

New Faculty Orientation

Monday, August 14, 2023

Central Services Building CT S301

8:30 am – 5:00 pm

Agenda

- 8:30 - 9:00 Arrival, Photo Op for badge, Breakfast
- 9:00 - 9:20 Welcome
Dr. Jermaine F. Williams, President
Krista Leitch Walker, VP of Human Resources & Strategic Talent Management (HRTSM)
- 9:20 - 10:15 Getting to Know Montgomery College, Our Students, and Our Employees
Carla Ammerman, Employee Engagement and Development Manager
Elaine Doong, Employee Engagement and Development Specialist
- 10:15 - 10:30 MC Wellness 101 & Stretch Break
Megan Cooperman, Wellness Program Specialist
- 10:30 - 12:00 Your Benefits and Planning for Retirement
Lori Stegeman and Deshia Jamison, Benefits and Retirement Services Specialists
- 12:00 - 12:45 Lunch Break
- 12:45 - 1:00 Activity: Navigating the MC Website
- 1:00 - 2:30 Getting Paid & Managing your Work-Life Schedule
Kirsys Nunez, Payroll Manager
Rosalee Law, HRIS and Data Management
Rowena D'Souza, Risk Management Coordinator or Teresa Natera, Leave Coordinator
- 2:30 - 2:45 Break
- 2:45 - 3:45 Information Technology Resources & Safety for Great Teaching and Working
Annie Shane, IT Cyber Defense Analyst
Chris Cusic, IT Campus Manager
Adam Reid, Director of Public Safety, Health & Emergency Management
- 3:45 - 4:00 Q & A and preview of Tuesday – Friday
Carla Ammerman, Employee Engagement and Development Manager
Elaine Doong, Employee Engagement and Development Specialist
- 4:00 - 5:00 Claim Your IT Account and Obtain Your MC ID Badge
Moeen Taj, IT Enterprise Application Services Manager
Public Safety Team

New Faculty Orientation

Tuesday, August 15, 2023

Rockville Campus, MK 122

8:30 am - 4:00 pm

Agenda

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|---------------|--|
| 8:30 - 9:00 | Breakfast |
| 9:00 - 9:30 | Welcome
<i>Dr. Sharon Fechter, Acting Senior Vice President for Academic Affairs</i> |
| 9:30 - 10:00 | Introductions & Overview
<i>Dr. Monique Davis, Dean, Health Sciences, Health, and Physical Education</i>
<i>Tom Cantu, Instructional Designer, ELITE</i> |
| 10:00 - 10:30 | The Virtual Campus
<i>Dr. Shinta Hernandez, Dean of the Virtual Campus</i> |
| 10:30 - 10:45 | Break |
| 10:45 - 11:15 | Academic Strategic Initiatives
<i>Dr. Carolyn Terry, Associate Senior Vice President for Academic Affairs</i> |
| 11:15 - 12:00 | Faculty Handbook
<i>Sharon Anthony, Department Chair, English and Reading, Germantown</i> |
| 12:00 - 1:00 | Lunch with the deans |
| 1:00 - 1:30 | Title IX and ADA
<i>Kristen Roe, Director of ADA Compliance and Title IX Coordinator</i> |
| 1:30 - 2:00 | Professional Development
<i>Dr. Paul Miller, Professional Development Manager, ELITE</i> |
| 2:00 - 2:15 | Break |
| 2:15 - 3:00 | Academic Support Services
<i>David Bergtold, Learning Center Manager</i> |
| 3:00 - 3:30 | Disability Support Services (DSS)
<i>Shalawn Childs, Acting Collegewide Chair of Disability Support Services</i> |
| 3:30 - 4:00 | Wrap-up and Discussion
<i>Monique and Tom</i> |

New Faculty Orientation

Wednesday, August 16, 2023

9:00 am – 11:30 am

Agenda

9:00 – 11:30 Digital Fundamentals for Teaching and Learning (DFTL)

For faculty who have not yet completed DFTL

Rockville, MK 318 with Tom Cantu

See [Campus Maps & Directions](#)

<https://www.montgomerycollege.edu/about-mc/campuses-and-locations/index.html>

Trauma-informed Teaching and Learning series

For Faculty who have previously completed DFTL

In Zoom: <https://montgomerycollege.zoom.us/my/megancalvert>

12:00 – 4:00 Meet with your dean or chair and administrative aide.

Suggested To Do List

- Submit benefit choices to HRSTM.
- Decide on becoming an AAUP member.
- Claim your MyMC account and set up MC e-mail.
- Purchase a parking hangtag through MyMC.
- Visit your office.
 - Obtain keys/swipe cards and mailbox location from department.
 - Get oriented to your office computer and printer.
 - Get the photocopier access code.
 - Set up your voice mail message on your office telephone.
- Visit the classrooms where you will teach.
- Get a campus tour from your dean or chair or administrative aide.
- Ask colleagues if they recommend using MC Zoom or the Zoom feature in Blackboard which is slightly different.
- If you still need an MC ID Card:
 - Make an appointment by emailing ctpublicsafety@montgomerycollege.edu
Appointments are available M-F, 8:30 am – 3:30 pm.
 - Or use the online form:
<https://info.montgomerycollege.edu/offices/human-resources/new-mc-id-card-request.html>
ID Cards can be mailed to a home address or picked up in person when completed.

New Faculty Orientation

Thursday, August 17, 2023

Rockville Campus, MK 122

8:30 am – 4:00 pm

Agenda

- 8:30 - 9:00 Breakfast
- 9:00 - 9:30 Welcome & Ice Breakers
- 9:30 – 10:30 Deep Dive with MC Data
John Hamman, Chief Analytics and Insights Officer
- 10:30 - 10:45 Break
- 10:45 – 11:45 Achieving the Promise Academy/ACES
Nik Sushka, Achieving the Promise Academy Academic Coaching
Karen Callender-Price, Director of ACES (Achieving Collegiate Excellence and Success)
- 12:00 - 1:00 Lunch with the VPPs
- 1:00 – 1:30 American Association of University Professors (AAUP)
Tito Baca, President, AAUP
- 1:30 – 2:30 Student Affairs
Dr. Kimberly McNair, Interim Associate Sr. Vice President for Student Affairs/Enrollment Management
- Student Code of Conduct and Behavioral Intervention Teams
Janee McFadden, Dean of Student Engagement and TP/SS Student Affairs
- 2:30 – 2:40 Break
- 2:40 – 3:20 Library Instruction Services and Faculty Select Program
Shelly Jablonski, Librarian
- 3:20 – 3:45 Equity and Inclusion
Sharon Wilder, Chief Equity and Inclusion Officer
- 3:45 - 4:00 Next Steps
Monique and Tom

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Next Steps:

Review next week's [Professional Week Schedule](#).

<https://www.montgomerycollege.edu/events/opening-or-closing-meeting/index.html>

Select your [Professional Development Activities](#) for Professional Day on Aug. 24.

<https://www.montgomerycollege.edu/offices/elite/professional-week.html>