



# The Advance

A Newsletter for Montgomery College Part-Time Faculty

Produced by the Institute for Part-Time Faculty Engagement & Support

Gail Youth, Editor & Layout

February 2016

## Employee Engagement

[By Liz Feldman, Part-time Faculty Associate, Rockville]

Employee engagement is an issue that all types of businesses grapple with each and every day. Surveys are frequently conducted to explore ways to get workers more involved and invested in their jobs.

A 2015 Gallup survey shows “less than one third (31.5%) of U.S. workers were engaged in their jobs in 2014.” While that figure is low, it is nearly two percent higher than the year before.

Since 2009, Montgomery College also has explored the issue of employee engagement. In August 2009, the College formed the Employee Engagement Advisory Group. The group has conducted surveys on employee engagement in 2009, 2010, 2011, 2012, and 2015. The following link provides a history of the Employee Engagement Initiative at Montgomery College.

<https://cms.montgomerycollege.edu/EDU Department.aspx?id=20342>

A College report released in January 2013 explains the importance of employee engagement. It said, “Engaged faculty, staff, and administrators are essential to achieving Montgomery College’s mission... At Montgomery College, engaged employees understand how the jobs they do contribute to achieving the mission of the College, and the College respects and appreciates their contributions.”

Part-time faculty members have the chance to get engaged and provide a strong voice at the College. However, some part-timers may not know what opportunities exist outside of teaching their classes.

There are several areas where part-time faculty members can get involved such as Governance, Committees, Faculty Associate positions, and the Montgomery College Part-Time Faculty Union. Other opportunities on all three campuses may become available in an as needed or ad hoc way. Additionally, if part-time faculty members want to become more involved, they should contact their program coordinators and department chairs for any opportunities that might exist. This issue of *The Advance* focuses on many of these opportunities and aims to provide a wealth of valuable information to help you maximize your enjoyment and engagement at the College.

## EMPLOYEE TRIFECTA



# Employee Engagement (continued)

[By Liz Feldman, Part-time Faculty Associate, Rockville]

## Governance:

What exactly is Governance?

Governance provides a voice for all members of the college community to present ideas, problems, or concerns and make recommendations to affect positive change. Governance is broken down into 12 councils. Each council represents a different slice of the College community. They include: Academic Services, Administrator Council, Employee Services, Faculty Council, Germantown Council, Operational Services, Rockville Council, Staff Council, Student Council, Student Services, TP/SS (Takoma Park, Silver Spring) Council, and WDCE (Workforce Development and Continuing Education) Council.

Organizationally, the 12 councils are grouped together in three specific areas: Constituent Councils (Student, Staff, Faculty, and Administrator), Campus Councils (Rockville, Germantown, WDCE, and TP/SS), and Functional Councils (Employee Services, Student Services, Operational Services, and Academic Services).

Part-time faculty members can serve on all Councils except Staff Council, Student Council, and Administrator Council. Faculty Council is the largest council, and it includes three part-time representatives from each of the campuses. The remaining councils currently have only one part-time representative on them.

Part-time faculty members can serve on a council if they are nominated and elected to the position. All positions on the councils are voluntary except for the chairperson. A chairperson receives a stipend of nearly \$4,000.

Kaaren Agnez is a part-time faculty member who teaches French on the Rockville campus. She served on the Rockville Council for two academic years, 2013-2014 and 2014-2015. She served as Vice-Chairperson her first year and Chairperson her second year. She said she reaped many benefits from participating in Governance.

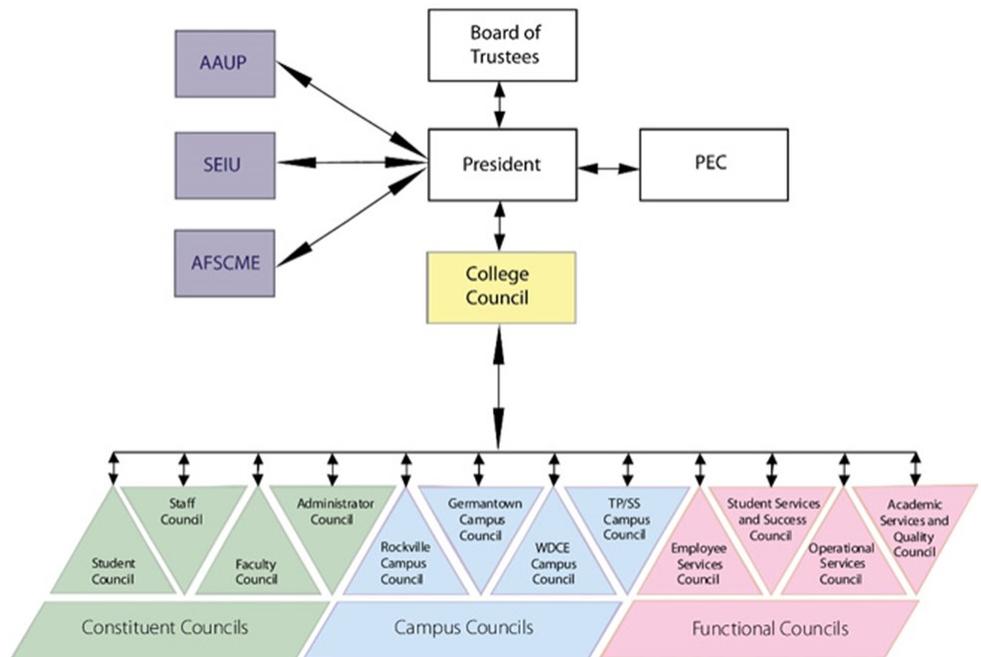
“We all had a voice, we all had a vote no matter which area of the College you came from. I became much more aware at the College, and you get the perspectives of other constituents at the College. I had a better understanding of how the College works. You are more aware of the initiatives on campus and more knowledgeable about what is happening,” Agnez said.

Maria Adams Davidson is a recruiter on the Rockville campus, and she is currently the chairperson of the College Council. The College Council is made up of all of the chairpersons of each of the 12 councils.

She said when a person serves in Governance, he or she gets a chance to “meet more people at the College, and have more connections. The connections can be significant depending on what you make of them.”

For more information, here is a link to the College’s Governance page:

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



## Employee Engagement (continued)

[By Liz Feldman, Part-time Faculty Associate, Rockville]

### Committees:

Part-timers also have an opportunity to be engaged on campus by joining a committee. Most of the 12 Governance Councils do not currently have committee work; however, they can form when issues come up. The Employee Services Council has a standing committee, the Employee Engagement Advisory Group. Part-time faculty members can participate on that committee. If you are interested in joining a committee, being part of Governance, or observing Council meetings, contact the Council chair for more information. See above for the link to the College's Governance page.

The Global Humanities Institute has a steering committee that part-time faculty members can join on a volunteer basis. The Institute's mission is to promote a global perspective in the humanities and to emphasize the role of the humanities in education and civic life. The Institute also offers fellowships to full and part-time faculty members interested in taking a course with the Institute. For more information, here is a link to The Global Humanities Institute:

<https://cms.montgomerycollege.edu/globalhumanities/>

**If anyone knows of other committees that part-time faculty members can join please contact the Director of the Institute for Part-Time Faculty Engagement & Support, Dr. Antonio "Tango" Thomas. His email is: [Antonio.Thomas@montgomerycollege.edu](mailto:Antonio.Thomas@montgomerycollege.edu). We will share that information in later editions of *The Advance*.**

### Montgomery College Part-Time Faculty Union SEIU 500:

Another way to get engaged at the College is by joining and becoming active in the Part-Time Faculty Union. Members discuss a host of issues and raise concerns of part-time faculty members. Those issues and concerns are brought to the attention of administrators at the College. The union has had its share of successes over the years which include advocating for salary increases for part-time faculty members, and the creation of the Institute for Part-Time Faculty Engagement & Support.

William Primosch is President of the union. He is a part-time faculty member and teaches 'International Relations' in the History and Political Science department on the Rockville Campus. Primosch says, "If part-time faculty members are looking for opportunities to make a difference, Montgomery College is one of just a few community colleges where members can actively participate and present ideas to make the learning environment the best it can be. Montgomery College is unique." Primosch encourages part-time faculty members to take advantage of the opportunities that exist.

Part-time faculty members who want to add their voice to the union can contact William Primosch. His email is [William.Primosch@montgomerycollege.edu](mailto:William.Primosch@montgomerycollege.edu)



*Comments, questions, or are you interested in contributing to The Advance? Please contact the Editor, Gail Youth, at:*

*[gail.youth@montgomerycollege.edu](mailto:gail.youth@montgomerycollege.edu) or 240-567-5340.*

*The next issue is scheduled to be distributed in March of 2016. All contributions should be received by February 25th.*

## ***Employee Engagement (continued)***

*[By Liz Feldman, Part-time Faculty Associate, Rockville]*

### **Faculty Associates:**

There are a number of organizations on the College campus that offer part-time faculty members ESH (equivalent semester hours). Part-time faculty members must apply for these positions, and they must be qualified for the job to be accepted.

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

ELITE strives to bring innovation into the classroom. It offers professional development opportunities for all faculty members in pedagogy. There are two faculty associate positions available on each campus. The faculty associates work with the Instructional Designers to plan professional development courses. Part-time faculty members can earn 3 ESH per semester. Each faculty associate position lasts two years. The terms are staggered. ELITE's Vice President, Dr. Michael Mills says, "We prefer to have people who have done previous work with ELITE and who have some familiarity with ELITE and the mission we do."

If you are interested in applying for a faculty associate position with ELITE, notices generally go out in mid-March, and applications are due in early April.

Here is the link to ELITE: <http://cms.montgomerycollege.edu/elite/>

#### **Institute for Part-Time Faculty Engagement & Support**

The Institute is a new entity at the College. It debuted in the Fall of 2015. The Institute's main objective is to assist part-time faculty members in a variety of ways such as providing resources, troubleshooting problems, and offering advice on a number of issues. Currently, there are two part-time faculty associate positions on the Germantown and Takoma Park/Silver Spring campuses. There are four part-time faculty associate positions on the Rockville campus. Part-time faculty associates currently receive 3 ESH for their work each semester. Currently, the appointments are for one year.

If you are interested in applying for a faculty associate position with the Institute for Part-Time Faculty Engagement & Support, a notice is expected to go out later this spring. Questions can be sent to the Institute's director, Dr. Antonio "Tango" Thomas. His email is [Antonio.Thomas@montgomerycollege.edu](mailto:Antonio.Thomas@montgomerycollege.edu)

Here is a link to the Institute for Part-Time Faculty Engagement & Support:

<http://cms.montgomerycollege.edu/Part-TimeFacultyInstitute/About/>

#### **Achieving the Promise**

Achieving the Promise is a new initiative at the College. Its goal is to help close the achievement gap and provide African American and Latino students with the necessary mentoring and tools to succeed. These students are enrolled in a variety of courses that include General Studies, Business, Criminal Justice, Communications, Engineering, Cyber Security, Computer Science, Biology, and Chemistry. Currently there are 35 Faculty Associate positions affiliated with Achieving the Promise. The part-time positions are contingent upon funding, and faculty associates are hired from semester to semester. A part-time faculty member can earn between 1 and 6 ESH per semester. When positions become available, they are posted through Human Resources. The faculty associates act as coaches to students assigned to them. Their role is integral to the success of Montgomery College's mission of Achieving the Promise.

To learn more about this initiative, go to the My MC home page, and in the search bar, type in *Achieving the Promise*.

**If anyone knows of other part-time faculty associate positions available at the College, please contact the Director of the Institute for Part-Time Faculty Engagement & Support, Dr. Antonio "Tango" Thomas. His email is [Antonio.Thomas@montgomerycollege.edu](mailto:Antonio.Thomas@montgomerycollege.edu). We will share that information in later editions of *The Advance*.**

## Spotlight on Faculty — Professor Teresa Peachey

[by Margaret Harris and Eddie McReady – Part-Time Faculty Associates – Takoma Park/Silver Spring]

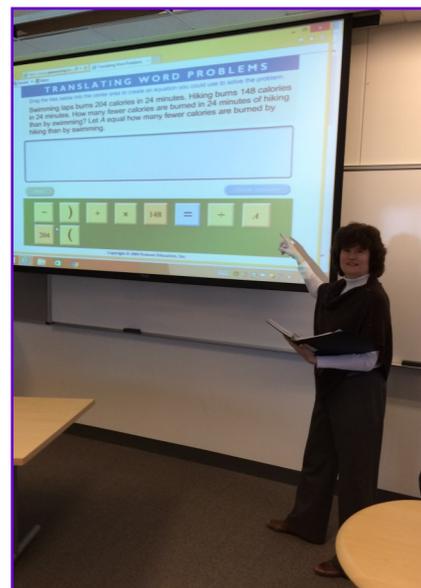
Teresa Peachey is in her sixth year of teaching mathematics preparatory and intermediate algebra courses as an Adjunct Professor for the Takoma Park Silver Spring (TP/SS) campus Math Department. She presently serves as the course co-coordinator for one of the preparatory math courses that consistently runs the most academic sections each semester. Professor Peachey also teaches introductory meteorology courses for the Rockville campus Department of Engineering Physical and Computer Sciences as well as the TP/SS campus. Her academic and professional experience afford Teresa the ability to offer her skills and to teach in both the Math and Physical Science disciplines.

Teresa received her Bachelor of Science degree in Physics, with a minor in mathematics, graduating *cum laude*, from the Catholic University of America in Washington, D.C. She earned her Master of Science degree in Meteorology from the University of Maryland, College Park.

Prior to joining MC academia, Teresa worked for 10 years as a senior programmer/analyst and contractor for the Science Applications International Corporation at the National Weather Service (NWS) Headquarters in Silver Spring. There, she designed, developed, and tested meteorological software for the minute-to-minute operations of NWS forecast offices nationwide. For the next six years, she was employed as a tutor for Prep Tutors, Rockville, MD, where she developed study plans for high school and middle school students in standardized test preparations and also tutored students at all levels of high school mathematics and physics. Taking a strong skill set developed from her academic background and professional experience into the classroom, Teresa earned the TP/SS Math Department Adjunct Faculty Award for teaching excellence in 2012.

Professor Peachey, married with two sons, and presently living in Silver Spring, has life-long close ties to MC. She grew up in the College Park and Bethesda suburbs of DC. In fact, her father was one of MC's first students, starting in Takoma Park in the Fall of 1951. After serving in the Army in Korea, he finished the Electrical program (formerly run by the Bliss Institute) in 1957.

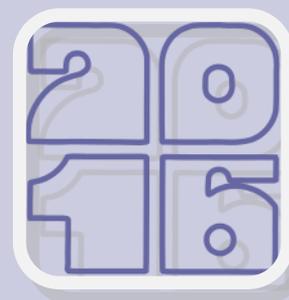
Professor Peachey has given back to the community in many ways through her numerous volunteer efforts including: (1) tutoring middle school students in math at St. Gabriel's School (now the Center City Public Charter School) in its after-school weekly homework program; (2) coordinating the American Meteorological Society, DC Chapter, awards banquet for science fair winners; (3) serving as a Science fair judge for county-wide fairs in the DC area; and, (4) serving as a volunteer GED® teacher in Montgomery County Public Schools and providing one-on-one help for adult students in evening GED® classes.



*Teresa Peachey*

### SAVE THESE DATES

Mon—Sun	March 14-20	Spring recess for students and faculty
Friday	March 18	Spring recess, College closed
Mon — Sun	May 9—15	Final week of classes; exams
Mon — Fri	May 16—20	Non-instructional Duty Days; Commencement
Friday	May 20	Official end to spring semester and Academic Year
Monday	May 23	Official beginning of summer sessions
Monday	May 30	Memorial Day; College closed
Tuesday	May 31	Summer I session classes begin



# Good Faith Appointments & Assignments

[By Antonio "Tango" Thomas, Ph.D., Director, Institute for Part-Time Faculty Engagement & Support]

Part-Time Faculty (PTF) have an opportunity to submit a request for "good faith consideration" for future assignments and appointments.

## Article 7. Section 1.A\*

"Assignments to teach a course or to provide other services as a part-time faculty member may be made only by the Dean or the Dean's designee. Assignments shall be made by written notification from Management. The listing of a course in the schedule of classes does not constitute an assignment. Unless specifically limited by this Article 7, decisions regarding who is taught, what is taught, how it is taught and who does the teaching involve academic judgment and shall be made in Management's sole discretion. For purposes of this Article 7, an employee is in "good standing" if he or she has not been issued written or greater discipline."

The college is also required to notify PTF two weeks prior to the closing date.

## Article 7. Section 7.4.F\*

"Each year the College shall provide electronic written notification to employees of the requirements and deadlines for applying for annual appointments for the following academic year, and each semester for semester assignments at least two weeks before the deadline. The College shall provide a means by which employees may submit requests for good faith consideration for appointments and assignments under Sections 7.2 and 7.4 of this Article 7 electronically."

For Assignments (Section 7.4.B) those dates are March 1 (fall semester) and (spring semester). For Appointments that date is February 15 each year (Section 7.2.B).

As you can see, the deadlines for submitting these requests are quickly approaching.

Before submitting any request, PTF should review Article 7 for specific details, particularly the information related to eligibility for assignments (Section 7.1.B) and appointments (Section 7.2.A) as well as what constitutes "good faith consideration" (Section 7.3) and administration of assignments (Section 7.4).

To submit your request for Assignments and Appointments, PTF can go to the web addresses listed below. The HRSTM form basically contains the following information:

## Part Time Faculty Appointments – Academic Year 2016 – 2017

<http://cms.montgomerycollege.edu/EDU/DepartmentForm.aspx?ekfrm=52238>

### Instructions:

Eligible bargaining unit part-time faculty should complete this form by **February 15**, prior to the academic year in which the appointment is desired.

### Eligibility:

Section 7.2 – Appointment

#### (A) Scope.

Employees who have been assigned courses or who have provided other services as a part-time faculty member for at least seven (7) semesters in the immediately preceding ten (10) semesters and who are in good standing may be considered for appointment for an entire academic year.

#### (B) Consideration for Appointment.

An employee who meets the requirement of Section 7.2 (A) may submit a written request for appointment for an entire academic year to the Dean or Dean's designee, and good faith consideration shall be given for such appointment. An employee's request for appointment for a subsequent entire academic year shall be made on or before February 15 of each year. Good Faith Consideration shall be provided for the amount of ESH taught in the previous corresponding semester (previous fall to fall; previous spring to spring). At the time of such request, the employee shall disclose any additional pending requests for good faith consideration.

## Part-Time Faculty Assignment Request Form - Fall 2016

<https://cms.montgomerycollege.edu/EDU/DepartmentForm.aspx?ekfrm=51453>

### Instructions:

To request good faith consideration, complete this form by **March 1, 2016**. If you teach more than one discipline and/or have more than one campus location, please complete the form separately for each discipline and/or campus.

### Eligibility:

Good faith consideration shall be provided for the amount of ESH taught in the previous corresponding semester (previous spring to spring). Refer to Article 7 in the contract\* for details.

**\*FYI: The link to the contract can be found on the PTF Assignment Request Form (next to "Refer to Article 7").**

## Collegewide Phishing Awareness Campaign



Help the Raptor get onboard with the Office of Information Technology's (OIT) **Phishing Awareness Campaign!** This January the OIT initiated a new collegewide Phishing Awareness Campaign to combat phishing. To put the volume of incoming messages in perspective, consider that the College received over 10 million e-mail messages in just December 2015 alone.

Our e-mail filter, Proofpoint, blocked or quarantined over 8 million of those messages. Only 1.14 million of those incoming e-mails were actually delivered to employee mailboxes. That is a lot of incoming garbage!

Phishing e-mails are the most effective method used to trick people into revealing their personal information such as account credentials. Phishing attempts present a serious threat to the security of College information resources. Phishing e-mails are clever, and work on people's natural curiosity. The goal of this Phishing Campaign is to educate the college community on phishing threats and discourage users from taking the "curiosity" bait.

To help the Raptor and the college community from being lured in and trapped OIT has provided a Phishing Reporter tool that will appear on your Outlook e-mail menu. The Phishing Reporter tool will make it easy for employees to report suspected phishing emails. For those accessing e-mail on a mobile device or through Outlook Web Access (OWA), the phish may be forwarded to the new [phishtrap@montgomerycollege.edu](mailto:phishtrap@montgomerycollege.edu) mailbox.

Another resource for employees to use is the new [www.montgomerycollege.edu/phishtrap](http://www.montgomerycollege.edu/phishtrap) website, a repository of actual phishing e-mails received at the college and reported using the Phishing Reporter tool. Visit the Phish Trap to see the latest e-mail threats captured at the College.

In March 2016, the OIT will randomly send out simulated phishing e-mails accompanied by a 30-60 second informational video or graphic. These simulated e-mails represent real-world phishing threats and will help educate users on how to spot a phish. There is no penalty for employees who don't detect the phish! The goal is only to empower the college community with phishing prevention knowledge.

Thank you for partnering with us in a campaign to prevent phishing at the College and further protect student and employee information. We could not be successful without you. If you have any additional questions, please contact us at [cybersecurity@montgomerycollege.edu](mailto:cybersecurity@montgomerycollege.edu).

## Did You Know?

[By Antonio "Tango" Thomas, Ph.D., Director, Institute for Part-Time Faculty Engagement & Support]

There are times when the Part-Time Faculty will have questions about or need to be made aware of key issues concerning Montgomery College, Community Colleges, or Higher Education. The questions/issues center on information related to Montgomery College Policy & Procedures, Federal Regulations, HRSTM, or IT just to mention a few topics. The "Did You Know?" section of the newsletter will be where Part-Time Faculty will find the latest information on the featured topic. In this issue of the Advance Newsletter, the Director for The Institute for Part-Time Faculty Engagement & Support sat down with Mr. Jeff Chuang, and his staff (James Furgol), of the Academic Success Center (ASC). There are different academic tutoring programs designed around ensuring student are successful. However, there was one new academic tutoring initiative that really caught the Director's attention, which is the subject of this edition's "Did You Know?" topic.

### "Did You Know?"

The Academic Success Center at Montgomery College now offers virtual tutoring for a variety of subjects.

### Question:

I have a student in my class that is in need of academic tutoring. But due to work and family responsibilities, the student is not able to always take advantage of any of the on-campus tutoring programs. The student has asked you for other options; what should I do?

### Answer:

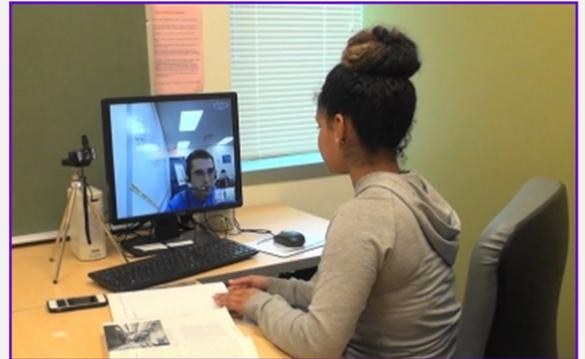
Takoma Park's Academic Success Center launched a new online tutoring service this past fall semester for students on all three campuses: Germantown, Rockville, and Takoma Park/Silver Spring. Students will be able to chat with faculty and peer tutors by using Skype regardless of their physical locations. The virtual tutoring uses a webcam to tutor students in Economics, History, Political Science, Psychology, and Sociology, general research. This new initiative administered by Mr. Jeff Chuang of the Academic Success Center meets the College Mission Statement of promoting student success by providing engaging, responsive, and interactive academic support through high quality professional tutoring and collaborative college wide services.

To learn more, review the following website: <http://tsungchuang.wix.com/virtual-tutoring>.

If you would like assist with this great project as a tutor, please contact the center's director Jeff Chuang ([tsuang.chuang@montgomerycollege.edu](mailto:tsuang.chuang@montgomerycollege.edu)), or faculty tutor James Furgol ([james.furgol@montgomerycollege.edu](mailto:james.furgol@montgomerycollege.edu)) for more information.

### Action:

Please tell your students about this new service!

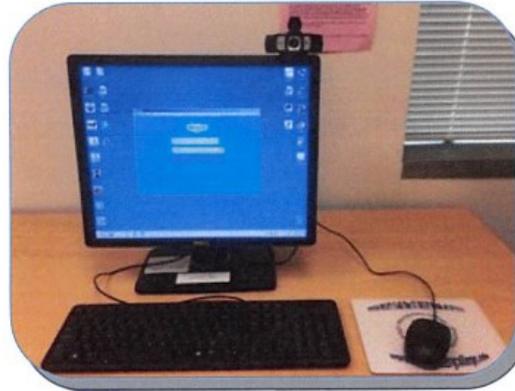


## Tutoring Program Without Boundaries!

This new initiative expands the Academic Success Center's tutoring services to include all three campuses. Students will be able to talk with faculty and peer tutors regardless of their physical locations.

**It's easy to access,  
quick to get answers,  
and it's free!**

# Virtual Tutoring



### Subjects:

- Economics
  - History / Political Science
  - Psychology
  - Sociology
- Research for all Humanities & Social Science classes



### Germantown

HS 150  
240-567-1802



### Rockville

HU 307  
240-567-5156



### Takoma Park / Silver Spring

CM 110  
240-567-3888



## Misprints

Please excuse the following misprints in the November "Advance" article about AELG:

1. The name of the program (AELG) stands for Adult ESOL and Literacy Grant Program –not Adult English Language Grant Program.
2. GED is a registered brand, and as such should have included the registered symbol when mentioned as the test (GED®) or as the class (GED® Test Preparation).
3. And finally, the letters were transposed for the Workforce Innovation and Opportunity Act (WIOA).

# Additional Important Tidbits

[By Antonio "Tango" Thomas, Ph.D., Director, Institute for Part-Time Faculty Engagement & Support]

## PART-TIME FACULTY PROFESSIONAL RESPONSIBILITIES

There have been a number of discussions around Montgomery College in reference to Part-Time Faculty and having office hours, which was also discussed at the Institute for Part-Time Faculty Engagement & Support (IPTFES) monthly meeting with the Employee Relations, Diversity & Inclusion Office in Human Resources and Strategic Talent Management (HRSTM).

The contract for Part-Time Faculty does not mention or contain the words "office hours". Under Article 8 (Professional Responsibilities) the contract only states the following; "...be available for student consultation;..." within Section 8.1. This section has been interpreted available as before and after class your class, through e-mail, scheduling of appointments with students, etc., which is not office hours. If you or anyone else have further questions about this, please contact Employee Relations, Diversity & Inclusion Office (240-567-5396) or the Institute for Part-Time Faculty Engagement & Support (240-567-4082).

## NEED TO MEET WITH YOUR STUDENTS?

Part-time faculty are eligible to use the study rooms located in the libraries. To sign up for a room, use the following link. <http://libguides.montgomerycollege.edu/studyspaces>. As it indicates, students do have priority access to this resource (which is in high demand in some locations). The procedures to use the rooms are found at this link. [https://mail.montgomerycollege.edu/owa/redir.aspx?C=ty3XLrwutkm3bVEm5SmrNj2H7Efgj9NI8LoEwJhIBYHiVsIM\\_Ln8gD3jmOr9RvvirDi6P6s8cxI.&URL=http%3a%2f%2fcms.montgomerycollege.edu%2fWorkArea%2fDownloadAsset.aspx%3fid%3d76560](https://mail.montgomerycollege.edu/owa/redir.aspx?C=ty3XLrwutkm3bVEm5SmrNj2H7Efgj9NI8LoEwJhIBYHiVsIM_Ln8gD3jmOr9RvvirDi6P6s8cxI.&URL=http%3a%2f%2fcms.montgomerycollege.edu%2fWorkArea%2fDownloadAsset.aspx%3fid%3d76560)

If there are any service issues accessing the rooms, please contact Tanner Wray, Director of College Libraries and Information Services at Tel: 240-567-7101 or [tanner.wray@montgomerycollege.edu](mailto:tanner.wray@montgomerycollege.edu)

The Montgomery College Libraries facilitate student success by collaborating with the College community in the creation and delivery of innovative services in a culture of excellence and accountability.

## FACULTY COUNCIL

Say goodbye to your once bloated syllabus. The Faculty Council, with the assistance of OIT, have put into place a URL that will link the college community to the important global non-curricula information that we are mandated to include in each course syllabus. This will save a considerable amount of time, effort, and paper each semester, and will ensure that your syllabus is in compliance with all College directives. There is even a link to many of the forms a student might need. The link is fully active.

An introductory statement has been prepared by the Faculty Council and should be added to all syllabi (see below):

Important Student Information Link:

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

"In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to Student Success such as: Student Behavior (Student Code of Conduct); Student e-mail, College Tobacco Free Policy; Course Withdrawal and Refund Information; Resources for Military Service Members, Veterans and Dependents; how to access information on delayed openings and closings; how to register for Montgomery College's Alert System and how closings and delays can impact your classes.

And finally, any student who may need accommodations due to a disability, please contact the Disability Support Services office on your campus as soon as possible (R-CB122; G-SA172; or TP/SS-ST233). If you have an accommodation letter from DSS, please contact me to discuss arrangements for your accommodations. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations are at: <https://cms.montgomerycollege.edu/EDU/Plain2.aspx?id=4162>

If you have any questions please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies."

## TEACHING TIPS OF THE MONTH FROM MC FACULTY

Brought to you by Teaching to Increase Diversity & Equity in STEM (TIDES) and Program for Active Learning in STEM (PALS)

The Faculty Program for Active Learning in STEM (GTSTEP/PALS) ([www.montgomerycollege.edu/gtstep](http://www.montgomerycollege.edu/gtstep)), the Teaching to Increase Diversity and Equity in STEM (TIDES - <http://cms.montgomerycollege.edu/TIDES/>) grant project, and ELITE (<http://cms.montgomerycollege.edu/elite/>) are happy to bring you the "Student Engagement Tips of the Month". Both PALS (with its focus on active learning in STEM) and TIDES (with its focus on active learning and culturally sensitive pedagogy) seek to incorporate highly engaging learning activities for diverse student populations into STEM courses. However, as you will see, many of these activities are not STEM-specific and can be applied to any course. We also welcome your general feedback about this publication, which you can send to [tides@montgomerycollege.edu](mailto:tides@montgomerycollege.edu).

## Guidelines for Working with Students with Disabilities

[By Sue Haddad, College-Wide Disability Support Services (DSS) Chair]

Please refer to the following information and general guidelines for working with students with disabilities.

1. Please use the following statement in your syllabus:  
'Any student who may need accommodations due to a disability, please contact the Disability Support Services office on your campus as soon as possible (R-CB122; G-SA172; or TP/SS-ST233). If you have an accommodation letter from DSS, please contact me to discuss arrangements for your accommodations. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations are at: <https://cms.montgomerycollege.edu/EDU/Plain2.aspx?id=4162>'
2. Please do not provide accommodations based on disability to a student without an Accommodation Letter. Providing an accommodation without a letter and/or providing an accommodation that is not stated in the letter, unless offered to the entire class, places both the faculty and the College at legal risk.
3. Reasonable accommodations for test taking may include alternative format, additional time, a reader and/or scribe (authorized by DSS), and an alternative on-campus testing site when specified in the student's letter. A take-home test is **not** a reasonable testing accommodation for an in-class test.
4. When the use of a note taker is listed in the Accommodation Letter, please make arrangements as soon as the student presents the accommodation letter. If no volunteer can be found, remind the student to contact DSS for assistance **OR** you may contact the DSS counselor directly.
5. All students, including students with a disability, are expected to perform the essential requirements of the course or an appropriate and equal alternative, determined in collaboration with DSS.
6. Only enrolled students are allowed in the classroom, with the exception of DSS authorized support persons such as interpreters, readers, and/or scribes. Persons enrolled in a course may take notes for a student with a disability; all other functions must be authorized by DSS.
7. Harnessed/leashed service animals (dogs and miniature horses only) and service animals in training are permitted in the classroom and do not require authorization from DSS. Please contact DSS if you have questions about this revision.
8. All students, including students with a disability, are expected to adhere to the College's policy on attendance. In some cases, however, a student's disability may interfere with his/her attending class regularly. If the Accommodation Letter includes **Flexibility with Class Attendance**, please consider the particular situation and allow for some flexibility in the policy if and when missing more than the prescribed number of classes does not significantly modify the requirements or compromise the integrity of the class.
9. All students, including students with a disability, are expected to comply with the Code of Conduct as it appears in the MC Student Insider's Guide on the web at: [www.montgomerycollege.edu/FYE](http://www.montgomerycollege.edu/FYE).
10. Please be mindful that the identity of the student and the contents of the Accommodation Letter are confidential and may not be shared without consent of the student.

We welcome your questions regarding students with disabilities. Please refer to the [DSS Faculty/Staff Guide](http://www.montgomerycollege.edu/dss) at [www.montgomerycollege.edu/dss](http://www.montgomerycollege.edu/dss) or contact a DSS counselor at your campus.

G: Jacy Hildreth (PT) x77734

G: Harvey Stempel x76967

G: Harry Zarin x77767

R: Shalawn Childs x75061

R: Kathleen Haag x75054

R: Sue Haddad x75087

R: Brandon Fowler x75070

R: Melissa Scarfone x75077

TP/SS: Ed Muchene x71477

TP/SS: Cathy Wilson: x71475

WD/CE: Natalie Martinez: x74118

## **Professional Development Opportunities at Montgomery College: Our Possibilities are Endless**

*[By Monica Bracho Handyside, Ph.D.]*

With the opening of the Institute for Part-Time Faculty Engagement and Support, Montgomery College strengthens the role of part-time faculty by incorporating its diverse faculty into its very fabric and by highlighting the unique contributions that part-time faculty make on a daily basis. To attain this goal, the institute functions as a community information hub with resource centers located on each campus.

Campus liaisons serve as guides to the three main campuses. Part-time faculty associates aid part-time faculty in becoming acclimated to the many educational and institutional resources of Montgomery College. The institute seeks to make available and accessible to part-time faculty the many opportunities for collegiality and professional development that are available to full timers.

The institute articulates services provided in centralized offices that offers a high quality orientation, professional development, discipline-specific engagement and recognition to part-time faculty. Part-time faculty have access to Professional Development through ELITE ( The Office of E-Learning, Innovation, and Teaching Excellence,) This office provides faculty with all the technical support they need in regards to obtaining information for teaching on-campus and online. ELITE workshops are open to part time and full time faculty. Part time faculty may register through MCLearn. ELITE will be working with the Part-Time Faculty Engagement and Support Institute to identify workshops for part time faculty and develop a part time faculty mentoring program.

Part-time faculties also have access to professional development offerings at the Center for Professional & Organizational Development (CPOD); which supports the continuous learning and improvement of Montgomery College. More specifically, CPOD offers training, development programs, and services that enhance the knowledge, skills, and abilities of faculty in the areas of career development, communication and interpersonal relations, diversity and multiculturalism, technology, leadership, management and supervision, personal development , policies, operations, legal, performance management and organizational development. A weekly e-mail listing classes is sent three weeks in advance and part-time faculty who have MC e-mails are included. Classes for the entire academic year are posted in September, so faculty may register months ahead as well.

In addition to the professional opportunities offered at Montgomery College, part-time faculty have access to the League for Innovation in the Community College's iStream. This is a web-based, multimedia portal where faculty, administrators and staff can search for videos, articles, publications and learning programs. In addition, iStream provides access to League conference presentations, services, partnerships and collaborative communities. Access to iStream is free for Montgomery College employees.

To create an account, part-time faculty can go to [www.league.org/istream](http://www.league.org/istream); Click on "Create Your iStream Account," In the next window, Montgomery College can be selected from the dropdown menu, a first and last name and college email address must be entered, by clicking "Submit," faculty receive a confirmation email with instructions on logging in and creating a password.

These unique professional development opportunities strengthen the role of part-time faculty through intentional and deliberate interactions that support academic excellence by raising the bar for each part-time faculty member. Professional development opportunities on technology and instruction are vital for providing academic excellence while our part-time faculty remain on the spot light with multiple opportunities to grow and be the best they can be.

**Please remember that** Part-time faculty members are required to complete training by June 30, 2016 (or within 12 months of hire/start date for new employees). The training is called 'Ask Me! Level 1 Advising' and is available online at MC Learns.

WDCE part-time non-credit faculty members are **not** required to complete the training.

If you need more information, please visit the 'Required Training for Employees' page on the Human Resources and Strategic Talent Management website: <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=67683>