
Morning Agenda Thursday

8:30 - 9:00  Breakfast
9:00 - 9:30  Welcome from the Provost, Dr. Sanjay Rai
9:30 - 11:00  Deep Dive with MC Data
11:15 – 12:15  ATPA, Academic Support Services, ACES
12:15 – 1:15  Lunch with Deans
Afternoon Agenda Thursday

1:15 – 1:45    AAUP
1:45 – 2:45    StAMP, Student Behavior & Success
3:00 – 4:00    Title IX, ADA, and Disability Support Services
4:00 – 4:15    Information Technology
4:15 - 5:00    Next Steps

Did you get your college ID?
Thank you for your participation!

Please reach out to us with any questions or concerns:

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240-567-5622

Tom Cantu
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240-567-6006