

# New Faculty Orientation

Tuesday, January 10, 2023

Rockville Campus, MK 122

8:30 am - 4:15 pm

## Agenda

- 8:30 - 9:00 Breakfast
- 9:00 - 9:30 Welcome  
*Dr. Jermaine F. Williams, President*
- 9:30 - 10:00 Introductions and Outcomes  
*Dr. Monique Davis, Dean, Health Sciences, Health, and Physical Education*  
*Tom Cantu, Instructional Designer, ELITE*
- 10:00 - 10:15 Ice breaker
- 10:15 – 10:30 Equity and Inclusion  
*Sharon Wilder, Chief Equity and Inclusion Officer*
- 10:30 - 10:45 Break
- 10:45 - 11:15 Academic Strategic Initiatives  
*Dr. Carolyn Terry, Associate Senior Vice President for Academic Affairs*
- 11:15 - 12:00 Faculty Handbook  
*Sharon Anthony, Department Chair, English and Reading, Germantown*
- 12:00 - 1:00 Lunch with the deans
- 1:00 - 1:20 Title IX and ADA  
*Kristen Roe, Director of ADA Compliance and Title IX Coordinator*
- 1:20 – 1:40 Professional Development  
*Dr. Paul Miller, Professional Development Manager, ELITE*
- 1:40 – 2:00 Break
- 2:00 - 4:00 HRSTM, Benefits and Retirement  
*Welcome – Sherwin Collette, SVP of Administrative and Fiscal Services, Krista Leitch Walker, VP of HRSTM*  
*HRSTM Overview – Sophia Mason, Elaine Doong - HR Business Services*  
*Benefits – Suzanne Redding Interim HR Manager / Lori Stegeman, HR Benefit Specialist / Deshia Jamison, HR Specialist*
- 4:00 – 4:15 Wrap-up and Discussion

# New Faculty Orientation

Wednesday, January 11, 2023

9:00 am – 11:30 am

## Agenda

- 9:00 – 11:30 Digital Fundamentals for Teaching and Learning  
*For faculty who have not yet completed DFTL*
- Takoma Park / Silver Spring – ST 332, Paul Miller
  - Rockville – SV 222, Tom Cantu
- See [Campus Maps & Directions](https://www.montgomerycollege.edu/about-mc/campuses-and-locations/index.html)  
<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.
- Get your MyMC ID Card.
  - **In person** by making an appointment. Email [ctpublicsafety@montgomerycollege.edu](mailto:ctpublicsafety@montgomerycollege.edu)  
Appointments are available M-F, 8:30 am – 3:30 pm.
  - **Remotely**: Use ID request form at this link.  
<https://info.montgomerycollege.edu/offices/human-resources/new-mc-id-card-request.html>  
Follow the instructions on the page. These requests can be mailed to a home address or picked up in person when completed.
- Visit your office.
  - Obtain keys/swipe cards and mailbox location from department.
  - Get oriented to your office computer and printer.
  - Get the photocopier access code.
  - Set up your 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.

# New Faculty Orientation

Thursday, January 12, 2023

Rockville Campus, MK 122

8:30 am – 4:15 pm

## Agenda

- 8:30 - 9:00 Breakfast
- 9:00 - 9:30 Welcome  
*Representing Dr. Sanjay Rai, Senior Vice President for Academic Affairs - Dr. Brad Stewart, Vice President / Provost*
- 9:30 – 10:30 Deep Dive with MC Data  
*John Hamman, Chief Analytics and Insights Officer*
- 10:30 - 10:45 Break
- 10:45 – 11:45 Achieving the Promise Academy/Academic Support Services/ACES  
*Nik Sushka, Achieving the Promise Academy Academic Coaching*  
*David Bergtold, Learning Center Manager*  
*Karen Callender-Price, Director of ACES (Achieving Collegiate Excellence and Success)*
- 12:00 - 1:00 Lunch with the VPPs
- 1:00 – 1:15 American Association of University Professors (AAUP)  
*Tito Baca, President, AAUP*
- 1:15 – 2:15 Student Affairs  
*Dr. Monica Brown, Senior Vice President for Student Affairs*  
*Dr. Kimberly McNair, Interim Associate SVP of Strategic Enrollment Management | Sr VP for Student Affairs Office*  
Code of Conduct and Behavioral Intervention Team  
*Alice Santoro, Associate Dean of Student Affairs*
- 2:15 – 2:30 Break
- 2:30 – 2:45 Information Technology  
*Chris Cusic, Information Technology*
- 2:45 – 3:15 Disability Support Services (DSS)  
*Shalawn Childs, Acting Collegewide Chair of Disability Support Services*
- 3:15 – 3:45 MC Library  
*Vickie Drake, Librarian*
- 3:45 - 4:00 Next Steps  
*Monique and Tom*

# New Faculty Orientation

Friday, January 13, 2023

9:00 am – 11:30 am

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

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- Takoma Park / Silver Spring – ST 332, Paul Miller
- Rockville – SV 222, Tom Cantu

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Trauma-informed Teaching and Learning series

*For Faculty who have previously completed DFTL*

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