

New Faculty Orientation

Monday, January 8, 2024

Central Services Building (CT) Room S108

8:30 am – 5:00 pm

Agenda

- 8:30 - 9:00 Arrival, Photo Op for badge, Breakfast
- 9:00 - 9:20 Welcome
Dr. Jermaine F. Williams, President
Krista Leitch Walker, VP of Human Resources & Strategic Talent Management (HRTSM)
- 9:20 - 10:15 Getting to Know Montgomery College, Our Students, and Our Employees
Carla Ammerman, Employee Engagement and Development Manager
Elaine Doong, Employee Engagement and Development Specialist
- 10:15 - 10:30 MC Wellness 101 & Stretch Break
Megan Cooperman, Wellness Program Specialist
- 10:30 - 12:00 Your Health is Wealth: Group Benefits Plans & Retirement Planning
Lori Stegeman and Deshia Jamison, Benefits and Retirement Services Specialists
- 12:00 - 12:45 Lunch Break – Lunch will be provided.
- 12:45 - 1:00 Introduction to the MC Governance System
Clevette Ridguard, Governance & Presidential Projects Program Manager
- 1:00 – 1:15 At Your Service: MC Ombuds
Billy Struemke, Ombuds Manager/Ombuds for Employees
- 1:15 – 1:45 Getting Paid: An Overview of Payroll Services
Kirsys Nunez, Payroll Manager
- 1:45 – 2:00 Managing Work-Life Balance: Programs to Support our Employees
Teresa Natera, Human Resources Specialist II
- 2:00 – 2:15 Public Safety, Health and Emergency Management
Adam Reid, Director of Public Safety, Health & Emergency Management
- 2:15 – 2:30 Ethics and Compliance Overview
Susan Watson, Chief Compliance, Risk & Ethics Officer
- 2:30 – 2:45 Break
- 2:45 – 3:30 Information Technology Resources & Safety for Great Teaching & Working
Chris Cusic, IT Campus Manager & Annie Shane, Cyber Defense Analyst II
- 3:30 - 4:00 Claim your account
Moeen Taj, IT and Chris Cusic, IT Campus Manager

4:00 – 4:15 Breakout

Faculty – S108	Staff – S102
<p>4:15 pm – 4:45 pm</p> <p>Academic Pay, Performance Evaluation, & Paid-time Off <i>Rosalee Law, HR Manager</i></p> <p>4:45 pm – 5:00 pm</p> <p>Badge distribution Looking Ahead: Preview of Next Sessions <i>Tom Cantu</i> <i>Monique Davis</i></p>	<p>4:15 pm – 4:45 pm</p> <p>Badge distribution Questions Looking Ahead: Preview of Next Session, Thursday, January 11, 2024 <i>Carla Ammerman</i></p>

New Faculty Orientation

Tuesday, January 9, 2024

Rockville Campus, MK 123

8:30 am - 4:00 pm

Agenda

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|---------------|--|
| 8:30 - 9:00 | Breakfast |
| 9:00 - 9:30 | Welcome
<i>Dr. Deidre Price, Senior Vice President for Academic Affairs / College Provost</i> |
| 9:30 - 10:00 | Introductions & Overview
<i>Dr. Monique Davis, Dean, Health Sciences, Health, and Physical Education</i>
<i>Tom Cantu, Instructional Designer, ELITE</i> |
| 10:00 - 10:30 | Academic Strategic Initiatives
<i>Dr. Michael Mills, Vice President of E-Learning, Innovation and Teaching Excellence (ELITE)</i> |
| 10:30 - 10:45 | Break |
| 10:45 - 11:15 | The Virtual Campus
<i>Dr. Shinta Hernandez, Dean of the Virtual Campus</i> |
| 11:15 - 12:00 | Faculty Handbook
<i>Sharon Anthony, Department Chair, English and Reading, Germantown</i> |
| 12:00 - 1:00 | Lunch with the deans |
| 1:00 - 1:30 | Title IX and ADA
<i>Kristen Roe, Director of ADA Compliance and Title IX Coordinator</i> |
| 1:30 - 2:00 | Professional Development
<i>Dr. Paul Miller, Professional Development Manager, ELITE</i> |
| 2:00 - 2:15 | Break |
| 2:15 - 2:45 | Academic Support Services
<i>David Bergtold, Learning Center Manager</i> |
| 2:45 - 3:15 | Disability Support Services (DSS)
<i>Brandon Fowler and Melissa Scarfone, Counselors</i> |
| 3:15 - 4:00 | Next Steps
<i>Monique and Tom</i> |

New Faculty Orientation

Wednesday, January 10, 2024

9:00 am – 11:30 am

Agenda

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

For faculty who have not yet completed DFTL

Rockville - SV 222 with Tom Cantu

See [Campus Maps & Directions](#)

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

Trauma-informed Teaching and Learning series

For Faculty who have previously completed DFTL

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

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

Suggested To Do List

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

New Faculty Orientation

Thursday, January 11, 2024

Rockville Campus, MK 123

8:30 am – 4:00 pm

Agenda

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|---------------|--|
| 8:30 - 9:00 | Breakfast |
| 9:00 - 9:30 | Welcome & Ice Breakers |
| 9:30 – 10:30 | Deep Dive with MC Data
<i>John Hamman, Chief Analytics and Insights Officer</i>
<i>Debbie Van Camp, Director of Policy and Planning</i> |
| 10:30 - 10:45 | Break |
| 10:45 – 11:45 | Achieving the Promise Academy/ACES
<i>Nik Sushka, Achieving the Promise Academy Academic Coaching</i>
<i>Andres Maldonado, Associate Director of Campus Operations</i> |
| 12:00 - 1:00 | Lunch with a VPP |
| 1:00 – 1:30 | American Association of University Professors (AAUP)
<i>AJ “Tito” Baca, Ed.D. President, AAUP</i> |
| 1:30 – 2:30 | Student Affairs
<i>Dr. Monica Brown, Senior Vice President for Student Affairs</i> |
| | Enrollment Management
<i>Dr. Kimberly McNair, Associate Sr. Vice President for Student Affairs</i> |
| | Student Code of Conduct and Behavioral Intervention Teams
<i>Janee McFadden, Dean of Student Engagement and TP/SS Student Affairs</i> |
| 2:30 – 2:40 | Break |
| 2:40 – 3:20 | Library Instruction Services and Faculty Select Program
<i>Elizabeth Schlackman, Librarian</i> |
| 3:20 – 3:45 | Equity and Inclusion
<i>Sharon Wilder, Chief Equity and Inclusion Officer</i>
<i>Antonio Montaña, Equity and Inclusion Program Manager</i> |
| 3:45 - 4:00 | Next Steps
<i>Monique and Tom</i> |

New Faculty Orientation

Friday, January 12, 2024

9:00 am – 11:30 am

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

For faculty who have not yet completed DFTL

Rockville - SV 222 with Tom Cantu

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Trauma-informed Teaching and Learning series

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Next Steps:

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

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

Select your [Professional Development Activities](#) for Professional Day on Jan. 18.

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