

# ***Welcome to Montgomery College!***

## **New Faculty Orientation**

**Tuesday, Aug. 20 &**

**Thursday, Aug. 22**

**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

# *Welcome to Montgomery College!*

Dr. Stephen Cain  
Chief of Staff/Chief Strategy Officer  
Office of the President

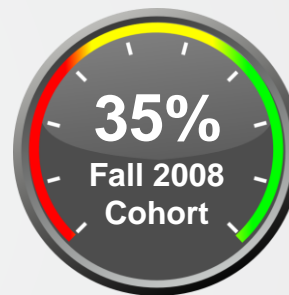
*We empower our students to change their lives, and we enrich the life of our community. We are accountable for our results.*

# Student Success Goals

Graduation Rate

Transfer Rate

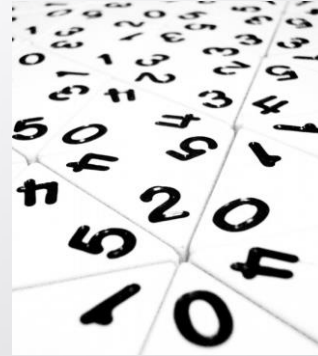
Baccalaureate Attainment



*We empower our students to change their lives, and we enrich the life of our community. We are accountable for our results.*

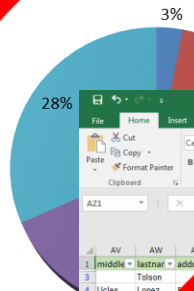
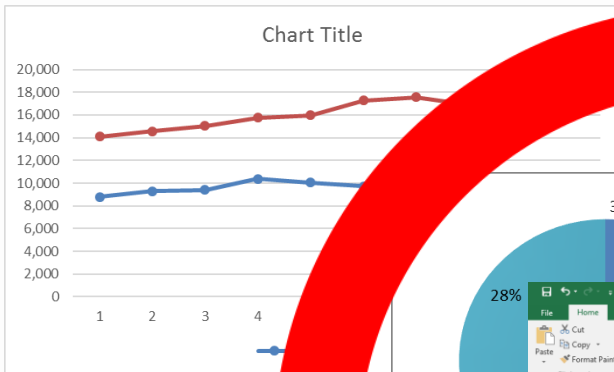
*Best wishes for a successful year!*

# Student Success



## “By the Numbers”





## Student Success Score Card

Montgomery College  
Data compiled April 2016

### Attainment of Credit-Level "Milestones" By New Students

For students starting in Fall Time -- Year 1 Milestone = 24 credits -- Year 2 = 48 credits  
For students starting in Part Time -- Year 1 Milestone = 12 credits -- Year 2 = 24 credits

GENDER	% Attain		% Attain	
	Year 1 Milestone	Year 2 Milestone	Year 1 Milestone	Year 2 Milestone
Females	44.9%	18.9%		
Begin Full Time	53.3%	17.9%		
Begin Part Time	38.0%	15.4%		
Males	43.5%	14.6%		
Begin Full Time	51.8%	16.0%		
Begin Part Time	35.4%	13.3%		

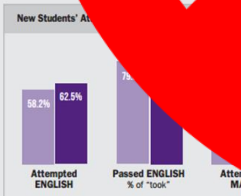
ETHNICITY/RACE	% Attain		% Attain	
	Year 1 Milestone	Year 2 Milestone	Year 1 Milestone	Year 2 Milestone
Am. Indian, AK Native	68.8%	12.9%		
Begin Full Time	71.4%	14.3%		
Begin Part Time	66.7%	11.1%		
Asian	58.0%	23.3%		
Begin Full Time	63.2%	23.0%		
Begin Part Time	51.1%	22.8%		
Black/African Am.	35.9%	11.9%		
Begin Full Time	40.0%	10.6%		
Begin Part Time	33.0%	12.9%		
Hawaiian/Pacific Islander	61.1%	27.8%		
Begin Full Time	60.0%	40.0%		

GENDER	% Attain		% Attain	
	Year 1 Milestone	Year 2 Milestone	Year 1 Milestone	Year 2 Milestone
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Begin Full Time	51.8%	16.0%		
Begin Part Time	35.4%	13.3%		

## Student Success Score Card

### ARRIVAL



# A LOT HAS CHANGED



# PART-TIME IS THE NEW NORM

- **65%**

MC Students are  
Part-time (Fall 2018)

- **10%**

Growth in Number of Part-time  
Students Since 2007

## PART TIME MAKES IT HARDER



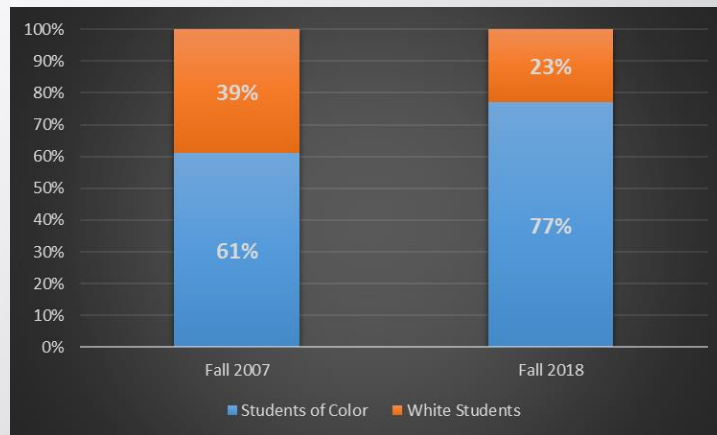
**ONLY 7.8%**

of **part time students**, nationally,  
complete an associate's degree within  
4 years of high school graduation.

# DIVERSITY IS INCREASING

- **16%** Increase in total percent of Students of Color and Foreign Students since 2007

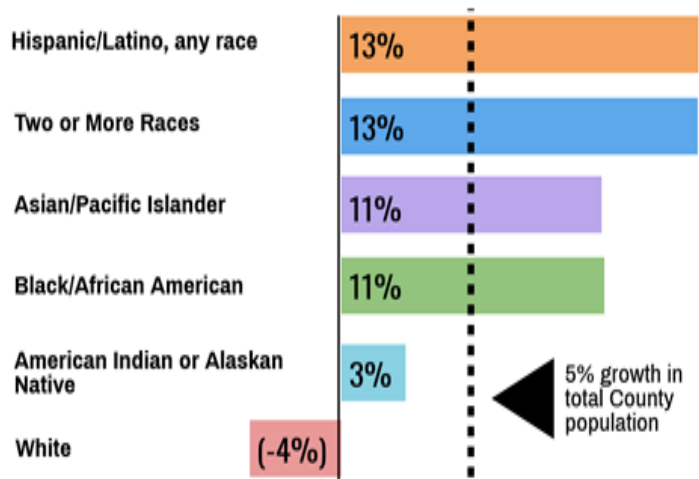
- **77%** Current percentage of Students of Color and Foreign Students at MC



# And in the County Too!

## County Diversity Growing Fast

Estimated Change in Population Size 2017 - 2027



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

Fall 2018

919  1,455


58%

Increase in the Number of Students  
with Documented Disabilities Under  
the ADA

# NEW TO IT ALL

Spring 2008

Spring 2016

17%  24%

Percent of Credit Students who are  
First Generation College Students

# NEED IS INCREASING

- 100%

Increase in % of Students Receiving  
Financial Aid since FY2006

- 100%

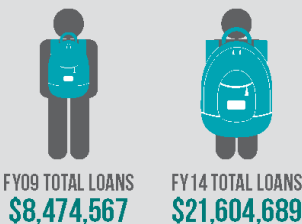
Increase in % of Students  
Receiving Pell Grant since FY2006

## FINANCIAL AID APPLICATIONS AT MC

UP 70%

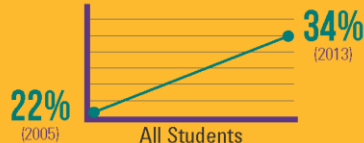


## DEBT LOAD UP 154% AT MC



## NEED WILL GROW

MCPS FARM Rates



40% FOR K-5 STUDENTS



# READINESS A FACTOR

Fall 2006

Fall 2018

39%  56%

Percent of Credit Students with  
Developmental Needs

# OUR STUDENTS NOW

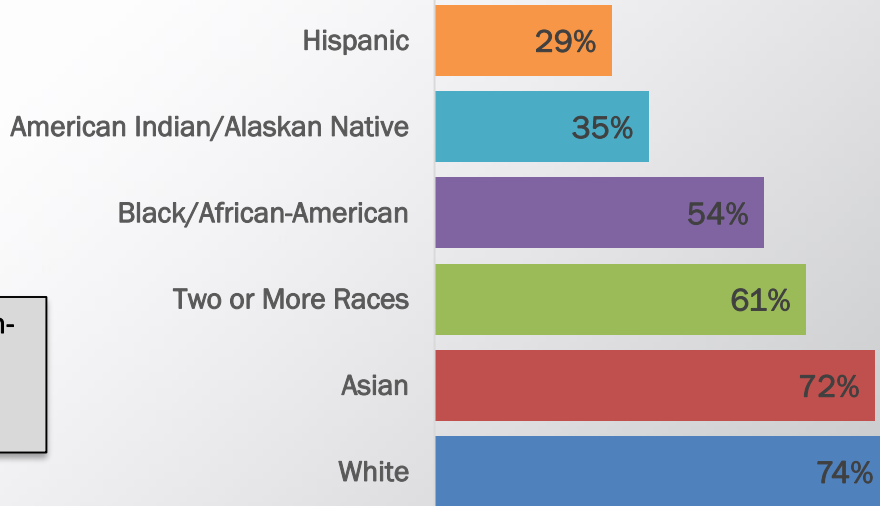
- Increasingly Part-Time
  - More external demands (work, family, etc.)
- More diverse than ever
  - Increase in financial need
  - More 1<sup>st</sup> Generation
- College Readiness?

# 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%

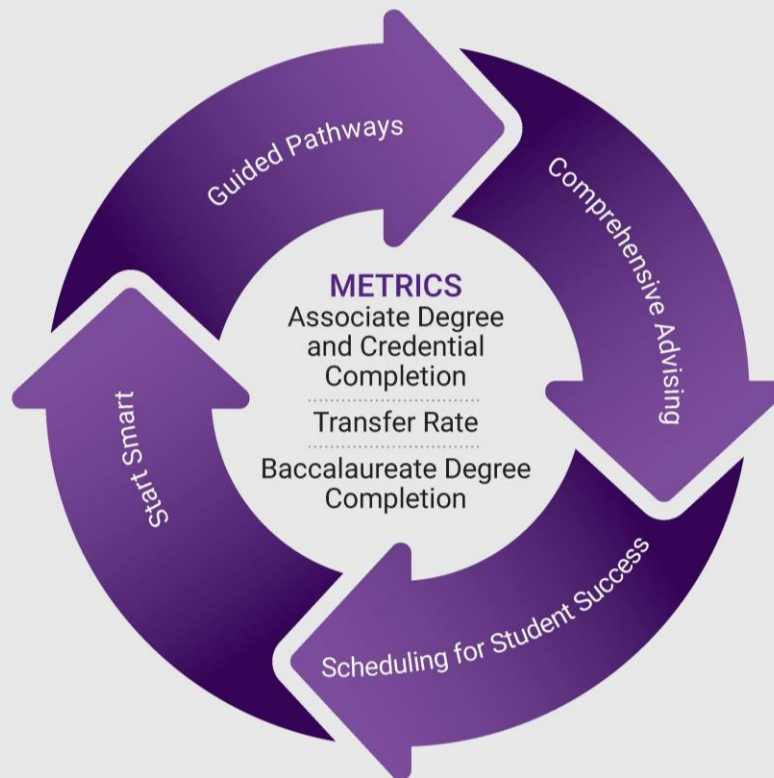
Percentage of top 50 hardest to fill jobs in 2018 that required some form of postsecondary education

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

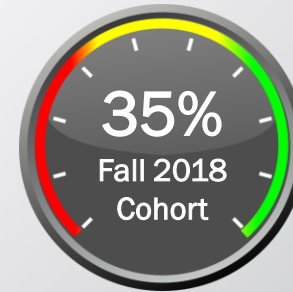
Graduation Rate



Transfer Rate



Baccalaureate Attainment



# Institutional Success Goals

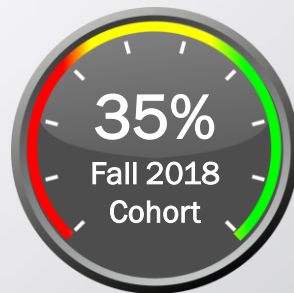
Graduation Rate



Transfer Rate



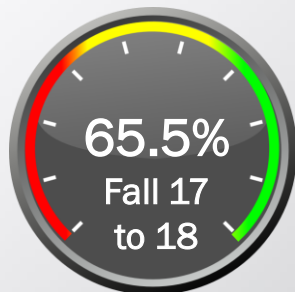
Baccalaureate Attainment



Enrollment



Retention



Wages/Employment



# Leading Indicators

## Graduation Rate



Course Pass  
Rate (SC)



Credit Milestone  
Attainment (SC)



Gateway Course  
Success (SC)



Time to Degree  
(SC)



Dev Course  
Success (SC)



Credits to  
Degree (SC)



## Transfer Rate



Course Pass  
Rate (SC)



Gateway Course  
Success (SC)



Dev Course  
Success (SC)



## Baccalaureate Attainment



Graduation Rate\* (SC,  
PAR)



Transfer Rate\*  
(SC, PAR)



Performance at  
Transfer Institution  
(PAR)



\* Score Card uses 3-year; PAR uses 4-year

# Leading Indicators

## Enrollment



Market Share 1<sup>st</sup> Time FT  
Students (PAR)



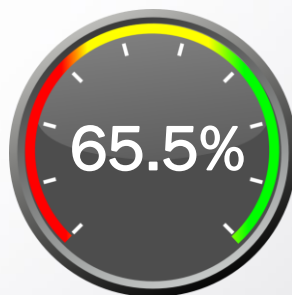
Market Share PT Students  
(PAR)



Market Share Recent  
HS Grads (PAR)



## Retention



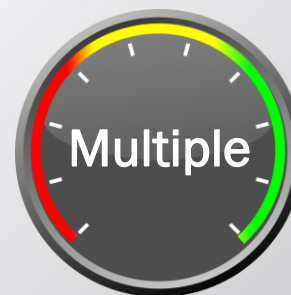
Fall to Spring  
Retention (SC)



Persistence (PAR)



## Wages/Employment



Licensure/Certification  
Pass Rates (PAR)



Wage Growth Occupation  
Program Grads (PAR)



FT Career Grads Working in  
Related Field (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?

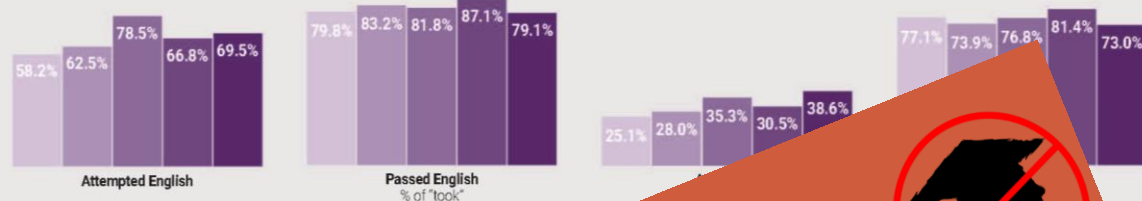


COMPLETION

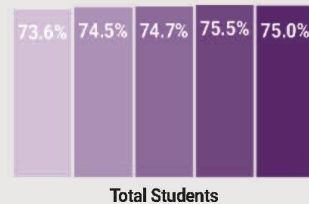
- Do students “complete”?

# GATEWAY AND COURSE SUCCESS IS CRITICAL

New Students' Attempts and Completion of "Gateway Courses" in First Year 2013/14/15/16/17



Course Pass Rates 2013/14/15/16/17



# D, F, W Initiative

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

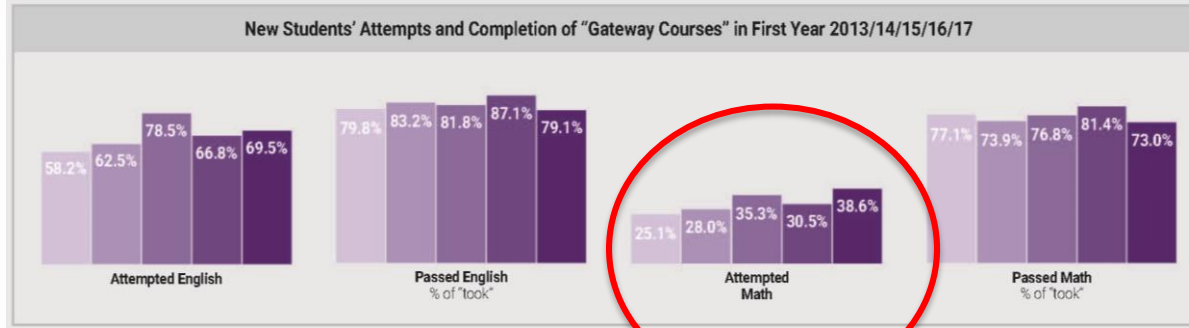
**= 1,395**

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

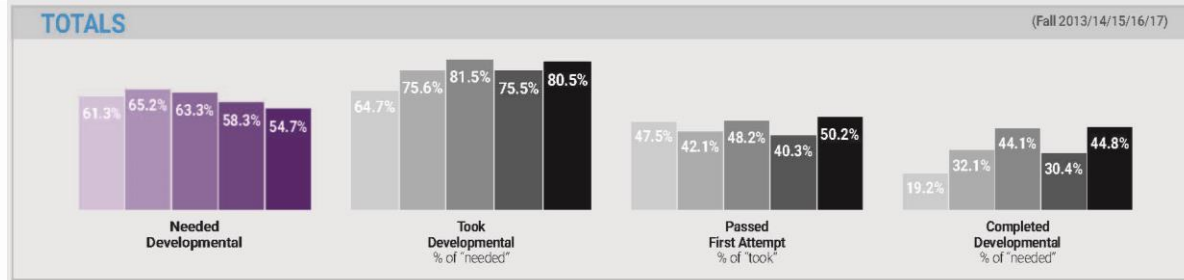
Avg. terms to complete first MATH gateway course.

5.1

Avg. terms to complete first ENGL gateway course.

# DEVELOPMENTAL MATH – Getting Better

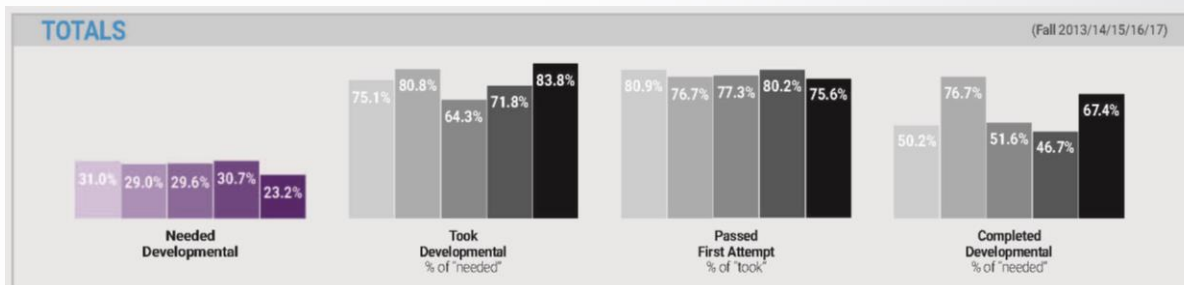
## New Students' Need For DEVELOPMENTAL MATHEMATICS Coursework and Attempted/Completion in First Year



		Needed Developmental Percent	Took Developmental % of "needed"	Passed First Attempt % of "took"	Completed Developmental % of "needed"
GENDER	Female	54.9%	81.0%	61.0%	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	62.3%	81.4%	42.4%	39.0%
	Hawaiian/Pacific Islander	22.2%	50.0%	100.0%	50.0%
	Hispanic	64.1%	82.2%	48.7%	45.3%
	International	39.6%	70.0%	61.0%	45.5%
	Multi-Race	60.7%	77.0%	59.7%	46.0%
	White	47.5%	76.9%	58.1%	47.9%
AGE GROUP	19 or Younger	53.4%	82.3%	49.4%	45.7%
	20–24	71.3%	70.7%	47.5%	35.4%
	25 or Older	50.0%	77.6%	61.6%	49.1%

# ENGLISH IS MIXED

## New Students' Need For DEVELOPMENTAL ENGLISH Coursework and Attempted/Completion in First Year



		Needed Developmental Percent	Took Developmental % of "needed"	Passed First Attempt % of "took"	Completed Developmental % of "needed"
GENDER	Female	22.3%	85.4%	78.8%	71.0%
	Male	23.7%	82.5%	72.8%	64.3%
ETHNICITY/RACE	American Indian/Alaska Native	7.7%	100.0%	100.0%	100.0%
	Asian	11.0%	82.5%	78.8%	72.5%
	Black/African American	30.8%	84.7%	69.6%	63.1%
	Hawaiian/Pacific Islander	0.0%	0.0%	0.0%	0.0%
	Hispanic	30.8%	85.0%	79.0%	70.4%
	International	10.8%	76.7%	78.3%	63.3%
	Multi-Race	15.2%	94.7%	83.3%	84.2%
	White	13.8%	76.5%	77.3%	64.3%
AGE GROUP	19 or Younger	21.8%	87.4%	76.4%	71.1%
	20-24	34.9%	79.5%	69.7%	58.9%
	25 or Older	23.3%	60.0%	77.8%	48.0%

# GETTING OVER THE HURDLE



Developmental  
English



- 75.6% pass 1<sup>st</sup> attempt
- 67.4% complete

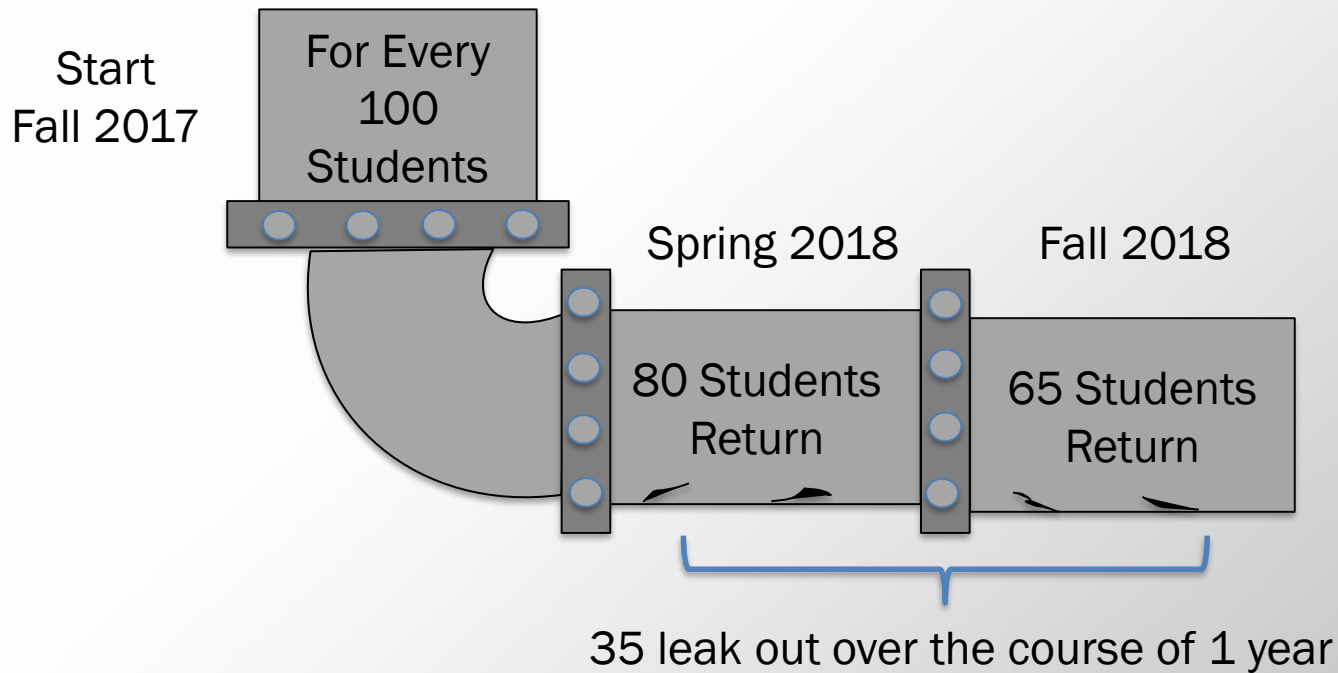


Developmental  
Math



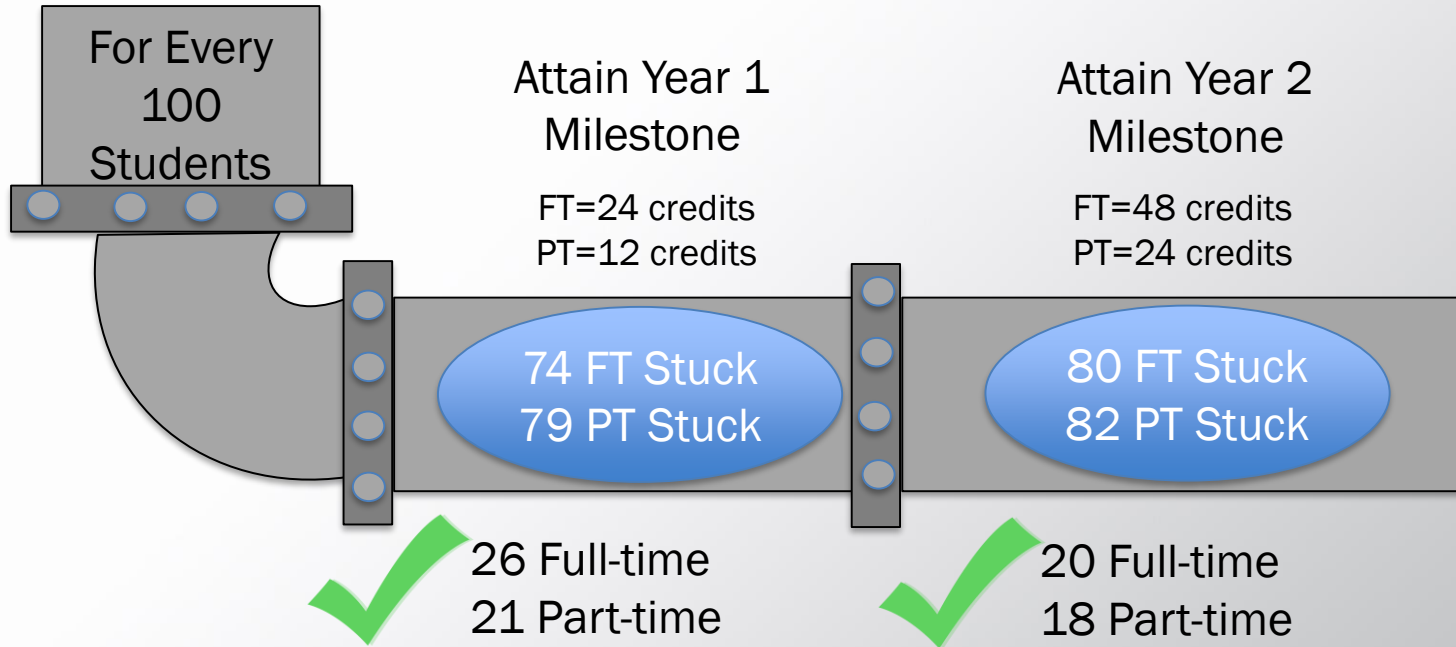
- 50.2% pass 1<sup>st</sup> attempt
- 44.8% complete

# STOPPING THE LEAK





# UNCLOGGING THE PIPES

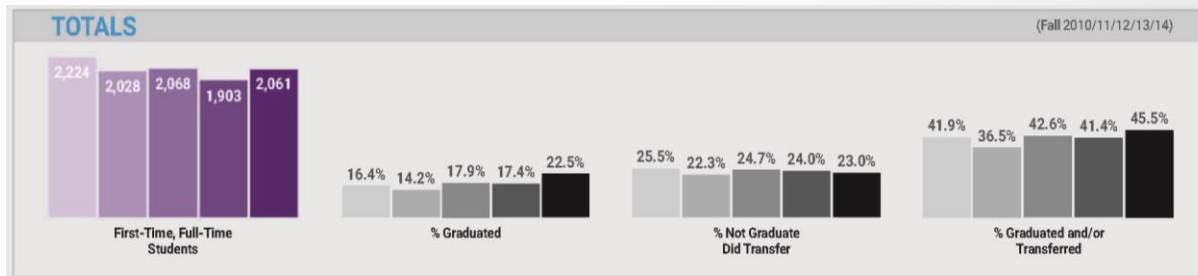


# THE LONG ROAD TO COMPLETE

FY18 Graduates—Time and Credits to Award						
GRADUATES		ASSOCIATE DEGREE		CERTIFICATE		
Total	Number	Average Years	Average Credits	Number	Average Years	Average Credits
<b>2,720</b>	<b>2,539</b>	<b>4.5</b>	<b>67.0</b>	<b>181</b>	<b>6.0</b>	<b>52.0</b>
Decrease of 5	Decrease of 28	Increase of 0.2	Increase of 0.1	Increase of 23	Increase of 0.6	Increase of 5.8



# SMALL EFFORT = BIG REWARD



If all degree programs had:

- 2 more graduates
- 2 more transfers

22.5% → 27.9%

Transfer Rate:

23.0% → 28.5%

Impact on Overall

Graduation/Transfer Rate: 45.5% → 56.4%

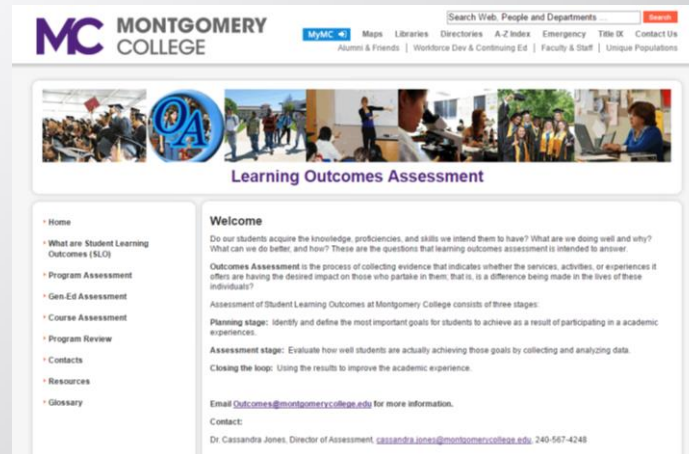
# So...where can I get some data for my work?

- 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)



Kevin L. Long

[kevin.long@montgomerycollege.edu](mailto:kevin.long@montgomerycollege.edu)



# MONTGOMERY COLLEGE ACADEMIC MASTER PLAN 2016 - 2021

Margaret Latimer

Vice President and Provost

Germantown Campus and  
Collegewide STEM Unit

Welcome  
Bienvenidos  
ጤና ይስጥልኝ  
Bienvenue  
欢迎光临  
to  
Montgomery  
College!



Academic Master Plan  
2016-2021



# INITIATIVE 1: EMBED CLASSROOM SUPPORT

We will focus on supporting and scaling up successful programs, implementing best practices from other institutions, and piloting some entirely new ideas of our own to support students during class hours and to empower students to seek assistance beyond the classroom as a result of relationships build with academic support professionals.

LEAD - DR. BRAD STEWART, VICE PRESIDENT AND PROVOST,  
TAKOMA PARK/SILVER SPRING CAMPUS AND COLLEGEWIDE  
COMMUNICATIONS, HEALTH SCIENCES, HEALTH & PHYSICAL  
EDUCATION, AND HUMANITIES (CHSHPEH) ACADEMIC UNIT.

Three white lines of varying lengths and slopes are positioned on the right side of the slide, extending from the middle towards the bottom right corner.

# INITIATIVE 2: OFFER ALTERNATIVE SCHEDULING AND DELIVERY

In order to meet the needs of all of our potential students, we must make intentional decisions to vary our terms, class times, pathway options, and delivery methods.

LEAD - MS. MARGARET LATIMER, VICE PRESIDENT AND  
PROVOST, GERMANTOWN CAMPUS AND COLLEGEWIDE  
STEM UNIT

Several white lines of varying lengths and angles are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

# INITIATIVE 3: IMPLEMENT ALTERNATIVE AND CUSTOMIZED ASSESSMENT AND PLACEMENT

The more options we can offer students to start at the right place and with credit for prior learning, the less likely students are to give up due to cost, frustration, or boredom with courses that are too easy or too difficult.

- CO-LEAD - DR. KIM KELLEY, VICE PRESIDENT AND PROVOST, ROCKVILLE CAMPUS AND COLLEGEWIDE ARTS, BUSINESS, EDUCATION, ENGLISH AND SOCIAL SCIENCES (ABEES) UNIT
- CO-LEAD - MR. GEORGE PAYNE, VICE PRESIDENT AND PROVOST, THE GUDELSKY INSTITUTE FOR TECHNICAL EDUCATION, AND WORKFORCE DEVELOPMENT & CONTINUING EDUCATION (WD&CE)

# INITIATIVE 4: DESIGN ALTERNATIVE AND CUSTOMIZED CREDENTIALS AND GUIDED PATHWAYS

By offering customized pathways through the use of competency-based education, stackable credentials, badges, Technical Profession Skills (TPS) degrees, and online education resources, more students will be able to complete multiple certificates, degrees, and credentials that advance their education and their career prospects in parallel or in sequence.

- CO-LEAD - DR. KIM KELLEY, VICE PRESIDENT AND PROVOST, ROCKVILLE CAMPUS AND COLLEGEWIDE ARTS, BUSINESS, EDUCATION, ENGLISH AND SOCIAL SCIENCES (ABEES) UNIT
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# INITIATIVE 5: ENHANCE STUDENT PATHWAYS FROM MCPS AND TO USG

To effectively advance the completion agenda and address the skills gap, the Academic Affairs division is committed to providing opportunities for our students that lead to accelerated credentials, rigorous educational experiences, and academic success.

LEAD - DR. ELENA SAENZ, ASSOCIATE VICE PRESIDENT  
FOR ACADEMIC AFFAIRS



# INITIATIVE 6: EXPAND GLOBAL PARTNERSHIPS AND INTERNATIONAL OPPORTUNITIES

As we prepare students to live and work in an increasingly globalized environment, the Academic Affairs division must foster new opportunities for students, staff, faculty, and Academic Affairs units to work with international governments, businesses, and institutions of higher education in order to provide a twenty-first century education for our students and much-needed services and expertise to our colleagues abroad.

LEAD - DR. MICHAEL MILLS, VICE PRESIDENT, E-LEARNING,  
INNOVATION, AND TEACHING EXCELLENCE (ELITE)

THANK YOU –

TOUCH THE FUTURE.

INSTILL OUR STUDENTS WITH YOUR JOY,  
CURIOSITY, SENSE OF WONDER AND LOVE  
OF LEARNING.



# Student Success Work at Montgomery College: Achieving the Dream

New Faculty Orientation

August 20, 2019

Shinta Hernandez  
Denise Simmons Graves  
Janee McFadden

# Overview

- ATD @ MC
- Alignment with College Priorities
- Student Success Work
  - Academic Master Plan Initiatives (AMP)
  - Seven Truths (StAMP)
  - Professional Development (PDMP)
  - Online and Z Courses/Degrees
- 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.

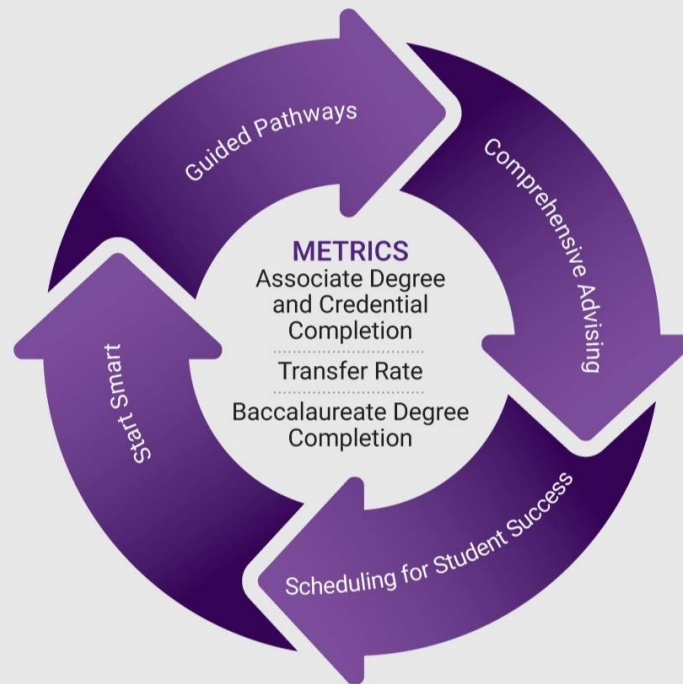
## Justice



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

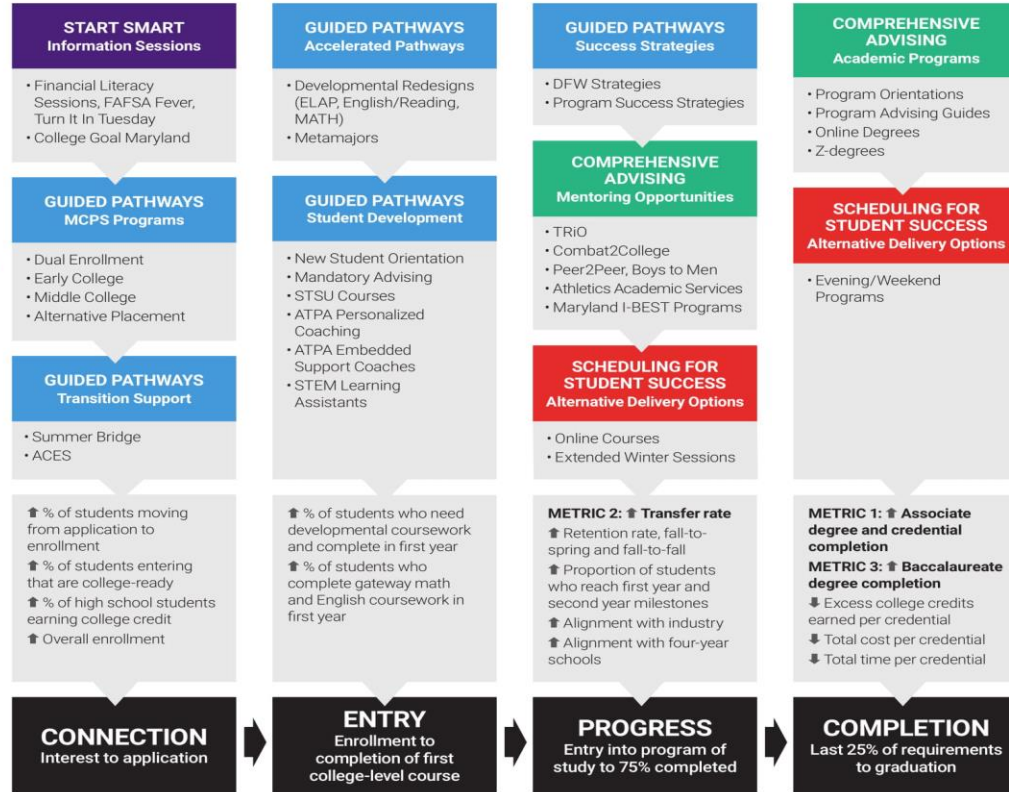
Through our inclusion in the Achieving the Dream network, Montgomery College will be a national model of educational excellence for all students by minimizing institutional barriers and maximizing opportunities to access, success, and completion. In a rapidly changing, competitive society, we will promote 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 at Montgomery College



## EXPECTED OUTCOMES



# Achieving the Dream Institutional Capacity Framework



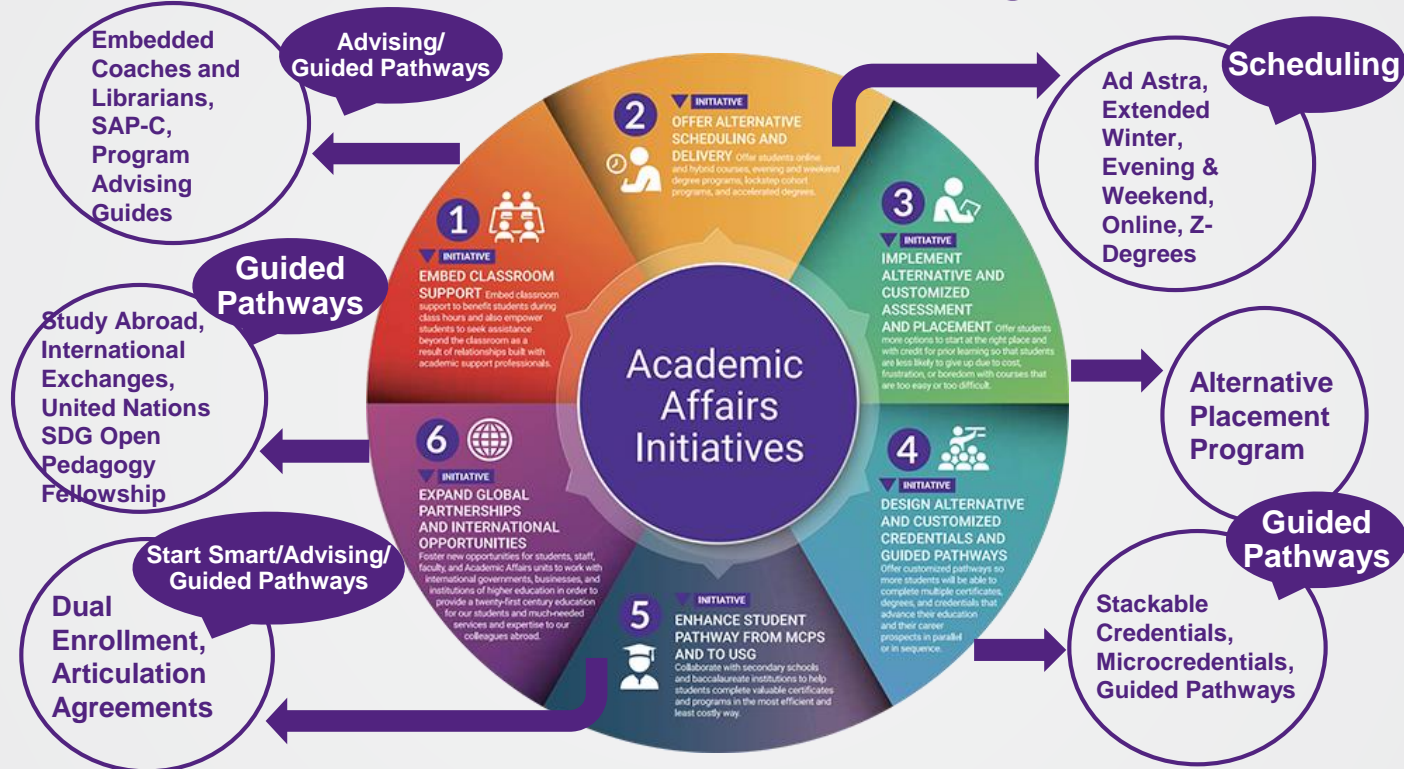


# ATD Alignment with College Priorities

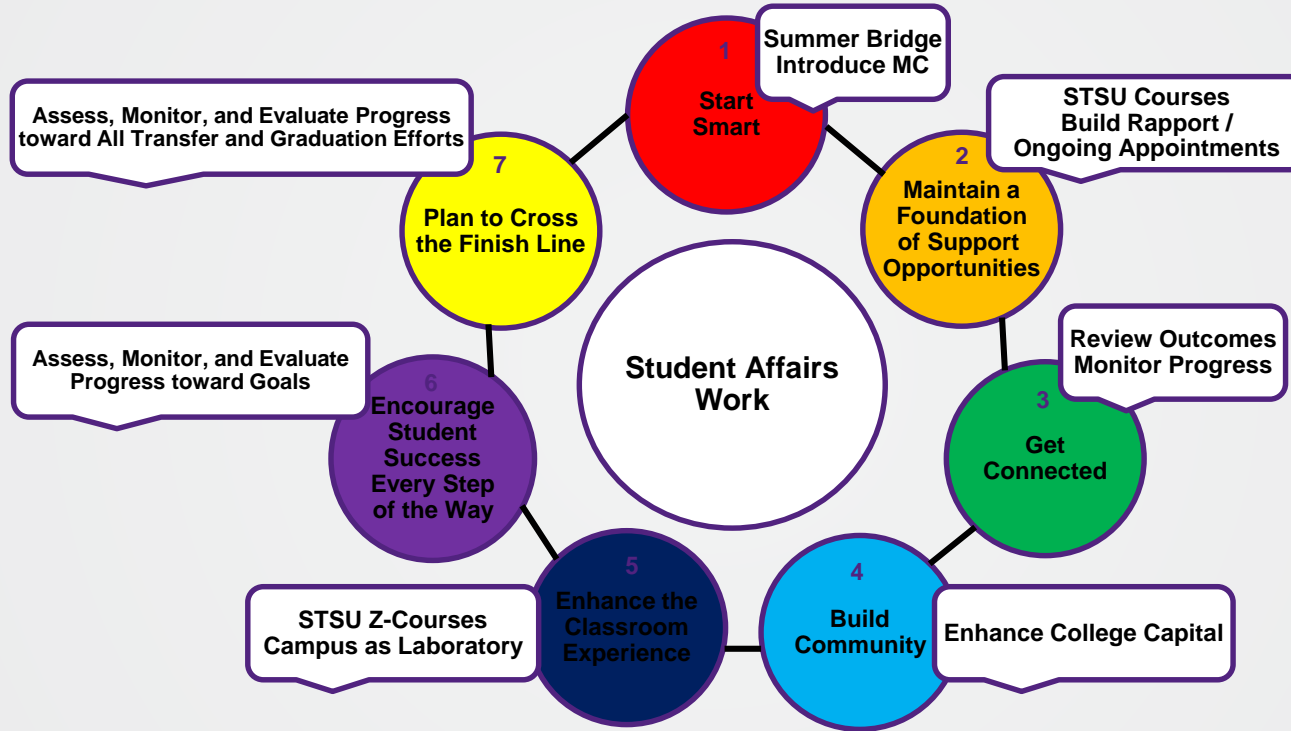
- MC 2020 and MC 2025
- Academic Master Plan (AMP)
- Student Affairs Master Plan (StAMP)
- Professional Development Master Plan (PDMP)
- Middles States Self-Study
- *The Student Voice*



# Academic Master Plan Alignment



# The Seven Truths for a Common Student Experience: Counseling Faculty Engagement in the 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)

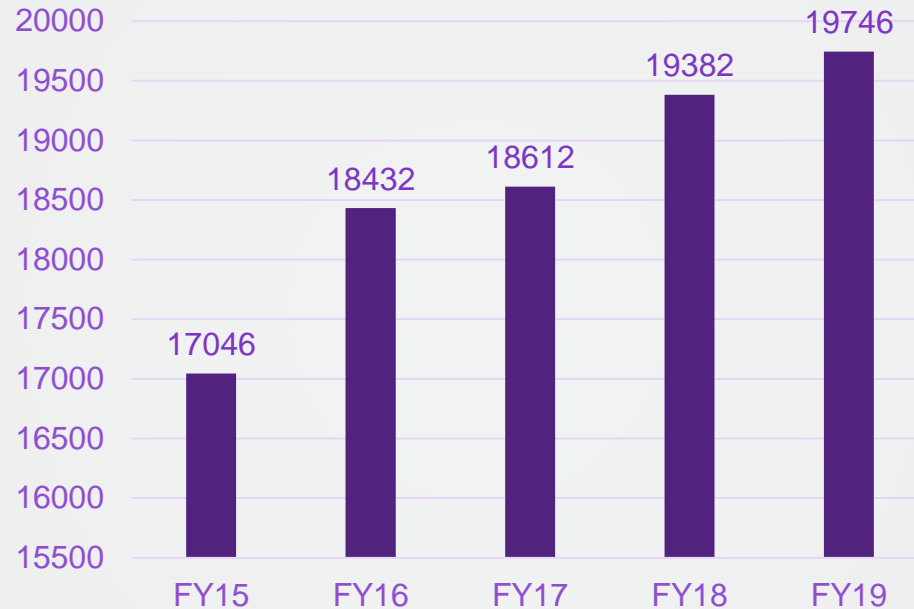
# New Faculty Orientation

- 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

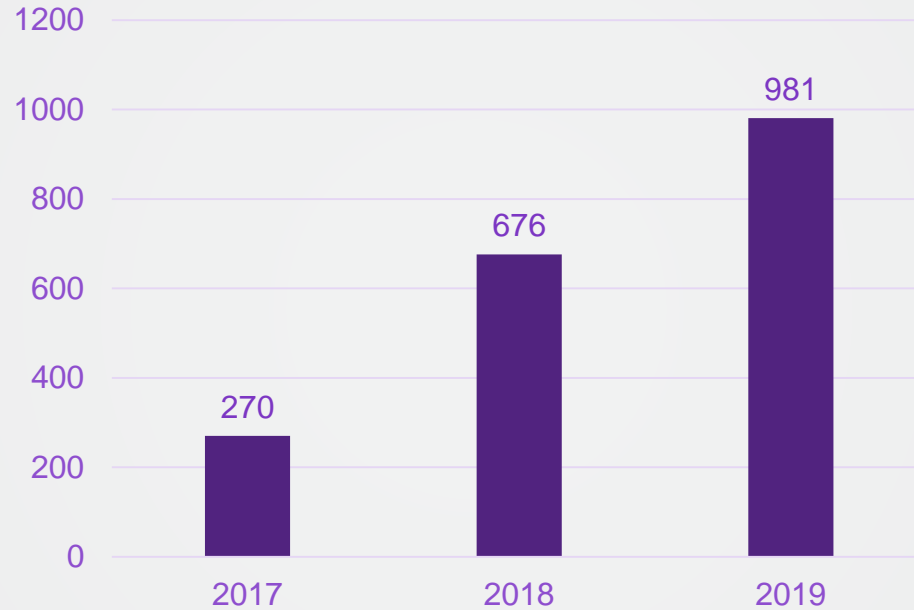
# Academy for Teaching Transformation

- Using Data to Inform Teaching and Learning
- Inclusion and Equity in the 21<sup>st</sup> 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

# Online Education Enrollment



# Extended Winter Enrollment



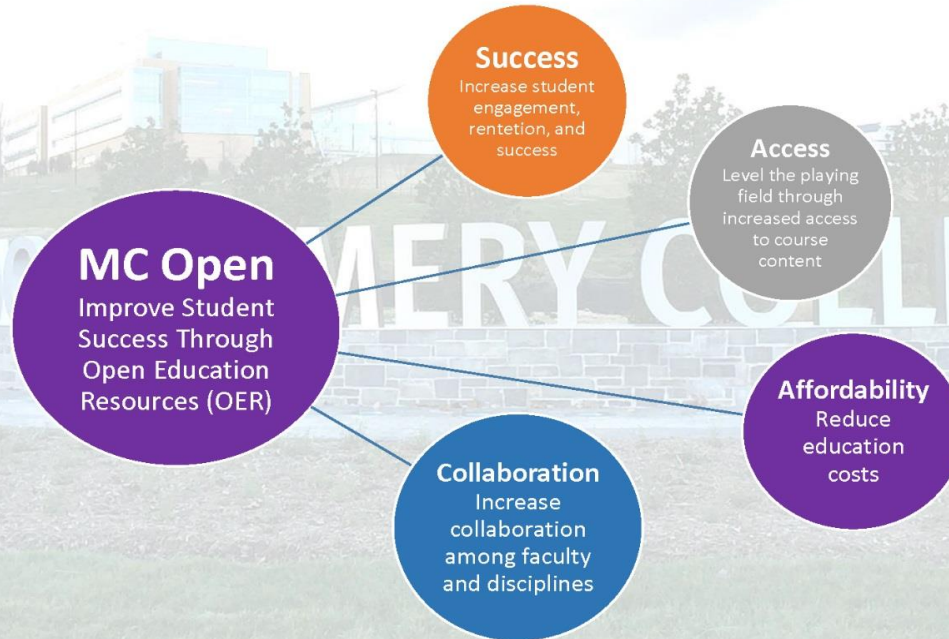


# Online Degrees

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

# Montgomery College

## MCOPEN



# Z-Course Growth

## Spring 2017

62 courses  
200 sections  
95 different faculty  
3400+ students  
enrolled

## Spring 2018

105 courses  
347 sections  
178 different faculty  
6000+ students  
enrolled

## Spring 2019

135 courses  
427 sections  
233 different  
faculty  
7950 students  
enrolled

## Fall 2017

91 courses  
322 sections  
169 different faculty  
6400+ students  
enrolled

## Fall 2018

109 courses  
413 sections  
212 different faculty  
8,400+ 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

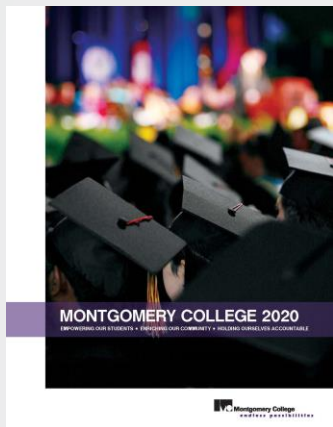
Department Chair of Sociology, Anthropology, and Criminal Justice  
Rockville and Takoma Park/Silver Spring

August 20, 2019

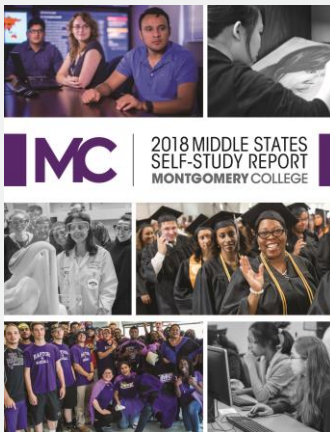
# College Structure and Expectations

- SVPA → VPP → Dean → Department Chair → Discipline Coordinator / Program Advisor → Full-Time and Part-Time Instructional Faculty
- SVPSA → Dean → Department Chair → Full-Time and Part-Time Counseling Faculty
- 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)





# MC 2025 STRATEGIC PLAN



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.  $\frac{1}{4}$  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 s/he qualifies 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 s/he is 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>



**MONTGOMERY COLLEGE**

# Welcome to E-Learning, Innovation and Teaching Excellence (ELITE)

New Faculty Orientation Fall 2019



# 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:

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- ELITE encourages use of sound pedagogical techniques
- By working with individual faculty and faculty groups



# ELITE Programs and Services

- Workshops
- One-on-One Consultation
- “I have an idea for a workshop!”
- Conferences. Tuesday August 27nd
- Other academic 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
  - Face to face techniques (3)
  - Online & technology techniques (5)
  - <http://cms.montgomerycollege.edu/elite/contact/>
- Campus workgroup – faculty and administrator representatives
- ELITE Faculty Associates (FAs)



## **Rockville**

Sara Kalifa & Emily Rosado

## **Germantown**

Mary Robinson & Mitch Tropin

## **Takoma Park/Silver Spring**

Corinne Smith & Tracey Smith-Bryant

**ELITE**  
**Faculty**  
**Associate**  
**S**

# Academy for Teaching Transformation

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- Best-practices and innovations
- Six required series/topics
- Cohort – Scholarship of Teaching Excellence
- Two hour workshops, 3 meetings each semester (face-to-face)
- Each campus on rotating basis
- Online, blended and on-campus



# Academy for Teaching Transformation

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Faculty in very first semester:

1. Teaching and Working with an Intergenerational Perspective
2. Blackboard Learning Center





# Your professional development...

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- Questions?
- Comments?

## Info:

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

<http://mcblogs.montgomerycollege.edu/thehub/>

**ELITE: 240-567-2002**

# Welcome to New Faculty Orientation

Presented by Lori Stegeman  
HRSTM  
August 20, 2019



## 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
  - Forms must be submitted by Thursday
- Can opt out at end of year

## Payroll continued

- View paycheck information on Tuesday of pay week.
- Electronic W-2 Option
  - Sign-up through MyMC
    - Fast, convenient, confidential, eco-friendly.
    - 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 September 1 coverage enroll by August 31st
  - For October 1 coverage enroll by September 26
  - Evidence of insurability 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

College Funds	Employee Funds (Optional) (Pre-Tax)	High-Deductible Health Plan
\$500 Employee \$750 Employee +1 \$1,000 Family	Up to \$3,000 Employee Up to \$6,250 Employee +1 Up to \$6,000 Family	\$1,350 Employee \$2,700 Employee + 1 \$3,300 Family
<b>Pro-rated for employees beginning after January 1</b>	Age 55 or older – can put in additional \$1,000 pre-tax	

# CIGNA Choice Fund

## The details

Type of Service	In-Network	Out-Of-Network
Co-Insurance	90%	70%
Total Deductible (shared in and out-of-network)	\$1,350 Employee \$2,700 Employee +1 \$3,300 Family	\$1,350 Employee \$2,700 Employee +1 \$3,300 Family
Calendar Year Out-of-Pocket Maximum (including deductible)	\$4,000 Employee \$6,500 Employee +1 \$8,000 Family	\$8,000 Employee \$13,000 Employee+1 \$16,000 Family
Preventive Care	100%	70%
Prescriptions	10% generics 20% preferred brand 40% non preferred Maximums apply	

## 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.
- 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.
- Telemedicine benefit available.
- May go out of network and use as a traditional indemnity plan.

## CIGNA Point of Service (POS) Costs

In-network	Out- of-network
\$500 Deductible applies to lab work, and hospitalizations. 10% coinsurance	\$1,000 deductible. 30% coinsurance
\$25 PCP or \$50 specialist	Cost share of 70/30 of “reasonable and customary” charges
Out of Pocket Maximum \$4,000/individual or \$8,000/family	Out of Pocket Maximum \$8,000/individual or \$16,000/family
\$150 emergency room or \$50 at urgent care	\$150 emergency room or \$50 at urgent care

## CIGNA POS Pharmacy from CVS Caremark

- 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 1<sup>st</sup> 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](https://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 19 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.
  - Must be a multi-faceted, off-site fitness center.
  - College has partnership with Lifetime Fitness.
  - 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 28<sup>th</sup> through November 18th
- 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/Equitable, TIAA or Valic
- Enroll or change contribution amount at anytime
- Loans available of up to 50% of balance



## Differences: 403(b) and 457(b)

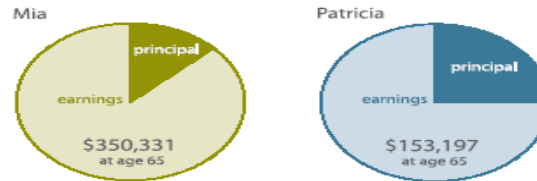
- Supplemental Retirement Annuities—403(b)
  - In-service distribution permitted after age 59 ½
  - Penalty for early withdrawal (before age 59 ½)
- Deferred compensation—457(b)
  - In-service distribution not permitted
  - No penalty for early withdrawal at termination

## 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 2019
  - (over age 50 = \$50,000)!

# Time is Money

## 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



# Thank you for your participation!

Please reach out to us with any questions or concerns:

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240-567-6006