### Welcome to Montgomery College!

New Faculty Orientation Thursday, August 22, 2024

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



## 2.1 Deep Dive with MC Data

# Office of Institutional Research and Effectiveness (OIRE)

https://www.montgomerycollege.edu/offices/institutional-research-andeffectiveness/index.html

John Hamman, Chief Insights Officer



## Deep Dive with MC Data

John Hamman, Chief Analytics & Insights Officer Debbie Van Camp, Director of Policy & Planning

August 22, 2024





### **Transformation Aspirations**

#### ACCESS

o Deliberate work in the community to create a college-going culture.

#### COMPLETION

 Ensure that credentials the College offers provide experiences of economic, social, and community impact.

#### POST-COMPLETION SUCCESS

 Ensure students have skills to ensure success on their journey and the ability to earn a family sustaining wage.

#### 

### Transformational Aspirations Dashboard

The bold set of transformational aspirations that will guide the College for the next decade focuses on engagement with internal and external stakeholders and identifies social, economic, and community impacts that will transform lives and society. These aspirations can be broken into three components: access, completion, and post-completion success.

 Access is not simply opening the doors of the institution to those interested in attending. Instead, it is deliberate work in the community to create a college-going culture across the county, and especially in those areas where going to college has historically been the exception instead of the expectation.



- Completion is not just about earning degrees. The College must ensure that all credentials that the College offers provide experiences of economic, social, and community impact.
- Post-completion success is our institutional ability to transform lives. When students leave MC, whether they are transferring to another school or entering the workforce, they need to have mastered skills that will ensure success on their journey and allow them to earn a family sustaining wage.

Each aspiration is accompanied by aims—that is, specific and measurable targets, which we want to realize in 10 years. These aspirations are ambitious, big ideas that will have a deep and lasting impact on the communities of Montgomery County.











### **Outcomes!**





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## Enhance connections between MC and our community

Unduplicated fiscal year headcount	40,342
Unduplicated students taking courses at the East County Education Center	0
Students enrolled in dual enrollment	1,506
Percentage of 6th grade MCPS students that have attended an MC outreach event	0
Percentage of students with an academic plan for the current year	65%
Voting rate of MC students	58%
Percentage of MC students facing any basic needs insecurity	57%



## Cultivate a sense of belonging for everyone at the College

Graduation Rate	18%
Transfer rate to baccalaureate institutions	43%
Employee engagement	62%
Student satisfaction surveys	86%
Percentage of students participating in extracurricular or co-curricular activity	75%
Annual retention rates for employees	95%
Annual retention rates for students	65%



## Enhance educational and organizational effectiveness

Annual average number of qualified applications per position advertised	16
Percentage of positions filled by current college employees	59%
Annual general education proficiency rates	70%
Number of sections cancelled during ongoing registration	7%
Annual number of employee non-retirement separations from the College	96



## Increase economic impact for our students and community

Graduation rate	18%
Licensure pass rate	78%
Annual number of students participating in internships, experiential learning, or apprenticeships	1,813
Annual number of students having completed both credit and noncredit courses at MC	1,019
Percentage of credentials that map to family sustaining wages within five years of completion	67%



We strongly believe that using data to better understand our students and our own operations paves the way to developing new, innovative approaches for improved student recruiting, better student outcomes, greater institutional efficiency and cost-containment, and much more.



# Data don't speak for themselves, and they never talk to strangers!

#### We All Need to Be Data People

By Archie P. Cubarrubia | OCTOBER 13, 2019



LINCOLN AGNEW FOR THE CHRONICLE

Although there is a lot of institutional, state, and federal data that could be used to improve student success, few people at colleges know how to make sense of it. More important, even fewer know how to use it effectively.



### What does our student body look like?

# FALL 2023 ENROLLMENT FACTS

MC













Hispanic	5,157 (29.0%)
Black	4,524 (25.4%)
White	3,377 (19.0%)
Asian	2,274 (12.8%)
Foreign/Unknown	1,699 (9.6%)
Multi-Race/Native American/Pacific Islander	749 (4.2%)

montgomerycollege.edu/offices/institutional-research-and-effectiveness



## Fall Headcount Percentages over time 5 largest race/ethnicities





#### Fall Headcount – Fall 18 to Fall 23



24



#### Fall Headcount – Fall 18 to Fall 23





006, Business	611B, Genera	I Studies - STEM	107, Computer Science	: 611A, Gen Studies - H		412F, AS ir Science-Bi		400, Nursing 530, Gen			
06, Business	611B, Genera	I Studies - STEM	107, Computer Science	and the second s							
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									17.284	✓ Keep Only	Ø Exclude
2014FA	2015FA	2016FA	2017FA	2018FA	201	9FA	2020F	A	2021FA	2022FA	20231



### What about our employees?



#### Employee Data Dashboard

The Office of Human Resources and Strategic Talent Management takes care to keep generalized information about the people it employs. In an effort to provide total

## Current Employee Headcount **2,854**

employee data\* on a regular basis and encourage self-service to on-demand information and resources, we will update this dashboard on a monthly basis.

The data below is as of July 17, 2023.



CONSTITUENCY TYPE	AMERICAN INDIAN/NATIVE ALASKAN	ASIAN	BLACK	HISPANIC	NATIVE HAWAIIAN /PACIFIC ISLANDER	TWO OR MORE RACES (NOT HISPANIC)	WHITE	TOTAL %	TOTAL HEADCOUNT
Administrators	0.0%	7.3%	41.5%	4.9%	0.0%	0.0%	46.3%	100%	82
Casual Temporary	0.6%	11.1%	23.2%	15.5%	0.0%	3.3%	46.4%	100%	181
Department Chairs	0.0%	2.7%	21.6%	10.8%	0.0%	2.7%	62.2%	100%	37
Full-time Faculty	0.8%	11.7%	22.4%	6.1%	0.0%	1.7%	57.3%	100%	478
Full-time Staff	0.4%	15.1%	31.0%	16.8%	0.3%	1.9%	34.5%	100%	1,083
Part-time Faculty (credit)	0.0%	13.7%	28.1%	7.7%	0.0%	1.3%	49.2%	100%	313
Part-time Staff	0.0%	15.4%	19.2%	19.2%	0.0%	7.7%	38.0%	100%	26
Student Workers (work study & aides)	0.0%	22.3%	34.4%	25.4%	0.7%	2.1%	15.1%	100%	291
Temporary with Benefits	0.0%	12.1%	33.3%	27.3%	0.0%	3.0%	24.2%	100%	33
WDCE Instructors (non-credit)	0.0%	10%	26.4%	15.2%	0.30%	3.0%	45.5%	100%	330
Total Count	9	395	818	409	6	58	1,159		2,854







#### Main Themes (Percent Positive)

Collaboration **Communication** Confidence in Senior.. **Equity & Inclusion Ethics & Compliance** Faculty & Staff Well-Being **Job Satisfaction & Support** Manager Effectiveness **Mission & Pride Performance Management Professional Development Shared Governance** 





#### **Highest Positive Responses**

Collegewide

- I have a general understanding of the College's Code of Ethics and Employee Conduct. 95/01
- I understand how my job contributes to the College's mission. 92/01
- I am treated with respect as related to my sexual orientation. 91/02
- I am treated with respect as related to my religion. **89/04**
- I have a clear understanding of Montgomery College's mission, vision and values. 88/02
- The work I do is meaningful to me. **87/02**
- In my unit, we welcome diversity in all of its forms.87/04



### Looking toward the future



#### Fiscal Year Bill Hours

Actual (shaded) & Projected





#### TOP 25 COLLEGES AND UNIVERSITIES TO WHICH MONTGOMERY COLLEGE STUDENTS TRANSFER FISCAL 2018 TO FISCAL 2022

RANK*	College		FY2018	FY2019	FY2020	FY2021	FY2022	5-Year Total*	5-Year Avg
1	UNIVERSITY OF MARYLAND, COLLEGE PARK		1,599 🔲	1,465 📃	1,616 📃	1,682 🔲	1,469	7,831	1,566
2	UNIVERSITY OF MARYLAND, BALTIMORE COUNTY	1	514 📘	466	401	394	353	2,128	426
3	UNIVERSITY OF MARYLAND GLOBAL CAMPUS	1	471 📘	453	422	387	346	2,079	416
4	TOWSON STATE UNIVERSITY	1	455	408	342	412	293	1,910	382
5	UNIVERSITY OF MARYLAND - BALTIMORE	1	138	128	133	113	120	632	126
6	SALISBURY STATE UNIVERSITY	1	134	114 🛔	89 🖡	98 🖡	52	487	97
7	GEORGE WASHINGTON LAW	1	71 🛔	80 🛔	87 🖡	74 🖡	42	354	71
8	PENNSYLVANIA STATE UNIVERSITY	1	75 🛔	68 🛔	60 🖡	67 🖡	60	330	66
9	VIRGINIA POLYTECH AND STATE UNIV	1	48 🛔	38 🛔	37 🛔	51 🖡	53	227 🚺	45
10	UNIVERSITY OF BALTIMORE	۱	55 🖡	41 🛔	46	47 🖡	26	215 🖡	43
11	BOWIE STATE COLLEGE	۱.,	57 🖡	56 🛔	33 🖡	35	6	187 🖡	37
12	WASHINGTON ADVENTIST UNIV.Columbia Union	۱.,	35 🛔	61 🖡	39 🖡	36 🖡	14	185 🖡	37
13	HOWARD UNIVERSITY	۱.,	48 🛔	26 🛔	41 🖡	34 🖡	29	178 🖡	36
14	ST MARYS COLLEGE OF MARYLAND	۰.	37 🖡	40 🕴	28 🖡	41 🖡	31	177 🖡	35
15	AMERICAN UNIVERSITY	۱	42	40 🛔	35 🖡	36 🖡	21	174 🖡	35
16	UNIVERSITY OF THE DISTRICT OF COLUMBIA-	۰.	43 🖡	37 🖡	33 🖡	29 🖡	19	161 🖡	32
17	FROSTBURG STATE COLLEGE	۰.	45 🛔	39 🛔	37 🖡	24 🖡	14	159 🖡	32
18	CATHOLIC UNIVERSITY OF AMERICA	۱	44 🛔	34 🖡	26 🖡	19 🖡	24	147 🖡	29
19	HOOD COLLEGE	۱.,	30 🛔	29 🖡	26 🖡	21 🖡	29	135 🖡	27
20	TRINITY UNIVERSITY	۱	32 🛔	34 🖡	17 🖡	30 🖡	19		26
21	UNIVERSITY OF MARYLAND, EASTERN SHORE	۰.	61 🖡	28 🛔	33 🖡	9	I	131 🖡	26
22	MORGAN STATE UNIVERSITY	۱.,	30 🖡	32 🖡	27 🖡	18 🖡	20		25
23	MOUNT SAINT MARY'S COLLEGE	۰.	19 🖡	29 🖡	25 🖡	25 🖡	27		25
24	MARYMOUNT UNIVERSITY	۱	22	36 🖡	28 🖡	22 🖡	16		25
25	WEST VIRGINIA UNIVERSITY	1	35	27 🖡	17 🖡	18 🖡	15	112 🖡	22



#### **Career Projections**

Montgomery County, MD	Search new	Search new location					
Salary Range	50th Perce	50th Percentile (Median)					
Overview							
ĉ	\$==						
10,961 Currently Employed	\$95,662 Average Salary	2,608 Job Postings					
Top Occupations	by Income						
	by Income	\$116,898					
Top Occupations           > Nurse Practitioners           > Postsecondary Teachers	by Income	\$116,898 \$93,067					
> Nurse Practitioners	by Income						
<ul> <li>&gt; Nurse Practitioners</li> <li>&gt; Postsecondary Teachers</li> </ul>	by Income	\$93,067					

- MC Student Employment Services: Speak with the Student Employment Specialist for help with resume writing, interviewing, setting up a College Central Network (CCN) 2 account and other job search topics.
- Career Coach: Explore Career Coach to learn more about this career and/or discover related majors and in-demand careers based on your


# Where do you fit in here?



### Where did all this fascinating data come from?

- Office of Institutional Research and Effectiveness (OIRE)
- Human Resources and Strategic Talent Management
- InsideMC
- Department Webpages

# 2.2 Title IX and ADA





### **New Faculty Orientation**

## Office of Compliance, Risk and Ethics: Title IX and Youth Protection

Kristen Roe Director of ADA Compliance and Title IX Coordinator



### Title IX

Mission: Reduce or eliminate barriers to educational opportunity caused by sex discrimination in institutions that receive federal funding.

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." - U.S. Department of Education



#### Montgomery College is included on a list of colleges and universities who have been forbidden by a court from enforcing the 2024 Title IX Regulations.

On April 29, 2024, the U.S. Department of Education (the Department) published new Title IX regulations that were set to go into effect on August 1, 2024. (2024 Title IX regulations) However, following multiple legal challenges, the 2024 Title IX regulations are currently on hold in over twenty states and for hundreds of K-12 schools and postsecondary institutions, including Montgomery College.

#### What happens now?

- Until further guidance is provided by the Department or the court system, the College will continue to use its <u>current policies and procedures</u>, which are compliant with the Title IX regulations issued in 2020.
- College staff worked diligently to prepare updates to policy and procedures to ensure compliance with the 2024 Title IX regulations, and we are ready to implement these new policies and procedures should the current injunction be lifted.



#### **Title IX Sexual Harassment**

Sexual Harassment - Conduct on the basis of sex that satisfies one or more of the following:

(1) *Quid Pro Quo* - An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;

(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or

(3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).



#### How to Report

- Must make a report to the Title IX Coordinator
- Advise the student that you will be making the report
- Complainant ultimately decides what will happen next
- Initial meeting with Title IX Coordinator fulfills the College's obligation to respond without deliberate indifference
- Title IX Resource Cards



#### Framework

- Supportive Measures individualized services reasonably available that are nonpunitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to preserve and restore equal education access, protect safety, or deter sexual harassment.
- Provided regardless of whether a formal complaint has been filed or not. (§106.30)
- The College will treat complainants and respondents equitably, meaning that for a complainant, the College will offer supportive measures, and for a respondent, the College will follow the adjudication process before imposing disciplinary sanctions.
- Examples: No Contact Order, Counseling Referral, Academic Adjustments, Escort Service, Relocation of classes and schedules, etc.



#### **Pregnancy and Related Conditions**

- Absences due to pregnancy or any related conditions must be excused for as long as their doctor says it is necessary for them to be absent. When they return to school, the student must be reinstated to the status you held before their leave.
- Faculty who base grades on class attendance cannot penalize a pregnant student for their absence and must allow the student to earn back the credit from the classes that were missed.
- Students must be given the opportunity to make up missed work, with the goal of having the student graduate on time, if possible and if desired by the student. Montgomery College is required to let students make up the work they missed while absent from class due to pregnancy or any related conditions, including bed rest or recovery from childbirth. It is recommended that for an extended absence, the student and professor work together to keep up with regularly scheduled assignments.
- With medical documentation, students may be provided with a larger classroom desk, a designated lactation room, or allowing frequent trips to the restroom.
- Students who are pregnant or dealing with any pregnancy-related conditions must be permitted to continue their off-campus work, including internships and career rotations. We cannot require a doctor to approve the continuation of these activities unless a note is required of all students with a medical condition.
- These rules supersede any school- or instructor-based attendance or other policies regarding allowable numbers of absences or ability to make up missed school work.



#### **Inclusive Environment**

Montgomery College is committed to creating and sustaining a safe, non-discriminatory, and inclusive learning environment for all students, faculty, staff and administrators.

This includes those who identify with a gender that is different from their sex, gender-assigned-at-birth, or express their gender identity in a non-binary way.

Not only does this respect the identities of those who are transgender or gender non-conforming, but it creates a culture of inclusion and diversity that benefits all students, staff, faculty, and administrators.

- Students and Staff may designate a chosen first name
- Individuals may use the restroom that corresponds to their identity
- Seek to use the designated pronouns of others



#### **Youth Protection**



51

# MONTGOMERY COLLEGE

#### Protection of Minors – 75005CP

- Distinctions between minors enrolled in credit/non-credit courses and those participating in a College or non-College sponsored program or event
- The College also has agreements with MCPS that apply to partnership programs, such as Dual Enrollment and ACES

- Key Elements of the Policy
  - Background Screening
  - Training
  - Rule of 3
  - Program Registration
  - Children in the workplace and in the classroom
  - Mandatory Reporting of Suspected Abuse



### Mandatory Reporting of Suspected Abuse

- Anyone who has reason to believe a child has been subjected to abuse or neglect must make a report to government authorities.
- The most important factor in reporting is to act promptly.
- Reporting to external authorities and to the youth protection coordinator

- Also applies to abuse reported by an adult that occurred while they were a minor.
- Also applies if knowledge of minors in the home.
- If an individual is unsure about whether or how to make a report, promptly contact the youth protection coordinator, Debbie Bouyer.



# **2.3 ACES**





MONTGOMERY COUNTY PUBLIC SCHOOLS







# BRIEF HISTORY

Established in 2013 at 10 high schools in Montgomery County, ACES is a collaborative partnership between Montgomery County Public Schools, Montgomery College and the Universities at Shady Grove (USG) to provide individualized support and interventions that increase college enrollment and completion, specifically targeting student groups that are underrepresented in higher education.





## **PROGRAM HIGHLIGHTS**





#### PROGRAM BY THE NUMBERS



\*This slide is a collection of ACES Data (data is self reported by students)



#### **OUR IMPACT**

are completed by ACES students at MC



ANNUAL RETENTION RATES



ACES HS Graduation rate compared to 89% MCPS wide

average GPA of ACES students at USG



for MC ACESStudents

ACESStudents

31%

ACES students who receive FARMS earned an associate's or bachelor's degree within four years (compared to a matched group 18.6%)



# ADMINISTRATIVE **TEAM**







KAREN CALLENDER-PRICE FOUNDING DIRECTOR ANDRES MALDONADO ASSOCIATE DIRECTOR (CAMPUS OPS & PROG.) TERRE THOMAS ASSOCIATE DIRECTOR (HS OPS & PROG.)



THERESA HOLTON PROGRAM SUPPORT COORDINATOR



DESARAI CABRERA ADMINISTRATIVE AIDE

#### HIGH SCHOOL COORDINATORS







HIGH SCHOOL





BELVEY RUSS ALBERT EINSTEIN HIGH SCHOOL

AMANI DADZIE JOHN F. KENNEDY HIGH SCHOOL



BLAIR BULLOC К NORTHWOOD HIGH SCHOOL



CARMEN SALAZAR PAINT BRANCH HIGH SCHOOL





VERNON SWANSON SPRINGBROOK HIGH SCHOOL





DANIELLE JORDAN COL. ZADOK MAGRUDER HIGH SCHOOL

BRITTNEY WAI KER ROCKVILLE HIGH SCHOOL

TRACI JOHNSON WHEATON HIGH SCHOOL



BRITTANY BECKWITH CLARKSBURG HIGH SCHOOL



PATRICIA POLIMADEI SENECA VALLEY HIGH SCHOOL



JENNIFER MOXLE YWATKINS MILLS HIGH SCHOOL



BRITNEY CARTER GAITHERSBURG HIGH SCHOOL

# MC CAMPUS COORDINATORS









MELISSA GUDIEL ROCKVILLE CAMPUS



SYLENA ELLISON ROCKVILLE CAMPUS



SHAWN CARR GERMANTOWN CAMPUS

#### ROLE OF ACES COORDINATOR

One-stop, individualized support model for student services and academic support. This includes, but is not limited to:





Financial Aid and Scholarship Guidance

Basic Needs Referral



#### ACES MC STUDENT PERSISTENCE PATH



Support students in HS to successfully onboard them at Montgomery College

- HS Visits (February)
- MC Field Trips (March MC Spring Break)
- Make Your Move Summer Orientation (June)

Retain students and help them persist with guidance and access to resources

- Transfer Planning
- Career Workshops
- Scholarship Support
- Academic Interventions

Support students through the transfer and graduation process at MC

- Transfer Application Support
- USG ACES Orientation



#### ACES BANNER CODING

ACES Program Hold (AC) - Hold automatically added to ACES HS seniors who apply to Montgomery College. To have the hold removed, students will need to complete and MC ACES Scholar Agreement and meet with their ACES Campus Coordinator one-on-one. Once this hold is removed, an ACES Cohort tag is added to the student's account under

AC	ACES Program			12/18/20	)23	12/31/2	099
- STUDENT COHO	RT			🖬 Insert	Delete	Сору	Y, Filter
From	Term 202420	🛎 Maintenance	To Term	999999			
Cohort Code *	Description			inac	tive F	Reason	
ACES23	ACES Student 2023 grads						

ACES Transfer Planning Hold (AT) - Hold added to students who have completed 30+ credits to help us identify/assist with transfer plans. To have the hold removed, students will simply need to complete an ACES Transfer Planning Survey that will be sent to their Montgomery College email from our EMMA messaging account (The ACES Program <<u>reply@mcemail.org</u>>). This hold will be added/removed manually by our Program Coordinator.

AT A	ACES Transfer Planning Hold			08/22/2023	12/31/2099
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ACES Warning Hold (AW) – Hold added to students who become ineligible for ACES Scholarship opportunities or need to see an ACES Coordinator prior to course registration. The student must see an ACES Campus Coordinator to have this hold removed. This hold will be added/removed manually by our Program Coordinator or an ACES Coordinator.

AW	ACES Warning Hold			08/22/2023	12/31/2099
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#### CONTACT INFORMATION







aces@montgomerycollege.edu



www.acesmontgomery.org



# **2.4 AAUP**

Tito Baca

# Aj.Baca@montgomerycollege.edu

See <a href="https://mcaaup.org/">https://mcaaup.org/</a>



# Welcome!



MC



American Association of University Professors Affiliation to the American Federation of Teachers (AFT)

#### **MC-AUPP Executive Committee**

- \* Collective bargaining exclusive representatives at MC since 1980
- \* Elected officers across the college from multiple disciplines
- Bylaws / Terms of Office / Defined roles
- Annual Meetings / Regular forums / Faculty gatherings
- Regular email updates
- Monthly collaborations with Management
- \* Mediate challenges / conflict when appropriate
- \* Negotiate the Contract and other matters of concern



www.mcaaup.org



#### The Executive Committee Officers

President	AJ "Tito" Baca - Health Sciences - TP/SS	240-567-1448
Secretary	Carrie Fitzgerald - Astronomy - G	7-5415
Treasurer	Sherry Mirbod – Accounting – GT	7-7735
VP - G	Denise Dewhurst - Psychology - G	7-7721
VP - R	Maurice Shihadi – Business – R	7-1343
VP - T	Karl Smith - History Political Science TP/SS	5 7-1353
Past Presiden	t Harry Zarin - Counseling - G	7-7767
At-Large-G	Kay Ahmad - AELP - G	7-1804
At-Large-T	Rupa Das - Business/Economics/Mgmt TP/S	S 7-1398
<b>Grieve</b> Office	r Tim Kirkner - Counseling - R	7-5049







#### The Montgomery College Chapter of American Association of University Professors

#### Who We Are

The full-time faculty at Montgomery College are represented by the American Association of University Professors via the MC-AAUP Chapter and are also affiliated with the American Federation of Teachers (AFT). The MC-AAUP Chapter is a non-partisan labor organization that represents all our diverse full-time faculty and their interests at the College.

#### **Our** Vision

We will remain steadfast in our commitment to duly represent all full-time faculty at Montgomery College. Our commitment is to the ongoing support, enhancement, and protection of the work of our faculty such that they can thrive and meet the needs of our students.

#### **Our Mission**

We collectively bargain in good faith on behalf of our members; effectively collaborate with Management to plan and problem solve; promote equity and inclusion across The College; regularly engage with our members to keep them informed; and coordinate with other college, county, and national labor groups to promote sound labor practices to support the best interests of The College and our members.

Ultimately, we protect our Contract, the rights of our members, and the academic freedom afforded in higher education. In doing so, we align with the Mission of The College to help students discover their passions and unlock their potential to transform lives, enrich the community, and change the world.

## **An AAUP / AFT Primer**

"Voice of the Profession" since 1915 / New affiliation with AFT as of 2022

•"Redbook" of fundamental policy documents / reports recognized across higher ed

•Most widely recognized and respected national organization in higher education

•Monthly magazine – "Academe"

•Access to group insurance, Professional Liability coverage, and professional development opportunities

•National and State level support in Chapter legal and lobbying efforts

•<u>http://www.aaup.org/membership/memben.htm</u> for more information

## Work Group Leads

**Negotiating Team / Focus Group Co-Chairs:** Rick Penn – RV / Carrie Fitzgerald – TPSS

Lobby Work Group: Brenda Crist Lane Schwager

**Outreach and Engagement Work Group:** Michael LeBlanc

**Equity and Inclusion Work Group:** Katya Salmi


## **Strength in Numbers**

#### • We are stronger when unified and represent Everyone

- Full Membership:
- Voting privileges for MCAAUP related Parliamentary Action
- Eligible for Executive Committee Membership
- Active voice in all we do
- Strengthen our collective voice and yours
- Stay more in tune with Labor related activities on your behalf
- Dues deducted directly from paycheck over 10 months
- Service Fee Membership
- Lower fees but no voting privileges and not eligible for E.C. elected office.





#### www.mcaaup.org

## **Reach out to explore the possibilities**



# Best wishes & good luck!!!!!





# **2.5 Student Affairs**







## Student Affairs Division

August 2024





# Welcome from Dr. Ed Cabellon

Sr. Vice President for Student Affairs

#### Seven Truths for a Common Student Experience







#### Office of the Sr. Vice President



Dr. Melissa F. Gregory, Assoc. Sr. VP for Student Affairs



Dr. Kimberly McNair Assoc. Sr. VP for Student Affairs



Ms. Karen Callender Director of Achieving Collegiate Excellence and Success (ACES)



VACANT Student Affairs Operations Director



Dr. Ja'Bette Lozupone Director of Student Affairs, ASCENDParent Initiative



MONTGOMER COLLEGE

#### Deans of Student Affairs



Mr. Marcus Peanort Student Access and Germantown Student Affairs

- Counseling and Advising
- Raptor Central
- Records and Registration
- Recruitment

 Counseling and Advising

R

- Disability Support Services
- SHAW Center
- Veterans/C2C



- Ms. Janeé McFadden Student Engagement and Takoma Park/Silver Spring Student Affairs
- Counseling and Advising
- Athletics

irs

- Student Life
- Student Employment Services





#### **Student Affairs Highlights**

- 1. Multi-Campus = Multi-Hours
- 2. Mentoring/Support Initiatives
- 3. Career & Employment Services
- 4. Student Mental Health
- 5. SHAW Center Mobile Market
- 6. Raptor Central
- 7. Records and Registration
- 8. Engagement/Sense of Belonging Matters





## Classroom Management and the Blurred Lines of Student Behavior

#### **Presented by:**

Janeé McFadden Collegewide Dean of Student Engagement and TPSS Student Affairs

#### Who We Are

Germantov	vn Campus
Connantor	in earlipus
Mr. Marcus Peanort Dean of Student Access and Germantown Student Affairs	<b>Ms. Katie Mount</b> Interim Associate Dean of Student Access
Rockville Campus	
<b>Dr. Tonya Mason</b> Dean of Student Success and Rockville Student Affairs	<b>Dr. Sue Haddad</b> Associate Dean of Student Success
Lance White Student Conduct Program Coordinator	
Takoma Park/Silv	er Spring Campus
<b>Ms. Janeé McFadden</b> Dean of Student Engagement and Takoma Park/Silver Spring Student Affairs	<b>Dr. Alice Santoro</b> Associate Dean of Student Engagement

Student Affairs Division

https://www.montgomerycollege.edu/offices/student-affairs



### **Learning Objectives**

By the end of this presentation, we hope that you...

- Understand the implications of student behavior as it relates to the Behavioral Intervention Team (BIT) and/or the Student Code of Conduct (SCOC).
- Become more familiar with the resources available at the College.
- Understand the different approaches used to respond to the blurred lines of student behavior.





#### **Behavioral Intervention Team (BIT)** What should be reported?

- Behaviors of concern think threat and/or risk
- Examples can include:
  - Bizarre thoughts
  - Depression
  - Excessive anxiety
  - Mood swings
  - Inappropriate display of emotions



#### **BIT Reporting Form** http://www.montgomerycollege.edu/IncidentReports



#### **Behavioral Intervention Team (BIT)**

the reporting process...



- Step 1: Incident report filed
- Step 2: Determine if BIT appropriate case or other
- Step 3: If a case, inform BIT team

BIT Reporting Form http://www.montgomerycollege.edu/IncidentReports



#### **Behavioral Intervention Team (BIT)** the reporting process...



BIT Reporting Form http://www.montgomerycollege.edu/BIT



## **Behavioral Intervention Team (BIT)**

the response process...



- **Step 4:** Background investigation
- Step 5: BIT conducts threat level assessment
- Step 6: Intervention recommended
- Step 7: Intervention takes place & follow up, as needed

BIT Reporting Form http://www.montgomerycollege.edu/IncidentReports



# **QUESTIONS?**



https://giphy.com/explore/any-questions



#### Student Code of Conduct (SCOC) an overview...

The student conduct program is committed to an educational and developmental process that balances the interests of individual students with the interests of the College community. While the process is not intended to be punitive, it does challenge, through appropriate sanctions, those whose behaviors are not in accordance with community standards and College policies.

All faculty are encouraged to put a statement in their syllabi referencing the Student Code of Conduct. Check out the Faculty Handbook online (see link below).

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



#### Student Code of Conduct (SCOC) core values & general violations...



Full SCOC in P&P https://www.montgomerycollege.edu/pnp



#### Student Code of Conduct (SCOC) the reporting process...

#### ACADEMIC INTEGRITY/DISHONESTY

- The faculty member is responsible for determining academic violations.
- Prompt notification to the student, especially if a warning given.
  Hold a conference with the student. *Please use online reporting form.*
- Faculty imposed sanctions range from:
  - Grade of 'F' on assignment/exam
  - Grade of 'F' in the course
- Can refer to the Office of the Dean of Student Affairs or WDCE for additional sanctions.
- Appealable to the appropriate campus or WDCE Vice President and Provost.



#### SCOC Reporting Forms http://www.montgomerycollege.edu/IncidentReports



# Student Code of Conduct (SCOC) the reporting process...

#### **ALL OTHER VIOLATIONS**

- Complete the online reporting form to include:
  - Student(s) info
  - Info about the incident/violation
  - One-time vs. reoccurring
  - Have you talked with the student?
- Once a report is filed with the Office of the Dean of Student Affairs, they take the lead
  - Dean's Conference vs. Hearing Panel
  - Sanctions range from <u>warning</u> to <u>disciplinary probation</u> to <u>suspension</u> or even <u>expulsion</u>.
  - Appealable to the Senior Vice President for Student Affairs.



#### SCOC Reporting Forms http://www.montgomerycollege.edu/IncidentReports



#### Classroom Management \*typical issues can include...

- Inappropriate cell phone & technology use
- Continual tardiness
- Uncivil behavior (e.g., yelling/arguing, offensive/inappropriate language, etc.)
- Disruptive behaviors





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



# Classroom Management

Faculty are the authority within the physical and virtual classroom environment, primarily responsible for its equitable management.

Setting clear and fair expectations upfront is imperative.

Use your syllabus and follow it.

Important policies & class expectation to cover:

excessive absences, plagiarism/academic dishonesty, cell phone & technology use, withdrawal policy, etc.

- Create a safe space for sensitive topics.
- Be proactive, address it posthaste, & document it! A conversation can go a long way.
- Resources to consult can include:
  - Your department chair/coordinator
  - Counselor/DSS Counselor, as appropriate

#### Faculty Handbook

http://info.montgomerycollege.edu/faculty/resources/handbook





# **QUESTIONS?**



https://giphy.com/gifs/DUrdT2xEmJWbS







#### **Contact Us**

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Student Affairs Division http:// www.montgomerycollege.edu/offices/student-affairs





# 2.6 MC Library

See the Library Resources Packet on the NFO page at Resources | Montgomery College, Maryland

Faculty Select Program / MC Open Initiative for OER <u>MC Open Faculty | Montgomery College, Maryland</u>



# A Partner for Success: The Library

Elizabeth Schlackman MC Library

Montgomery College Library

### Today we will cover...



The extensive library resources for your teaching and students' learning



**Tools** to support the information literacy of your students, in every discipline



Scheduling in class **instruction** sessions with a librarian



How to get **help** from the library

## Information Literacy Week

This year's theme is *Discover, Discern, Decide: Information Literacy in 2024*. It will be a week filled with fun activities, games, and workshops designed to develop advocates for information literacy across the college community and foster media literacy in advance of the 2024 elections.

- ✓ September 23-27, 2024, schedule available soon
- ✓ All four campuses
- ✓ Events in person and online
- ✓ Please encourage your students to attend!



# The who and where of the MC Library

Let's get you oriented!

Montgomery College Library

#### **CAMPUS LIBRARY LOCATIONS**







Resource Center 215 Closed for renovation Temporarily located in P1 1<sup>st</sup> floor

East County Education Center Library – Room 112

## LIBRARY SERVICES

Library instruction available online, in person, and asynchronously

Instruction Request Form

•Please select the subject or discipline area that matches your course .



Course reserves textbooks, books, and other physical items are available for students to borrow for 2 hours in the library



Research appointments with librarians are available online or in person



Regular walk-in research support and online chat services are also available.



Group Study Rooms can be booked by faculty for student appointments when faculty do not have other options

## Discipline Liaison Librarian Teams

### 4 teams of librarians that support:

- Arts and Humanities
- Business and Social Sciences
- Health Sciences, Communications, and Special Programs
  - ELAP, WDCE, Student Success, and MORE!
- Science, Technology, Engineering, and Math

See your packet or <u>https://library.montgomerycollege.edu/research/find-your-librarian.html</u> to find the contact information for your team!
# The what of the library

The resources we provide for the College Community.



## The Collections

## And growing with your assistance!

А	225,000+ Print Books & over 60,000 e-books
SNAPSHOT OF THE LIBRARY:	Over 200 Databases & Resources
	100,000+ E-Periodicals (Journals, Magazines, & Newspapers)
	More than 75,000 Streaming E-Videos
	Over 4 million Historical & Current Events Photographs
	1 million+ Art Images
	3,000+ Music Scores
-	650,000+ Sound Files
-	150+ Library Course Pages & Research Subject Guides
-	Digitized special collections

### **MC Library Website**



### https://library.montgomerycollege.edu/

## RaptorSearch

This search and discovery tool simultaneously searches many of the existing library databases and the library catalog for relevant results!

Allows on information Default option is RaptorSearch Default option is RaptorSearch Help Available!

O

## A Variety of Resources at Your Fingers!

### <u>Video resources</u>

- Documentary and Feature Films
- Specialized content
  - Statistics, Plays, Business and Industry, Polls, and more
- <u>Citation tools</u>
- A <u>menu</u> of options to support your teaching needs
  - Embeddable Videos, Tutorials, and Quizzes on a variety of information literacy skills
- Discover an e-textbook or OER for your class with <u>Faculty Select</u>
- Let's dive a little bit deeper into Faculty Select...



Faculty Select Database: Enhanced OER & E-book Access

- Faculty Select library database that streamlines access to OERs and rights-free e-textbooks
- Search and access open textbooks, Open Educational Resources (OERs), and unrestricted library e-books from academic publishers.
- Obtain access to free open materials and low-cost librarylicensed resources to reduce the cost burden for students.
- Faculty Select -

https://library.montgomerycollege.edu/facultysupport/adopt-e-textbook-z-courses.html



### Search for Your Topic



Refine

**Results** 

Your

### View an Ebook



### Request an Ebook

Item Details		
Provided & Succession		
A SUL	tion Initiatives for Early Childhood Learners	
Pedro Gil-Madrona 2021		
Your Information		
four mormation		
instructor's Full Name	Janelle Monae	*
Department	Education	*
Email Address	xx.yy@montgomerycollege.edu	*
Campus Phone Number	240-567-xxxx	*
Course Name	EDUC101	*
		*
Planned Semester of Adoption	Spring	

- Purchased by the library
- Link provided to embed in Blackboard
- Added to Course Reserves for your class

## Faculty Select – Recent Data

- Spring 2023 had 165 active e-textbooks
  - Fall 2023 had 187 active e-textbooks
- Students clicked into the e-texts over 36,000 times during Spring 2023 semester
- Estimated textbook savings for students using e-textbooks (vs. buying their own print):

Based on the list print price for each e-book in the top 20 most used e-textbook titles, the library potentially saved over \$321,964 in textbook costs for the 3,503 enrolled students

Data provided by Beth Thoms, Collection Development Librarian/Resources and Collections Division

The how of the library... Information Literacy Instruction



## Information Literacy Library Instruction



Librarian-led class sessions to facilitate student understanding of the need for and how to use reliable research resources effectively

Sessions can be flipped or traditional and can be delivered on campus or online to accommodate classes

A variety of tutorials and videos on many library and research concepts are available to incorporate into your course content or assignments

Helps students develop critical thinking skills

Request a session online: <u>https://library.montgomerycollege.edu/faculty-</u> <u>support/instruction-request.html</u>

### **General Education Information Literacy Rubric**

Updated in March 2022 and applies to all GenEd courses

Librarians are happy to assist you with incorporating learning activities for any of the categories (Research, Use, Evaluate, Attribute)

Faculty should feel free to make an appointment with a librarian – "research" appointments are not just for students.

Any faculty can also take advantage of this, not just GenEd faculty – Information literacy is a set of skills that all MC students should continue to develop for their college coursework and their personal lives

<u>Research Skills Guides</u> and <u>Tutorials, Videos, and Quizzes</u> already exist that address many of these skills and are an easy way to incorporate into your class



### Embedded Course/Subject Research Guides

- Tailored content for up to date, one stop research for your students
- Content comes from collaboration between faculty and librarians
  - Want something added? Reach out to your discipline liaison librarian team!
- Already linked in your Blackboard Course Shell
- Find it under the Research Help menu link
  - Don't see the link? Contact your librarian for assistance or see the library website
- Tools to make it easier to find applicable resources by your students = student success!

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int("please select exactly -----



## Improved library created tutorials

- More interactive!
- Embeddable in Blackboard gradebook! Titles:
- Academic Integrity and Avoiding Plagiarism
- APA Citations, 7th edition
- Begin Your Research
- MLA Citations, 9th edition
- Evaluating Information
- RaptorSearch
- Primary Sources

## Technology and Finding Help



## Technology in the Library

### • Macs and PCs

- 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.
- We strongly encourage students to use a USB drive or cloud storage to save their work!
- Laptops for in-library use
- Scanners (including high-speed overhead)
- One Button Studio

## **Artificial Intelligence**

@ MONTGOMERY COLLEGE LIBRARY



### MC Library and Artificial Intelligence

- MC Library has created an online guide to Artificial Intelligence (AI) to help the MC community understand what AI is and strategies for using it effectively and appropriately in an academic setting.
  - The guide also includes information about common concerns and considerations when using AI, including bias, misinformation, and hallucinations.
  - <u>https://libguides.montgomerycollege.edu/ai</u>
- Students or faculty can get help using AI, including confirming and citing sources, by visiting any campus library or calling, texting, chatting, or booking an appointment with a librarian.





## Finding Help

### "Ask Us"

### https://libfaqs.montgomerycollege.edu/

- 24/7 web chat
- Visit a library librarians available during regular operating hours (until 8 PM Monday-Thursday)
- Appointments, for students and faculty, in person or Zoom
- FAQs
- Text a question, 240-654-1728

## What's in Your Packet?

## Recap of the Most Important Points!

The MC Library is more than books and MC has EXTENSIVE resources to help students to succeed

- Can be overwhelming, so point your students to librarians!
- Don't forget to reach out yourself we are here to help

Many asynchronous tools already exist that address **information literacy skills** for your students – ask us about them

• We also love to instruct students live, online or in person – fill out the instruction request form ASAP to schedule a session!

We want to work with you – we welcome your input for materials and resources, as well as tailoring our guides to help your students succeed.

We need your help to reach students – please remember we have textbooks and research assistance available for students, and refer them to us!





## Thank you and Good luck at MC!

**Elizabeth Schlackman,** Librarian for Health Sciences, Communications, and Special Programs

Elizabeth.schlackman@montgomerycollege.edu



Library Instruction request form https://library.montgomerycollege.edu/facultysupport/instruction-request.html

## 2.7 Equity & Inclusion





## New Faculty Orientation Office Of Equity And Inclusion

Thursday, August 22, 2024 Kimberly Jones, Interim Chief Equity and Inclusion Officer Antonio S. Montaño, Program Manager

## **OEI's Vision**

**Vision:** Foster a culture that values respect, civil discourse, safety, and success to create an extraordinary educational institution.

**Overall Goal:** To promote social justice, radical inclusion, and racial equity within the College and the broader community, aiming to become an antiracist institution.



## **OFFICE OF EQUITY AND INCLUSION**

### WHAT WE DO

The Office of Equity and Inclusion at Montgomery College upholds a culture that values civil discourse, a safe environment for sharing, and one that observes, measures, and rewards success so that we can create an extraordinary educational institution. We will promote and create a working and learning environment rooted in the basic tenets of fairness, diversity, and inclusiveness.

#### **10 CRITICAL AREAS OF WORK**

The charge of the Office of Equity and Inclusion is to build a program that addresses ten critical areas of work:

- **1.** Student Access, Inclusion, and Equity around the Student Completion Agenda
- **2.** Climate and Culture Assessment, Responsiveness, and Action
- 3. Planning, Benchmarking, and Best Practices
- 4. Staffing Resourcing and Succession Planning
- 5. Recruitment and Hiring
- **6.** Promotion and Retention of Employees
- 7. Faculty Teaching, Research, and Curriculum
- 8. Diversity, Equity and Inclusion Programming and Policies

**9.** External Community Engagement, Collaboration, and Linkages

**10.** Business Practices, Workforce/Career Pathways, and Procurement

#### THE IDEAALS CONCEPTUAL FRAMEWORK

- Inclusion
- Diversity
- Equity (for students, employees, partners)
- Access (for students, employees, partners)
- **A**ntiracism
- Leadership
- Social Justice

#### ANTIRACIST STRATEGY

- Ensure stakeholders have the resources and educational opportunities to execute, uphold, and measure the implementation of antiracist objectives.
- 2. Be accountable for hiring and retention of diverse candidates and employees' equitable treatment.
- 3. Be instrumental in the academic enhancement and excellence for Black and Latinx students.
- 4. Ensure policies/procedures and opportunites reflect antiracist approach and perspectives.

## **OEI Signature Programs**





## President's Advisory Committee on Equity and Inclusion (PACEI)

As ambassadors, advocates, and advisors, PACEI identifies, addresses, and improves upon the current inequities in our College environment and helps usher in systemic change for an inclusive, civil, respectful, equitable community where all thrive and succeed.



## Equity and Inclusion Roadmap for Success Goals



## Antiracism Strategy BOARD OF TRUSTEES:

- Promote social justice, radical inclusion, and racial equity within the College and the broader community and continue the Board focus on the journey to being an antiracist institution (BOT FY22 Institutional Goal)
- Implementing the Antiracism Strategy



## Model for Creating Change





#### AWARENESS

Acquire knowledge of a situation and facts, listen, recognize inequities, ask questions, participate in equity and inclusion programming and events

#### UNDERSTANDING

Perceive the meaning of equitable and inclusive actions, practice being mindful of them; dialogue with others; seek knowledge and training; do research

#### EMBRACING

Acknowledge inequities and social justice issues exist and decide to adopt and wholeheartedly accept that equity and inclusion work is paramount

#### COMMITMENT

Get involved; do the work necessary to eradicate inequities and create inclusive environments; be accountable; be dedicated

#### ACTION

Identify and execute plans to continually drive equity and inclusion inside and outside of the classroom and within communities

#### CHANGE

Review policies, practices, and action plans to continually contribute to being a more equitable and inclusive community; document, evaluate, and strengthen outcomes

## THANK YOU

Contact the Office of Equity & Inclusion

Kimberly Jones, Interim CEIO Phone: 240-567-3080 Email: <u>kimberly.jones@montgomerycollege.edu</u>

Antonio S. Montaño, OEI Program Manager Phone: 240-567-9210 Email: <u>antono.montano@montgomerycollege.edu</u>





## Thank you for your participation!

Please reach out to us with any questions or concerns:

Monique Davis

Monique.Davis@montgomerycollege.edu

240-567-5622

Tom Cantu

tom.cantu@montgomerycollege.edu

240-567-6006

