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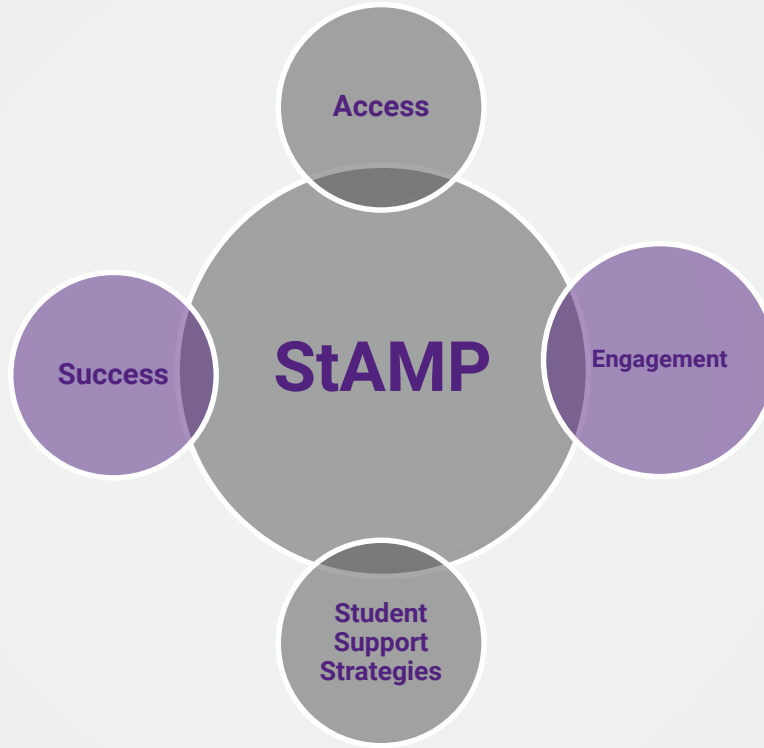Office of E-Learning, Innovation and Teaching Excellence (ELITE)

MC
MONTGOMERY
COLLEGE

# 2.2 ATPA, Acad Support, ACES

- See the PDF "Breakfast with ACES" presentation
- See the PDF "ATPA New Coach Trng"

MONTGOMERY COLLEGE

**MONTGOMERY COLLEGE**

# Student Affairs Master Plan

Dr. Monica R.M. Brown,
Senior Vice President for Student Affairs
Dr. Melissa F. Gregory
Associate Senior Vice President for Student Affairs
Summer 2019

# Student Affairs Master Plan

The Seven Truths for a Common Student Experience

The Seven Truths
- Start Smart
- Maintain a Foundation of Support Opportunities
- Get Connected
- Build Community
- Enhance the Classroom Experience
- Encourage Student Success Every Step of the Way
- Plan to Cross the Finish Line

MONTGOMERY COLLEGE

# Student Affairs Master Plan Highlights

- Strategic Enrollment Management Plan

- Streamline the Onboarding Process

- Academic Program Compliance and Academic Progress (APCAP)

- Fuel for Success

- Athletics

- Mandatory Advising & Assigned Advisors

MC MONTGOMERY COLLEGE

# Student Affairs Master Plan Highlights

**Initiative:** Pre-admission Outreach and Onboarding Processes

**Strategy:** Develop a Strategic Enrollment Management Plan



## Strategic Enrollment Management
Creating the Conditions for Institution Wide
Shared Responsibility of Enrollment Outcomes

*Student Enrollment*

# Student Affairs Master Plan Highlights

**Initiative:** Pre-admission Outreach and Onboarding Processes

**Strategy:** Realign Access and Enrollment

# Student Affairs Master Plan Highlights

**Initiative:** Mentoring and Retention

**Strategy:** Financial Aid Academic Progress Coaching – APCAP coaches to work with students at risk of not meeting federal satisfactory academic progress (SAP) standards who may lose their federal and state financial aid.
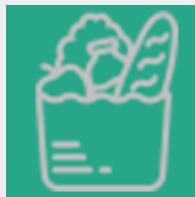
# Student Affairs Master Plan Highlights

**Initiative:** Mentoring and Retention

**Strategy:** Change in Athletic Division Status



70 Years of MC Pride

Get Involved with Athletics in Raptor Country.



MC MONTGOMERY COLLEGE

# Student Affairs Master Plan Highlights

**Initiative:** Counseling and Advising

**Strategies:** Implement Mandatory Advising and Implement Assigned Advisors

# Cultivating a Culture of Evidence

- Initiative: Divisionwide Assessment

- Strategy: Data-Informed Student Affairs Evaluation and Planning

- Survey of Entering Student Engagement (SENSE)

- Student Affairs Data Summit - April 9th

**MONTGOMERY COLLEGE**

# Student Behavior & Student Success

**Janeé McFadden**
**Associate Dean of Student Affairs**
*Takoma Park/Silver Spring*

# Learning Objectives

**By the end of this presentation, we hope that you…**

- Learn basic classroom management strategies to address difficult and/or disruptive students.

- 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 on your respective campuses.

**Our Mission**
http://www.montgomerycollege.edu/about-mc/mission-values.html
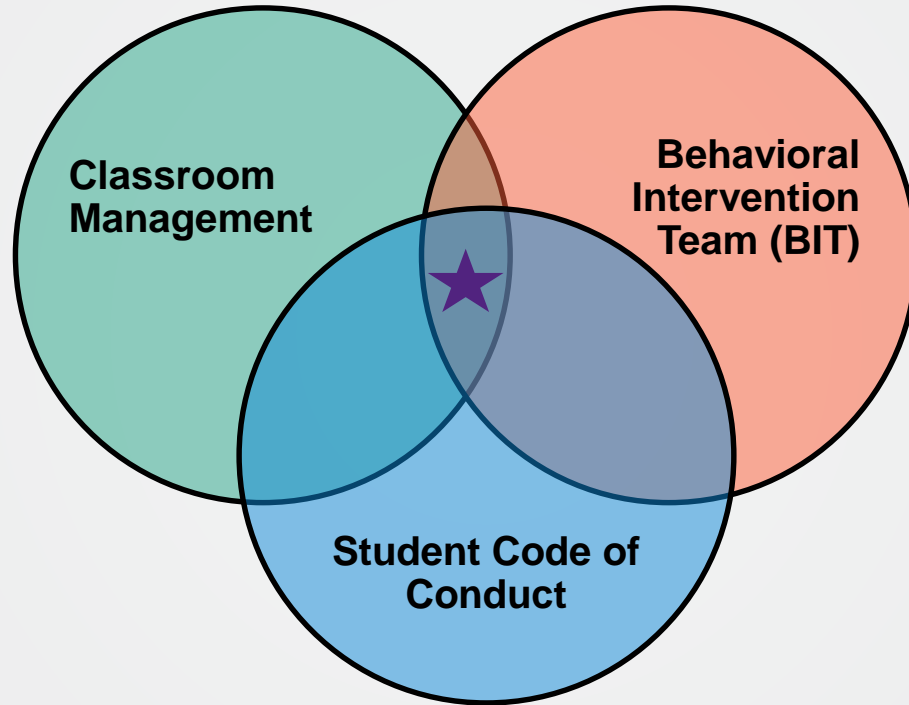
# The Student Success Creedo
in part states…

"We believe

*student success*

is further ensured
when the College provides a *physical*
*environment conducive to*
*learning and the*
*development of a sense of*
*community*
among students, faculty, and staff."

# Classroom Management
## the basics…

- 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.
  - <u>Important policies & class expectation to cover</u>:  *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*

# 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

*not an exhaustive list and can be subjective

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

MC MONTGOMERY COLLEGE

# Behavioral Intervention Team (BIT)

**"The mission of the Montgomery College Behavioral Intervention Team (BIT) is to maintain a healthy, safe, and secure environment, free of intimidation and harm, by systematically addressing behaviors of concern."**

Campus BIT teams are comprised of representatives from Counseling, DSS, Public Safety, the Dean of Student Affairs Office, and other faculty and staff, as appropriate.

**BIT has responsibility for...**

- Conducting and assessing reports,
- Consulting the College community, as appropriate,
- Conducting threat assessments & recommending interventions, and
- Providing education & training

## PLEASE REMEMBER…

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

- **Behaviors of concern –** *think threat*

- **Examples can include:**

  - Bizarre thoughts

  - Depression

  - Excessive anxiety

  - Mood swings

  - Inappropriate display of emotions

# 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
- **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://cms.montgomerycollege.edu/IncidentReports

MC MONTGOMERY COLLEGE

# Student Code of Conduct (SCOC)

## an overview…

*New SCOC went in to effect on July 1, 2018*

The student conduct program is committed to an *educational and developmental* process that balances the interests of individuals 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.
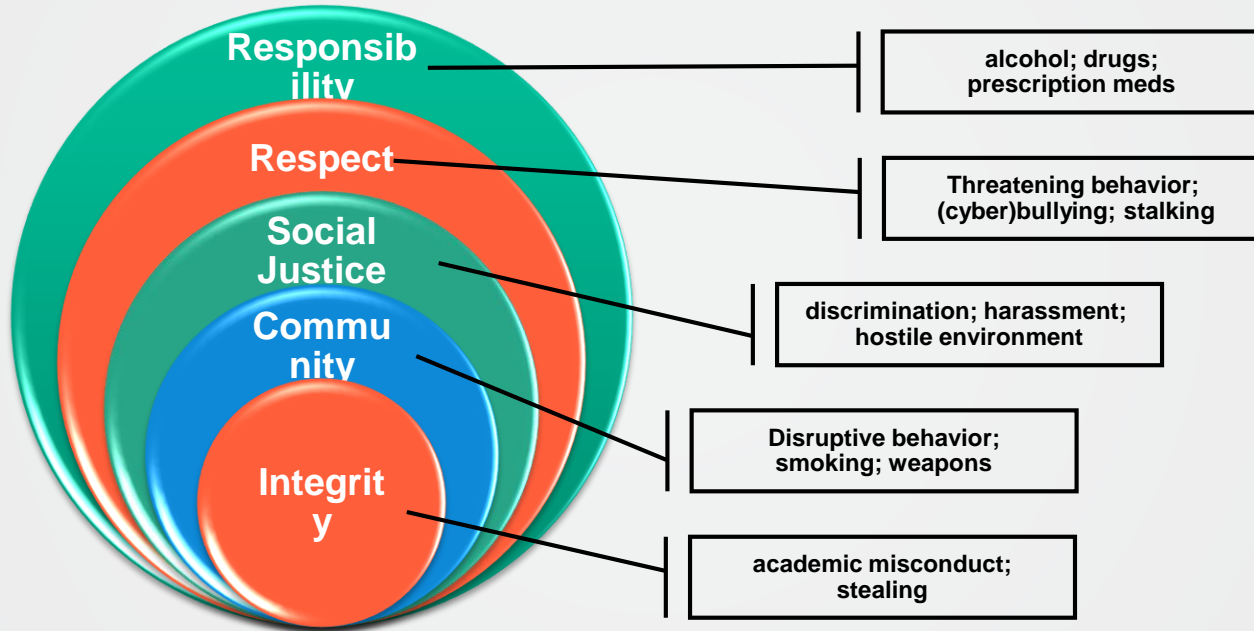Check out the Faculty Handbook online (see link below).

# Student Code of Conduct (SCOC)

## core values & general violations…



**Responsibility** — alcohol; drugs; prescription meds

**Respect** — Threatening behavior; (cyber)bullying; stalking

**Social Justice** — discrimination; harassment; hostile environment

**Community** — Disruptive behavior; smoking; weapons

**Integrity** — academic misconduct; stealing

# 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. *Please use online reporting form.*
- Faculty imposed sanctions range from:
  - *Grade of 'F' on assignment*
  - *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.

### ALL OTHER VIOLATIONS

- Complete the online incident 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 warning to disciplinary probation to suspension or even expulsion.*
  - *Appealable to the Senior Vice President for Student Affairs.*

**SCOC Reporting Forms**
http://cms.montgomerycollege.edu/IncidentReports

MC MONTGOMERY COLLEGE
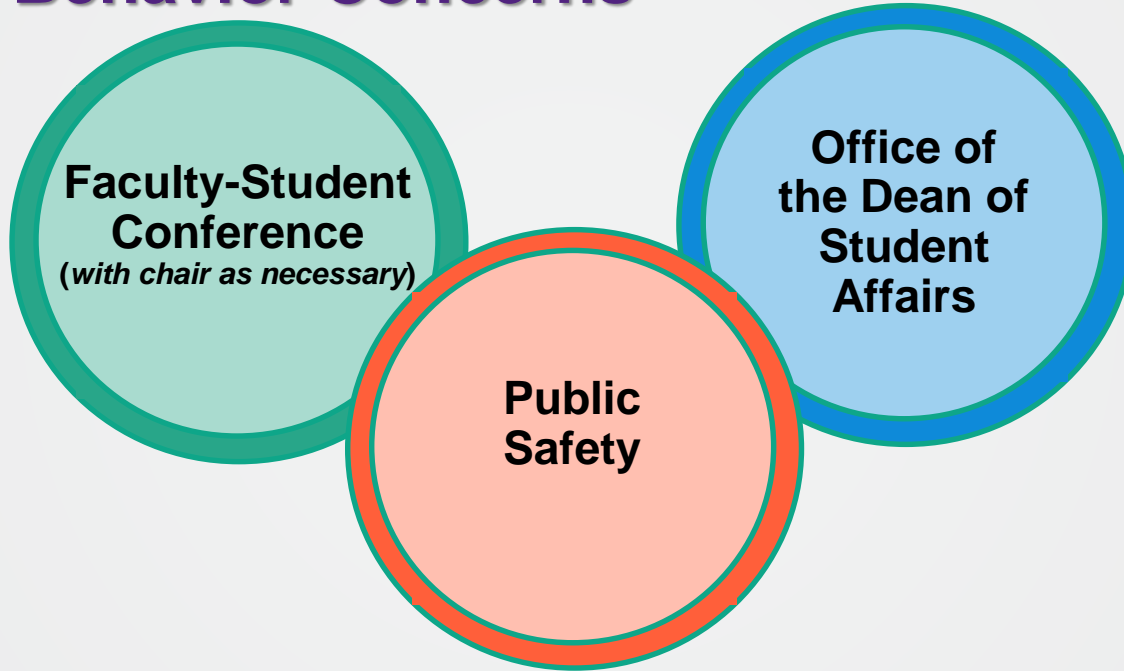
# Contact Us

| Germantown Campus – (240) 567-1993 | |
|---|---|
| **Dr. Jamin Bartolomeo**<br>*Dean of Student Access and Germantown Student Affairs* | **Mr. Marcus Peanort**<br>*Associate Dean of Student Affairs* |
| Rockville Campus – (240) 567-5052 | |
| **Dr. Tonya Mason**<br>*Dean of Student Success and Rockville Student Affairs* | **Dr. Debra Bright**<br>*Associate Dean of Student Affairs* |
| **Mr. George Montgomery**<br>*Student Conduct Program Coordinator* | |
| Takoma Park/Silver Spring Campus – (240) 567-1469 | |
| **Dr. Clemmie Solomon**<br>*Dean of Student Engagement and Takoma Park/Silver Spring Student Affairs* | **Ms. Janeé McFadden**<br>*Associate Dean of Student Affairs* |
| **Ms. Alice Boatman**<br>*Administrative Associate/Acting Associate Dean of Student Affairs* | |

# QUESTIONS

# New Faculty Orientation
# Overview of ADA and Title IX Compliance

**Christopher Moy**

**Director of ADA and Title IX Compliance**

**Mannakee Building, Suite 315 G**

**Christopher.moy@montgomeryCollege.edu,**
**240-567-5412**

# Notice of Non-Discrimination

- Montgomery College prohibits discrimination against any person on the basis of age, color, citizenship status, current or former military status, disability, gender, gender identity and expression, genetic information, national origin, marital status, race, religion, sex, or sexual orientation. The College is committed to providing an environment in which all persons are provided the opportunity for employment and/or participation in academic programs, and other College activities free from any form of harassment as prohibited by federal regulations and state laws, including sexual misconduct.

# Title IX
*20 U.S.C.*

**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.

**Additionally, defines Sexual Violence as part as Sexual Harassment.**

# Montgomery College Policy

- **Sexual Misconduct, 31001CP**
  - **It is the policy of Montgomery College to establish and maintain a community in which everyone who works or participates in college programs and activities can do so in an atmosphere free from all forms of sexual misconduct.**
  - **Sexual misconduct will not be tolerated and the College will consider a violation of this policy to be a significant act of misconduct that will result in discipline.**
  - **Retaliation**

# College Responsibilities Under Title IX

- **When an individual files a complaint or when any Responsible Employee of the community learns of possible sexual misconduct (known or should have known), the school must immediately:**
  - **Investigate,**
  - **take appropriate steps to end the misconduct,**
  - **address the effects of the misconduct, and**
  - **prevent the harassment from recurring.**

# Pregnancy Provisions under Title IX

- 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.

- students may be provided with a larger classroom desk, a designated lactation room, or allowing frequent trips to the restroom.

- 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.

# Student With Disabilities
# Basic 504/II Principles

- **College may not discriminate on the basis of disability.**

- **College must make academic adjustments/accommodations necessary to ensure requirements do not discriminate.**

- **College must ensure students with disabilities are not discriminated against due to absence of auxiliary aids for students with impaired sensory, manual, or speaking skills.**

# Protection of Minors

- Montgomery College is committed to providing a safe environment for minors who participate in College programs and activities. This includes the protection of minors from abuse or neglect, including sexual abuse, and requires prompt and effective response to suspicions of or observations of abuse.
- Protection of Minors Policy & Procedure -75005
  - Program Registration
  - Background screening, training
  - Mandatory Reporting of Suspected Abuse
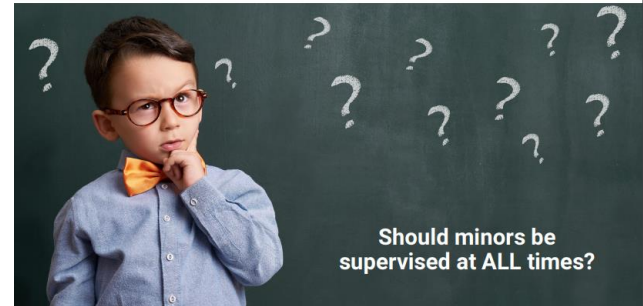  - Guidance on program development
  - Rule of 3

# Protection of Minors

## Kristen Roe

Deputy Title IX & Youth Protection Coordinator

Kristen.Roe@Montgomerycollege.edu



**Guardians of Minors**

**Should minors be supervised at ALL times?**

Minors should be in direct view and supervised
by their parent/guardian at **ALL** times.

Minors left unattended will be reported to the **Montgomery College Office of Public Safety**
or the **Department of Health and Human Services/Child Welfare Services.**

**Find a minor alone?**
Find the nearest staff member or contact
the Montgomery College Office of Public Safety.

# Objectives

- Increase awareness of students with disabilities

- Learn about the  Disability Support Services (DSS) process, services, and roles

- Identify Do's and Don'ts in working with students with disabilities

Consider This…

# Compare the 2 professors responses

# What does the law state?

- ADAAA, 2009
- Section 504 of the Rehabilitation Act
  - College may not discriminate on the basis of disability
  - College must make academic adjustments/accommodations necessary to ensure requirements do not discriminate
  - Student has the responsibility to notify the college of disability and need for accommodation
  - College and student use "interactive process" to determine accommodations
  - Accommodations must be provided in a timely manner

# Student's Role



- **Identify** and provide appropriate documentation to the Disability Support Services Office
  - ACCOMMODATE-on-line
- Meet with a DSS counselor to discuss accommodations, goals, and educational plan
- Request accommodations each semester
- Share the accommodation letter with each instructor as soon as possible
- Make testing arrangements with instructor

# DSS services available college-wide

- Rockville- Mannakee, 210

- Germantown- SA 250

- Takoma Park- SS 233

- WD & CE

# Students With Disabilities at MC

- Diverse
- Person- FIRST

# DSS Role

- Determine eligibility
- Approve and arrange accommodations
- Provide auxiliary aides
- Assist the student with advocacy skills, goal planning, counseling, & advising
- Act as a resource for the student, faculty, and community members on accessibility
- Provide services in a timely manner

# Faculty Role

- Include a disability statement in the syllabus

*"Any student who may need an accommodation due to a disability, please make an appointment to see me during my office hours. A letter from Disability Support Services authorizing your accommodations will be needed."*

- Provide access to classroom and course materials

- Meet with the student to discuss accommodation arrangements

- Provide accommodations listed on the accommodation letter
- (Note-taking)

- Deliver tests and TRFs to the Assessment Center

- Maintain confidentiality

# College's Role

- Provide access and equal opportunity

- Prohibit discrimination based on disability

- Create welcoming and inclusive environment for ALL

# Faculty DO's

- Use person first language

- Meet with the student privately to discuss accommodations

- Offer varied delivery of information

- Maintain your faculty role

- Maintain course standards

- Contact DSS immediately regarding accommodations, student concerns (behavior, academic, or emotional)

- Refer to resources as needed

# Faculty DON'TS

- Ask the student about the nature of his/her disability
- Deny the student an accommodation that is listed on the letter
  - (contact DSS if there is a concern about the accommodation)
- Provide an accommodation that is not listed on the letter
  - (contact DSS to discuss)
- Tell the student that it is too late to request an accommodation in the semester
- Discuss accommodations/disability in front of the entire class
  - (note taking assistance)
- Talk to others about the student
- NEGOTIATE ACCOMMODATIONS

# Resources

- DSS counselor
- DSS Academic Support Center
- General counseling
- TRIO
- Math/Science Center
- Reading/Writing Center

- Student Code of Conduct
- BIT
- ADA Coordinator
- ACCOMMODATE
- DSS website
  www.montgomerycollege.edu/dss
- Faculty/staff guidebook
- …STUDENT

# DSS accommodations ensure ACCESS not SUCCESS

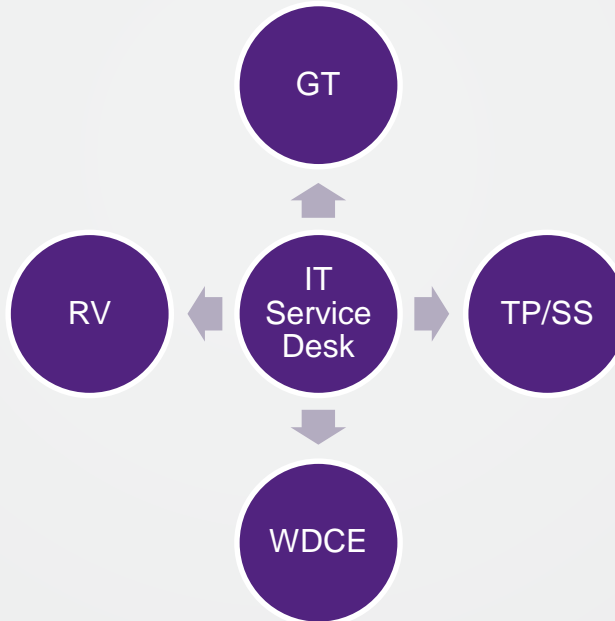A. True
B. False

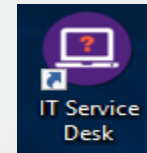# Our vision…

# THANK YOU!

Questions????

# IT Service Desk

Your central point of contact for IT help, service, and support

- by phone call: 240-567-7222

- Email: itservicedesk@montgomerycollege.edu

- Live Chat: IT Service Desk

- IT Self-Service portal

https://servicedesk.mcitservicedesk.com/

# Support Hours
## IT Campus Management Services

| IT Service Desk Faculty and Staff | IT Campus Support | IT Service Desk Students |
|---|---|---|
| • Monday – Thursday 7:30 a.m. – 8:00 p.m.<br>• Friday 7:30 a.m. - 5:00 p.m.<br>• Saturday 8:00 a.m. – 4:30 p.m. | • Monday – Thursday 7:30 a.m. – 9:30 p.m.<br>• Friday 7:30 a.m. – 5:00 p.m. | • 24x7x365 |

# Points of Contact – IT Campus Managers

**GERMANTOWN**
Christopher Cusic
Phone: 240-567-7861
Office Location: HS-016

**TAKOMA PARK/SILVER SPRING**
Youssef Halli
Phone: 240-567-3958
Office Location: ST-318

**ROCKVILLE**
Younis Forsyth
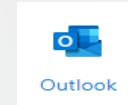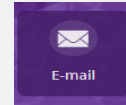Phone: 240-567-1788
Office Location: SC-163

# How to …

- Access MyMC Portal
  - http://www.montgomerycollege.edu/
  - User Name – MyMC ID
  - Password – *{created by user as part of claim your account process}*
- Logging Into a Smart Instructor Workstation (SIWS)
  - User Name – MyMC ID
  - Password – same as MyMC portal

# How to …

- ## Office 365 (including email)
  - Login to MyMC portal – E-mail
  - https://portal.office.com

    Note – for sign in enter your MyMCID@montgomerycollege.edu
    For example – vthoma40@montgomerycollege.edu
    Password – Same as MyMC portal

# Request Forms
Hardware, Software, Media Resources etc.

○ Step1 - Access OIT website

http://montgomerycollege.edu/OIT

○ Step 2 – Click on "Request Forms" ➡

○ Step 3 - Login to MyMC portal

○ Step 4 – Click on appropriate forms

**Making a Software or Hardware Acquisition?**

Request Forms

Discounts on Personal Purchases

Work-at-Home Software Request Process and Forms