# MONTGOMERY COMMUNITY COLLEGE

# FACULTY HANDBOOK

# 2022 - 2023

# TABLE OF CONTENTS

# Forward

This Faculty Handbook is designed to help new members of the Montgomery Community College teaching committee obtain quick and easy information about life at Montgomery Community College. The College Catalog and the Student Handbook are also excellent sources of information and are available in Student Services and on the website at www.montgomery.edu. In addition, don't forget that a great source of information about day-to-day operations is a colleague.

This Faculty Handbook is not intended to replace the Montgomery Community College Policy Manual. Instead, this handbook serves as an overview of the most common policies and issues related to curriculum faculty. Copies of the Montgomery Community College Policy Manual may be found at http://www.montgomery.edu/images/documents/Publications/Board_Policy_Manual_10-21-15.pdf. All employees should be familiar with official policies in the Policy Manual.

For the purposes of this handbook, full-time faculty/employees include full- or permanent part-time employment status.

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## NON-DISCRIMINATION STATEMENT

MCC has filed an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964. Under the Assurance, MCC is committed not to discriminate against any person on the grounds of race, creed, color, sex, age, handicap, or national origin in the admission policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property.

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Montgomery Community College is an equal opportunity institution.

# Overview

# The History of Montgomery Community College

The State Board of Education issued a charter to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees. In November 1967, administrative and teaching personnel were employed. In June 1968, a building on Page Street was occupied as a temporary location of Montgomery Technical Institute. Extension classes were conducted in 1967-1968, Adult Basic Education and adult high school diploma programs began in October 1968, and full-time curriculum students were accepted in August 1968. The institution's first students were graduated in June 1969.

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with law, four additional Trustees were appointed by the Governor on December 1, 1971. Responsibility for local control of the College was given to the Board of Trustees, including the President of the Student Government Association (an ex-officio member of the Board of Trustees).

In October 1975, citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet on a 149-acre tract of land donated by Dr. Reese Blair. The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Commission of Colleges of the Southern Association of Colleges and Schools affirmed its accreditation. The Commission reaffirmed the Institute's accreditation December 19, 1983.

Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and Board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly. In December 1993, and again in December 2004, the Commission on Colleges of the Southern Association of Colleges and Schools reaffirmed the College's accreditation to offer associate degrees, diplomas, and certificates.

In 1992, local citizens and North Carolina voters approved, through a bond referendum, $2.6 million in matching funds to finance a Business, Industry, Technology Resource Center (BITRC) and the Montgomery County School Board voted in 1994 to transfer approximately four acres of land to the College to be used for the facility. The Center contains 44,800 square feet of space utilized for an electronic library, an interactive classroom to transmit and receive real-time voice, video, and data on the North Carolina Information Highway (NCIH), and classrooms/laboratories. The building serves as a facilitation site for employers to train all levels of staff.

In 2004, Building 500 on the MCC campus underwent a 3,000 square foot renovation which now houses the Criminal Justice Complex. The Complex has classrooms and a physical fitness center, as well as showers, which complement the College's Criminal Justice and Basic Law Enforcement Training programs. The MCC campus now includes facilities of approximately 128,000 square feet on 153 acres of land.

In 2009, new construction of a building for the Forest Management Technologies program added approximately 6,400 square feet to the campus. Classrooms and labs in Building 100 formerly used for the Forestry program were renovated to provide operatories and learning labs for the Dental Assisting program. The campus now includes facilities of approximately 134,400 square feet on 153 acres of land.

**Mission Statement**

Montgomery Community College provides life-long educational opportunities that prepare individuals for existing and emerging careers and personal growth.

**Montgomery Community College Goals**

In accomplishing our mission, we commit our resources to serving our community in the successful achievement of its educational goals through the implementation of these strategic college goals:

**Goal 1:** Develop and implement **instructional programs and student support services**, in traditional and distance learning formats, consistent with the assessed needs of the constituent groups in the College's service area and with state, regional, and national standards.

**Goal 2:** Provide **facilities, technologies,** and information services that enhance student learning.

**Goal 3:** Support businesses, industries, and **community initiatives** through educational services that facilitate economic growth and workforce training.

**Goal 4:** Create a culture for employing and retaining **quality faculty and staff** to support student success.

**Goal 5:** Develop, and manage human, financial, and infrastructure resources essential to **fiscal stability** and meeting student and community needs.

**Goal 6:** Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and **institutional effectiveness.**

**Values**

**C**ollaboration
**A**ccessibility
**R**espect
**E**xcellence
**S**cholarship

*Definition of Core Values:*
**Collaboration** Montgomery Community College values working together in a cooperative manner to accomplish our mission and goals.

**Accessibility** Montgomery Community College values providing quality educational opportunities and support services to individuals in convenient, user-friendly modes.

**Respect** Montgomery Community College values a work environment characterized by mutual respect for others' views, culture, and/or abilities.

**Excellence** Montgomery Community College strives for excellence in educational, student support, business, and community services.

**Scholarship** Montgomery Community College supports formal and informal educational opportunities for its students, faculty and staff.

## Governance

The College is governed by a thirteen-member Board of Trustees. Four trustees are appointed by each of the following: The County Commissioners, the county Board of Education, and the Governor of North Carolina. These twelve trustees constitute the voting members of the Board. The thirteenth member is the president of the Student Government Association, who is ex-officio, non-voting member. The twelve appointed members serve four year terms with staggered rotations. The Board also elects a secretary who may be a trustee.

The Board of Trustees meets on the second Wednesday of each month with the exceptions of July and December. The Chairman of the Board and the President may call unscheduled meetings. The duties and responsibilities of the Board of Trustees are defined in the Manual for Trustees of Community College System 1990, Community College Laws of North Carolina, Section 115D-20 (1991 edition).

## Montgomery Community College Board of Trustees

Phil Absher……................................................................................ ... Troy, North Carolina
Tawanda Bennett ................................................................................ Candor, North Carolina
Claudia Bulthuis.............................................................................. ... Troy, North Carolina
Gelynda T. Capel ............................................................................. ... Troy, North Carolina
Katie Dunlap...................................................................................Star, North Carolina
Susan Eggleston...............................................................................Star, North Carolina
Robert Harris ...........................................................................Mt. Gilead, North Carolina
Kerry Hensley...............................................................................Biscoe, North Carolina
Philip Jones...........................................................................Mt. Gilead, North Carolina
Gordon Knowles.......................................................................Mt. Gilead, North Carolina
Tim McAuley, Sr. .....................................................................Mt. Gilead, North Carolina
Bill Price…………………………………………………… ................Mt. Gilead, North Carolina
SGA President.............................................................. ....Montgomery Community College

The **President** is the Chief Executive Officer and is responsible for the entire operation of the College within the established policies and procedures and under the direction of the Board of Trustees, their bylaws, and the State Board of Community Colleges. The President also serves as a liaison between the Trustees and the staff.

## Montgomery Community College President

Dr. Chad Bledsoe

# Instructional Personnel

# Academic Departments

Curriculum programs at Montgomery Community

**Arts and Sciences Department**

| | |
|---|---|
| English, Arts, & Humanities | Sandra Britt, Department Chair |
| Associate in Arts | Sandra Britt, Department Chair |
| Associate in Engineering | Rebekah Bunting, Department Chair |
| Associate in Fine Arts: Music | Sandra Britt, Department Chair |
| Associate in Science | Rebekah Bunting, Department Chair |
| General Education | Dr. Natalie Winfree, Dean |
| Information Technology | Rebekah Bunting, Department Chair |
| Science & Math | Rebekah Bunting, Department Chair |
| Social & Behavioral Sciences | Dr. Natalie Winfree, Dean |

**Dr. Natalie Winfree, Dean** (heading aligned with Arts and Sciences Department)

**Career & Technical Education** — **Tracey Wyrick, Dean**

| | |
|---|---|
| Air Conditioning, Heating, & Refrig. | Edwin Hinson, Department Chair |
| Automotive Systems Technology | Taylor Wolfe, Department Chair |
| Basic Law Enforcement Training (BLET) | Jeffrey Dorsett, Director |
| Business Administration | Mike Collins, Department Chair |
| Computer-Integrated Machining | Tracey Wyrick, Dean |
| Criminal Justice Technology | Tracey Wyrick, Dean |
| Culinary Arts | Meredith Massey, Department Chair |
| Electrical Systems Technology | Art Furr, Department Chair |
| Facilities Maintenance Technology | Tracey Wyrick, Dean |
| Forest Management Technology | Dylan Hurley, Department Chair |
| Hunting and Shooting Sports | Mike Collins, Department Chair |
| Industrial Systems Technology | Kevin Lamonds, Department Chair |
| Office Administration | Mike Collins, Department Chair |
| Sustainable Agriculture | Kimberly Johnson, Department Chair |
| Taxidermy | Jordan McDuffie, Department Chair |
| Welding | Michael Holder, Department Chair |

**Foodservice Technology** — **Coordinator of Prison Programs**
(offered at Southern Correctional Institution)

**Gunsmithing Department** — **Mark Dye, Director**

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|---|---|
| Gunsmithing | Mark Dye, Director |
| Metal Engraving | Mark Dye, Director |
| National Rifle Association (NRA) | Alexander Williams, Facilitator |

**Health/Public Services Department** — **Amy Frieary, Dean**

| | |
|---|---|
| Associate Degree Nursing | Wendy Vaughn, Director |
| Dental Assisting | Lori McAllister, Department Chair |
| Early Childhood Associate | Amy Frieary, Dean |
| Human Services Technology | Amy Frieary, Dean |
| Human Services Technology/Social Services | Amy Frieary, Dean |
| Medical Assisting | Amanda Beaman, Department Chair |
| Medical Office Administration | Ashleigh Thompson, Instructor |
| Nursing Aide | Shelia Adams, Coordinator |
| Phlebotomy | Amanda Beaman, Department Chair |
| Practical Nursing | Wendy Vaughn, Director |

1.0    Reports To:  Vice President of Instruction

2.0    Minimum Qualifications and Degree Requirements:
Appropriate education degree attainment for the Area/Program supervised.  Experience in higher education, management of fiscal and human resources, curriculum development, evaluation, and planning.  Organization skills, adherence to detail, and follow-up are essential.

3.0    Essential Responsibilities:
- Supervise all curriculum programs within division or area.
- Maintaining administrative leadership as a representative of the Vice President of Instruction.
- Providing direct supervision to all Department Chair/Director in the curriculum programs.
- Conduct annual performance evaluations of all Department Chair/Director in the curriculum programs.
- Conduct annual classroom observations of all faculty members in the division or program in conjunction with the VP of Instruction.
- Review student evaluations with Full-time and part-time faculty, in conjunction with the Department Chair/Director.
- Assisting in the investigation/resolution of curriculum student complaints and concerns.
- Scheduling and conducting Department Chair/Director meetings on a regular basis.
- Working with a Department Chair/Director and faculty to ensure the currency of instructional packages and syllabi for all courses taught within the department.
- Assisting Department Chair/Director with Advisory Committee functions.
- Recommend to the Vice President of Instruction all curriculum program changes and revisions within the division.
- Recommend to the Vice President of Instruction new programs and/or program concentrations within the curriculums.  Assist in the development and implementation of new programs.
- Serving on college committees as assigned.
- Assisting Department Chair/Director with the recruitment and selection of new full-time and part-time faculty members, and completing the appropriate paperwork necessary for the employment of part-time faculty.
- Ensuring SACS compliance of all full-time and part-time faculty credentials.
- Coordinating the preparation of an annual course schedule with all curriculum programs.
- Coordinating distance education initiatives within the curriculums.
- Coordinating program cooperative efforts with Continuing Education.
- Coordinating with Department Chair/Director in strategic and operational planning for the curriculum including coordinating the institutional effectiveness efforts and reports within the department.

- Approving, signing, and submitting to the Vice President of Instruction all budget, travel, and leave requests.
- Along with the Department Chair/Director review and monitor all departmental budgets.
- Ensuring that all updates to the college website pertaining to curriculum programs are channeled to the Public Information Officer in a timely manner.
- Performing other duties as assigned by the Vice President of Instruction.

4.0    Equal Opportunity Employer Statement:
Montgomery Community College shall offer equal opportunity to its employees, applicants for employment, and students without regard to handicap, race, color, religion, national origin, political affiliation, sex or age, or disability (except where age or sex is a bonafide occupational qualification). Applicants will be judged solely on the basis of meeting the requirements of the position.

1.0     Reports To: Dean (Faculty)

2.0     Minimum Qualifications and Degree Requirements:
Department Chair will meet the MCC Faculty Job Description minimum qualifications and degree requirements. Experience in supervision, fiscal and human resource management, and higher education preferred.

3.0     Essential Responsibilities:
- Oversees the curricular content aspects of program coordination, which includes, but is not limited to the following:
  - Maintaining instructional packages and syllabi for all required program courses.
  - Coordinating with other instructors in the program (if applicable) in the selection of textbooks, supplies, equipment, and other institutional materials; making requisitions for such.
  - Taking a leadership role in the implementation of a quality curriculum by coordinating efforts with other full-time, adjunct, and part-time faculty, staff, and community personnel.
  - Making recommendations to the Vice President of Instruction or Dean concerning personnel needs and taking a leadership role in the recruitment and selection of additional faculty.
  - Completing the appropriate paperwork including transcript request and other documentation necessary for the employment of part-time faculty.
  - Taking a leadership role in the management and upkeep of shops, equipment, laboratories and classrooms utilized in the program implementation.
  - Making recommendations on program teaching schedules.
  - Working with the Dean and/or Vice President of Instruction, concerning Advisory Committee functions and input.
  - Taking responsibility for recruitment, advisement, and academic orientation of students enrolled in the program.
  - Coordinating with the appropriate Student Services and Marketing Staff in the recruitment of students, admissions, and graduate placement.
  - Planning and conducting activities relating to Institutional Effectiveness – MCC Planning, SACSCOC, and NCCCS.
  - Evaluating lab equipment and software.
  - Performing updates to the college web site as appropriate.
  - Performing other duties related to the curriculum program of study and as assigned by the Dean and/or Vice President of Instruction.

4.0     Equal Opportunity Employer Statement:
Montgomery Community College shall offer equal opportunity to its employees, applicants for employment, and students without regard to handicap, race, color, religion, national origin, political affiliation, sex or age, or disability (except where age or sex is a bonafide occupational qualification). Applicants will be judged solely on the basis of meeting the requirements of the position.

5.0     Additional duties and requirements may be necessary to meet individual program needs and will be outlined in a specific job description for those program areas.

| | Title: Faculty | |
|---|---|---|
| | Department: Curriculum/Instruction | |
| | Date: April 01, 2014 | FLSA: Exempt |
| | Revision Date: June 14, 2018; June 21, 2018 | Job Rank: Faculty |
| Job Description | | Page 1 |

1.0    Reports To:  Dean/Department Chair

2.0    Minimum Qualifications and Degree Requirements:
Faculty will have the credentials (education and/or competencies) in their respective program of study in accordance with the *SACSCOC Faculty Credentials Guidelines, updated for Revised Principles: April 2018*, or extensive professional experience related to their teaching discipline. (*SACSCOC Faculty Credentials Guidelines is located at* http://sacscoc.org/org/pdf/081705/faculty%20credentials.pdf)

3.0    Essential Responsibilities:
- Creating an effective learning environment.
- Keeping current with information and skills in the respective teaching field.
- Serving on college committees and attending meeting as assigned and/or requested.
- Assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students.
- Developing and coordinating a plan to ensure Institutional Effectiveness.  This includes planning and evaluation activities for the Montgomery Community College planning process, relevant accreditation agencies, and the North Carolina Community College's Annual Program Review.
- Maintaining current course syllabi.
- Maintaining accurate records such as:
    - Daily attendance
    - Grades
    - Veterans and financial aid attendance reports
    - Other assigned instructional records
- Assisting in selection of textbooks, equipment, and supplies for each course.
- Initiating requests for equipment and supplies.
- Responsible for the inventory and maintenance of equipment and supplies in their respective department.
- Attending graduation functions and ceremonies.
- Working with advisory committees to ensure relevant curriculums, instruction/materials and student placement.
- Enhancing personal teaching skills, taking full advantage of the latest technological applications in teaching and subject matter, and taking responsibility for an effective professional development plan.
- Fulfilling all contract provisions, including but not limited to participating in meetings and completing work assignments/responsibilities during the contract period.
- Maintaining a high level of professionalism as a representative of the college.
- Assisting the Department Chair/Director with updating the curriculum web page.
- Performing other duties as assigned by the Dean, Department Chair/Director or Vice President of Instruction.

4.0     Equal Opportunity Employer Statement:
Montgomery Community College shall offer equal opportunity to its employees, applicants for employment, and students without regard to handicap, race, color, religion, national origin, political affiliation, sex or age, or disability (except where age or sex is a bonafide occupational qualification).  Applicants will be judged solely on the basis of meeting the requirements of the position.

*Montgomery Community College reserves the right to amend this job description by adding to, deleting, or modifying the job requirements as set forth above at any time.*

**Employment**
Pursuant to Board Policy 3.1.1, the College provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, national origin sex, gender, gender identity, sexual orientation, age, disability, genetic information, political affiliation or status as a covered veteran in accordance with all applicable federal, state and local laws.  Upon request, the College will make reasonable accommodations for qualified individuals with disabilities so that they may be able to perform the essential functions of their jobs unless doing so would result in an undue burden for the College.

Policy 3.1.1 applies to all terms and conditions of employment including, but not limited to: hiring, placement, promotion, termination and compensation.

Pursuant to Board Policy 3.1.2, the Board authorizes the President to hire all full-time, part-time and temporary employees.  The President shall inform the Board at the next regularly scheduled Board meeting of any new full-time hires made since the last Board meeting.

Board Policy 3.1.2 can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/3-01-02-policy-human-resources-employment/

The following employment procedures can be reviewed in their by following to links. The corresponding procedure number is listed beside each topic:

Fair Hiring Process (Procedure 3.1.2.1)
Criminal Background Checks (Procedure 3.1.2.1)
Promotion/Transfer (Procedure 3.1.2.1)

**Employee Classifications**
Full-Time Employee – any individual who occupies a College designated full-time position working a minimum of forty (40) hours per week.

Part-Time Employee – any individual who is employed for less than thirty (30) hours per week.

Full-Time, Temporary Employee – any individual who is employed in a full-time position (i.e. 40hrs or more per week) but the job is temporary (i.e. generally less than six months in duration except in extraordinary situations).

Independent Contractors – any individual who is contracted by the College pursuant to a written contract and provides specified services for the College.  Independent contractors are not considered College employees.

Board Policy 3.1.3 can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/3-01-03-policy-human-resources-employee-classifications-and-workloads/

**Workloads**
The President is hereby authorized to develop administrative procedures to establish workloads consistent with Policy 3.1.3.

The following employment procedures can be reviewed in their entirety by following the links. The corresponding procedure number is listed beside each topic:

Full-Time Curriculum Employees (Procedure 3.1.3.1)
Full-Time Non-Curriculum Employees (Procedure 3.1.3.1)
Part-Time Curriculum Employees (Procedure 3.1.3.1)
Part-Time Non-Curriculum Employees (Procedure 3.1.3.1)

**Disciplinary Action, Suspension and Dismissal**
Pursuant to Board Policy 3.3.4, all disciplinary action is intended to be progressive in nature. However, the type of disciplinary action will be based on the factual situation as well as the nature, severity and type of offense. If warranted by the facts and situation, even for first time offenses, administrators/supervisors may recommend dismissal.

Board Policy 3.3.4 can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/3-03-04-policy-human-resources-disciplinary-action-suspension-and-dismissal/

**Non-renewal Process**
At least twenty (20) business days prior to the end of the contract period, the President or designee will notify, via hand-delivery, certified mail and/or campus email, any employee who will not be offered a new employment contract. The College may non-renew the employee's contract for any reason that is not based on Impermissible Grounds. The failure of the College to provide notice of non-renewal prior to the expiration of any contract does not entitle the employee to a new contract.

Board Policy 3.3.5 can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/3-03-05-policy-human-resources-non-renewal-and-resignations/

**Employee and Student Relationships**
Pursuant to Board Policy Procedure 3.3.7.1, romantic or sexual relationships between College employees and students are prohibited if the employee and the student have an academic relationship. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any College activity involving the student, including work study or organizational/club/sport activities.

Board Policy Procedure 3.3.7.1 (Sexual Harassment and Sexual Violence) can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/3-03-07-01-policy-human-resources-sexual-harassment-and-sexual-violence/

**Secondary Employment**
Pursuant to Board Policy 3.4.7, full-time employees' primary obligation is to the College. Full-time employees who engage in secondary employment have the responsibility to ensure that any such employment does not interfere with their work at the College as outlined in the employee's position description and the College's policies and procedures. The employee shall not utilize College time, facilities, supplies or equipment in relation to any secondary employment.

Annually, each full-time employee will be required to fill out a secondary employment form providing a written notice of intent for secondary employment to the President or President's designee.

Board Policy 3.4.7 can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/3-04-07-policy-human-resources-secondary-employment/

**Employee Orientation**
Pursuant to [Board Policy Procedure 3.1.2.2](#), all new full-time employees will receive an employee orientation. The orientation process should familiarize each new employee with the College's policies and operating procedures, the functions of each division and how they interact, his/her division, and his/her specific duties and responsibilities. The new employee should be made aware of the College's physical layout.

All full-time employees will participate in a mandatory program conducted by the College's Human Resources Department.

**College Committees**
Pursuant to Board Policy 2.3.11, Committee membership is an opportunity and shared governance to ensure that all committee activities are keeping with the College's goals and planning objectives. Appointments will be established on a rotating basis and will be reviewed annually to include a review of minutes and member participation. It is expected that committee members will attend all meetings and in the event a member must be absent, a proxy will be sent in his/her absence. Should there be three or more unexcused absences without a proxy, the chairman of that committee will advise the College President for review.

Board Policy 2.3.11 can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/2-03-11-policy-administrative-college-committees/

## Rights and Responsibilities

**Academic Freedom**
Pursuant to Board Policy 3.4.6, the College recognizes the necessity for freedom in legitimate academic decisions that foster an environment where faculty and students can freely inquire, study and evaluate in order to gain greater understanding. To that end, the College endeavors to give faculty members the freedom to conduct individual academic affairs in accordance with each person's best judgement.

Board Policy 3.4.6 can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/3-04-06-policy-human-resources-academic-freedom/

This Policy is not intended to limit the rights of faculty or students in discussing any matter outside of the academic setting. However, no College employee or student shall purport to speak on behalf of the College unless specifically authorized to do so by an authorized College official.

**Ethics and Professionalism**
Faculty must, at all times, exhibit the highest standards of ethics and professionalism. Such standards include concern for student needs, respect for fellow employees, and service to the community. Faculty members may not use their position for personal gain nor engage in any activity (personal or political) that might lead to a conflict of interest.
College employees must perform in a manner that reflects positively on their personal integrity and that of the College.

**Non-Discrimination Statement**
Montgomery Community College has filed with the federal government an Assurance of Compliance with all requirements imposed by or pursuant Title VI of the Civil Rights Act of 1964 and the Regulations issued there under.
Under the Assurance, Montgomery Community College is committed not to discriminate against any

person on the grounds of race, creed, color, sex, age, handicap, or national origin in the admissions policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property.

**Montgomery Community College Diversity Plan**
Pursuant to Board Policy 2.3.11 (College Committees), The Diversity & Cultural Committee's role is to assess the diversity of the College's service area and to ensure that the administration, staff, faculty, and student populations recognize and welcome diversity as an integral part of life at Montgomery Community College.  The Committee will also coordinate and schedule cultural activities to enhance cultural awareness and opportunities for staff, faculty, students and citizens of Montgomery County.

**Research Activities**
Montgomery Community College is not a research institution, and does not currently participate in any externally funded grants or contracts. A faculty member's obligation is to provide activities and services related only to instruction.

**Personnel Files**
Pursuant to Board Policy 3.3.1, the Director of Human Resources, or designee, shall maintain all employees' personnel files.  The College shall maintain, in individual personnel files, only those records which are required or necessary and relevant to accomplish legitimate personnel administrative needs.

Board Policy 3.3.1 can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/3-03-01-policy-human-resources-personnel-files/

# Operations

<div align="center">**Basics**</div>

**Curriculum Instructors Teaching Continuing Education Courses**
Curriculum instructors who teach continuing education courses from time to time and receive compensation above their contract salary are required to add these extra hours to the 30 on-campus hours for which they are compensated in their regular salary and are required to complete the Montgomery Community College Part-Time Employment Application/Approval Form for Permanent Employees and have it signed by the appropriate supervisors and administrators.

**Registration**
Full-time and permanent part-time instructors are expected to be at Registration.

**Graduation**
Full-time and permanent part-time faculty members are expected to attend graduation functions and ceremonies, and are expected to wear academic regalia for the graduation ceremony. Gowns, mortarboards, and hoods may be ordered through Student Services.

**Advisory Committees**
The Advisory Committee's role is purely advisory in nature. The committee's functions are to advise and assist in program planning, rather than to establish policy.

Each advisory committee should advise on the development, operations and evaluation of the program by assisting in determining:

- occupations in greatest demand;
- jobs within an occupation for which training is needed;
- need for up-grade training for persons already employed;
- new areas in which training should be developed;
- programs to be established, discontinued, expanded or revised;
- relevant program and course content;
- employability skills needed (human relations skills);
- provisions for handicapped students;
- proper use and safety of tools and facilities;
- notification to lead instructor and/or college placement office of job openings;
- employment for graduates;
- development of community awareness of the program facilities and equipment;
- marketing and recruiting activities (current and potential);
- co-sponsorship of open house or career events;
- program equipment compared to that currently used by industry;
- schedules for replacement of equipment;
- reviews of faculty in regards to quantity of experience, educational requirements, professional licenses, etc.;
- potential instructors; and
- diversity plan

Each advisory committee must meet and annually review the following list.  Further, written minutes of the annual advisory meeting must be taken and provided to the Dean and Vice President of Instruction & Student Services.

- • college mission and goals;
- • annual program evaluation;
- • student evaluation;
- • evaluation of the quality of instruction and program objectives; and
- • the diversity plan

## Community Contacts
Full-time and permanent part-time faculty members are required to maintain contacts with business and industry, the public schools, and to be involved in community organizations, recruiting, evening classes, college committees, and student advisement.

## Professional Development
All instructors are required to engage in no less than 15 hours of formal educational and professional development activities. If instructors teach online classes, then 5 of the 15 hours must be related to distance learning. Throughout the year, College sponsored professional development events will be made available in the areas of general administrative skills, job specific skills, leadership development and personal enhancement. Each full-time faculty member is expected to develop a professional development plan as part of their yearly annual review.

Full-time faculty members are required to keep track of any professional development events that they participate in throughout the year and report these to their supervisor in their annual performance evaluation.

Employees who expect compensation adjustments for participation in educational programs should obtain proper approval from Senior Administration.

## Professional Growth
It is the responsibility of each faculty member to devote part of their time to staying current in their field of expertise and to develop and maintain basic administrative skills necessary for successful job performance. The College is committed to the professional development of the faculty and staff. All full-time and part-time faculty are encouraged to participate in professional development activities each year. The College offers many
opportunities for professional growth that are provided through workshops, seminars, conferences, training sessions, NC-NET and other appropriate professional development activities. Visitation to other institutions, development of new techniques and diagnostic teaching materials, membership and participation in appropriate professional organizations is also highly encouraged.

## Early Class Dismissal
Instructors are expected to have their classes planned so as to fill all the scheduled class time. Classes should not be dismissed consistently earlier than the scheduled time.

## Instructor Absences
Instructors are expected to meet all their scheduled classes and office hours unless unusual circumstances prevent their doing so. When an instructor is unable to attend his/her class for any reason, he/she should inform the appropriate supervisor immediately so arrangements may be made for a substitute or other appropriate action. Each instructor is responsible for all instructional components outlined in the course syllabus and must make up any work missed in the most appropriate way.

Montgomery Community College classes which are missed or not held for any reason, including inclement weather, natural disasters, or other emergencies, must be rescheduled or the instruction must be made-up by some other alternative. Alternatives include extra class sessions, extended class sessions, individual conferences, or others approved by the Vice President of Instruction & Student Services.

When illness or a personal emergency forces a class to be canceled on short notice without advanced preparation, the instructor must notify the switchboard operator at Montgomery Community College and give appropriate instructions for the class operation. The switchboard operator will notify the appropriate administrator, supervisor, and/or secretary. The switchboard is open and staffed from 7:30 am—9:00 pm Monday through Thursday and 7:30 am—3:00 pm on Friday. This process should guarantee the situation will receive proper attention in a very timely manner.

Instructors who miss class because of educational leave or college business will make arrangements for class instruction with the Vice President of Instruction & Student Services or designee. When on business requested by the College, instructors may use qualified substitutes paid for by the college. For educational leave not requested by the College, instructors are required to secure qualified instructors, reschedule classes, or make up instruction by another approved alternative.

**School Closings and Make-Up Procedures**
Whenever the College is closed beyond four (4) days/evenings due to inclement weather, natural disasters, or other emergencies, the appropriate dean or VP of Instruction will schedule make-up days. Instructors will be responsible for making up instruction by an approved alternative for the first four (4) days. Instruction made up by an approved alternative for reasons of inclement weather, natural disasters, or other emergencies, illness, personal emergency leave, or educational leave assignments, must be approved by the appropriate vice president (or designee) and documented on the instructor's Class Attendance Report to be turned in at the end of the semester. Instruction should be made up at a time convenient to the majority of students. No punitive action may be taken against students who are unable to attend make up sessions for legitimate reasons.

**Tobacco Free Campus**

Overview

The College is a tobacco product free campus. The use of tobacco products is prohibited in any College buildings, facilities, vehicles or property owned, leased or operated by the College including all outside areas. The sale or free distribution of tobacco products, including merchandise, is also prohibited.

This Policy applies to all College employees, students, vendors, contractors and visitors to campus.

Board Policy 2.2.1 can be reviewed in its entirety at » 2.02.01 – Policy – Administrative Tobacco Free Campus (montgomery.edu)

**Adverse Weather Policy (MCC Closing)**
In the event that severe weather necessitates closing Montgomery Community College, college administrators will notify the appropriate radio and television stations as soon as conditions warrant, as well as sending a message via Blackboard Connect. Students, Faculty, and Staff may register their phone numbers by filling out a Blackboard Connect form and returning it to the information desk to receive Blackboard Connect messages. Additionally, if there is electrical power at the college, a message will be placed on the MCC telephone (voice mail) system. (Severe weather may include snow, sleet, freezing rain, severe thunderstorms, flooding, tornadoes, and hurricanes.) Appropriate radio and television stations are listed in the College Catalog.

In the event that severe weather presents an immediate threat to individuals on the campus, the following plan will be activated.

1.  All individuals in campus buildings should immediately move to the center hallways of the buildings. Close the windows in all rooms and close the doors as you leave the room. If the windows have blinds or curtains, close those also.

2.  If time permits, disconnect all computer equipment before leaving the work area.

3.  Do not leave the center hallway areas until told to do so by authorized personnel. You will be notified when it is safe to return to your work area or classroom.

4.  It is very likely that phone service and electricity will be cutoff during the storm. Do not rely on the phones for receipt of information. Follow the verbal directions of designated Montgomery Community College personnel.

5.  Montgomery Community College has an Emergency Tower information system (ET). The tower will give verbal directions in case of an emergency.

**Syllabus**
The syllabus is a document on file in the Instructional Division and the library for new and adjunct instructor information, auditing purposes, and SACS review. It is the responsibility of the Dean and/or the Department Chair/Director to see that the syllabi are on file. Instructors are required to maintain and provide students with a current syllabus which is distributed to students on the first day of class.

In spring 2020 a standard design template for a course syllabus was designed. Refer to page 54 for an example of the full syllabus template.

**Semester Schedules**
Department Chair/Director are responsible for preparing each semester's course schedule. The courses included on the schedule must follow the sequences as they are published in the catalog. The Vice President of Instruction & Student Services or designee establishes the due dates of the semester schedules and will review and approve them before they are put into the computer or distributed to the public. All schedules, changes, additions, and/or deletions must be made with the Vice President of Instruction & Student Services or designee and the appropriate paperwork completed.

**Schedule Changes, Additions, Deletions**
Concerns regarding possible course additions or deletions should be discussed with the Vice President of Instruction & Student Services or designee. No changes, additions, or deletions will be made in the schedule until a Request for Changes in Course Schedule form has been completed and approved by the Vice President of Instruction & Student Services.

**Advisors**
Each student is assigned a faculty advisor who is responsible for helping the student to prepare his/her trial schedule. It is the responsibility of that advisor to be aware of the student's ACCUPLACER scores and take these into considerations when advising students on class choices and loads. A separate section on "Academic Advising" is included in this handbook.

**Breaks**
Classes scheduled to meet in continuous session for more than 75 minutes are entitled to breaks. It is generally accepted that a ten-minute break be given for each 50 minutes of class time. (See NC Administrative Code 23NCAC 02D.0323 (b) (3)).

**Room Assignments**
Questions concerning room assignments for classes, etc., should be directed to the Assistant to the Vice President of Instruction & Student Services. No instructor should change rooms without getting approval and then checking with the assistant.

**Sick Leave**
A full-time employee who is working or on paid leave for one-half or more of the regularly scheduled workdays in any month shall earn sick leave computed at the rate of eight hours per month. A part-time employee who is under annual contract and is employed on a continuing basis with a part-time appointment in a budgeted position and is working less than full time, shall earn sick leave on a pro rata basis if he/she works one half or more of the scheduled work days in a month. The leave shall be computed on a percentage of total amount earned by a full-time employee. Temporary full-time or temporary part-time employees will not earn sick leave. Personnel leave forms should be completed for sick leave and submitted to the Department Chair/Director and/or Dean.

Sick leave is granted for:
- illness or injury which prevents an employee from performing his/her usual duties;
- illness or injury of another member of his/her immediate family (confined to spouse, parents, children, and other dependents living in the household) for which the employee must provide care;
- a maximum of three days in case of death in the employee's immediate family (See Funeral Leave);
- medical appointments;
- quarantine due to a contagious disease in the employee's immediate family to which the employee has been exposed; and
- the actual period of temporary disability connected with child bearing.

Compensation will not be granted to employees for illness when sick and vacation leave (if applicable) have been exhausted.

Board Policy 3.2.4 can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/3-02-04-policy-human-resources-sick-leave/

**Maternity Leave**

Maternity leave, in accordance with the Family and Medical Leave Act of 1993, shall be granted to Montgomery Community College employees. Limitation of employment before childbirth is prohibited; therefore, based on the type and nature of work performed, the administration shall be responsible for determining, in consultation with the employee and upon advice she has received from her physician, how far into pregnancy she may continue to work before going on leave. Her return to work should be within a reasonable length of time, depending upon the advice of her physician. Leave may be extended based on medical certification. Reinstatement of employment to the same or similar position with like pay must be made upon the employee's return to work, unless the employee is dismissed or her contract is not renewed for reasons other than pregnancy.

**Civil Leave**

Montgomery Community College recognizes jury duty as a civic responsibility. When an employee serves on jury duty, he/she is entitled to leave with pay for the period of the absence required. He/she shall receive his/her normal compensation plus the fees received for jury service. As with any anticipated absence, the appropriate supervisor shall be advised in advance.

Board Policy 3.2.7 can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/3-02-07-policy-human-resources-civil-leave/

**Funeral Leave**

Montgomery Community College grants a maximum of three days leave with pay for a death in the immediate family. Immediate family is defined as the employee's spouse, parent, child, sibling, grandparent and grandchild. This also includes all step, half and in-law relationships.

Board Policy 3.2.15 can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/3-02-15-policy-human-resources-bereavement-leave/

**Educational Leave**

The granting of educational leave with pay will be contingent upon the employee meeting all the conditions set forth in the MCC Board Policy Manual. The employee must be a full-time 9, 10, 11, or 12-month employee and must be employed a minimum of three years and the President must approve the leave.

Board Policy 3.2.6.1 can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/3-02-06-01-procedure-human-resources-educational-leave/

**Military Leave**

Montgomery Community College shall grant leave to members of reserve components of the U.S. Armed Forces for certain periods of active duty training and for state military duty

Board Policy 3.2.14 can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/3-02-14-policy-human-resources-military-leave/

**Benefits: Medical and Death**

Medical Care Insurance for full-time permanent employees is provided. Employees may add family members to the plan and have the premium deducted from their monthly checks. Each full time and permanent part time employee is eligible to receive a $10,000 basic term-life insurance policy at no cost to the employee.

**Retirement**

Full-time employees are eligible for participation in the State Employees Credit Union and are enrolled in and must contribute to the North Carolina State Retirement Program.

**Insurance Investments**

Other optional group insurance and investment plans are available and paid by payroll deduction. See the business office personnel for further information.

**Workman's Compensation**

Employees are covered by Worker's Compensation in the case of accidental injuries that occur at work. Information on such compensation may be obtained in the business office.

**Longevity Pay**

All permanent full-time employees are eligible for longevity pay after ten years of aggregate service. The amount of longevity pay is determined by multiplying the employee's annual salary on the date of eligibility by an established rate. Longevity payments are made on the regular payday following the month the employee satisfied the eligibility requirements.

**Salaries**

Salaries for faculty at Montgomery Community College are established and approved by the Vice President of Instruction & Student Services in consultation with the President. Annual salaries are stated in employee annual contracts. Salaries may increase annually depending upon funding provided by the North Carolina Legislature and College Board action.

**Pay Day**

The payroll is normally dispersed on the last working day of each month. Contact the business office for information concerning direct deposit.

**Messages**

Instructors may receive messages though their personal mailbox, computers, and voice mail. Mailboxes are provided for each Montgomery Community College employee and adjunct faculty. These boxes are located in the faculty office area adjacent to the mail room. Messages may also be left there for other employees. It is important that faculty members check their box daily. Full-time instructors are also provided a personal telephone equipped with voice mail. Voice mail information should be made available to students, and instructors should check their voice mailboxes daily as this is a primary source of communication at Montgomery Community College. Voice mail may be checked from any off-campus telephone. Contact the Information Technology Department for more information about the telephone. In addition, all faculty have access to e-mail.

**Copies**

Instructors may use any available printer with a specific department code.

**Personal Use of Equipment**

No employee should use college equipment, properties, or services for conducting personal business. It is further expected that full-time and permanent part-time employees are to give full-time services to the college and to avoid activities that might cause divided loyalties or conflict of interest. There are times when college functions will require participation of faculty outside the normal working hours.

**Computer Access**

The college makes available to instructors and students the use of computers. Instructors should contact their lead instructors for information regarding computer use for faculty.

**Student Use of Computers**

Computers labs are available to students when not utilized for class work. No student is allowed in the computer labs without supervision. The open computer labs are staffed with personnel according to a posted schedule. However, supervision is the responsibility of the instructor who permits the student access to the computer lab in the absence of lab personnel.

**Dress Code**

As employees of a public higher education institution faculty and staff at Montgomery Community College shall maintain as appropriate appearance and professional image to students, general public, corporate supporters and other users of our services and facilities.

Professional appearance, dress, and good hygiene are expected of all faculty & staff at all times, along with the sensible use of perfumes, colognes, or other products that may affect others in close proximity. Hair should be clean, combed, and neatly trimmed or arranged.

What constitutes appropriate dress will vary according to specific job and occasion. Staff whose regular duties entail heavy work or exposure risk should dress as their supervisor or safety standards demand.

The descriptions below are intended to provide general guidelines for faculty and staff. If an employee is unsure of acceptable norms for his/her specific position, he/she should seek guidance from his/her immediate supervisor.

- Business/Field casual is acceptable for most occasions for office and faculty personnel. (Examples: field specific uniforms; cotton blend trousers and collared shirt for men; slacks/dress/skirt and blouse/sweater for women).
- Business attire presents an appropriate professional image when meeting with external constituents while representing the College. (Examples: suit and tie for men; dress or pantsuit for women).
- Unacceptable attire includes, but is not limited to: clothing that is torn, ripped, frayed, wrinkled, or unclean; clothing containing obscene, profane, discriminatory, provocative, or inflammatory words or images; exposed undergarments, t-shirts with slogans (except college logos); denim clothing; sweatpants, sweatshirts, leggings and or stirrups or other workout attire (including tennis shoes); cutoffs; beach attire; flip-flops; halter or tank tops; dresses, skirts, or shorts that are excessively short (2 inches or more above the knee); sheer clothing that otherwise is revealing, distracting, or provocative.

Exceptions to the dress code may be granted by the President for special events, on pre-determined occasions, or other situations where casual attire is appropriate.

**Instructional Supplies**
Dispensable supplies such as roll books, pencils, pens, legal pads, chalk, markers, etc., may be obtained in purchasing by signing out the individual items. If you are an evening instructor and cannot be on campus between 8 am and 5 pm please leave a list with the Assistant to the Vice President of Instruction & Student Services and (s)he will obtain the supplies for you. Supplies that are not obtainable in purchasing must be ordered with a requisition and a purchase order number. The requisition for the purchase must be processed and approved by the Vice President of Instruction & Student Services and a purchase order number obtained BEFORE a purchase is made. DO NOT buy materials or supplies without approval. You MAY NOT be reimbursed.

**Emergency Purchase Orders**
All purchases made by Montgomery Community College employees in the local area must be made via an emergency P.O. number.

A requisition must be completed before the purchase. This requisition should include the name of the vendor (place of business), a general description of items you are purchasing, and an estimated cost of the items. The requisition must be signed by your Vice President and approved by the Vice President of Administrative Services. Once the two Vice Presidents have approved the purchase, an emergency P.O. number can be obtained from purchasing department.

**Travel Procedures**
College-related travel must be approved in advance by completing a Travel Authorization form. The person requesting the trip must fill in the form completely, including the destination and the reason for the trip, the method of travel, the department to be charged, and the estimated cost of the trip. If more than one employee is making the trip, each should submit an individual authorization form. If payment needs to be made in advance for the trip (such as registration fees, lodging, etc.), completed requisition forms and/or credit card authorization forms must be attached and submitted with the travel authorization form. If the employee will be using the school car for travel, a request for the school car should be submitted as well.

Travel authorizations should be approved at least one week prior to the trip and signed by the instructor's immediate supervisor and the Vice President of Instruction & Student Services before being forwarded to the Business Office. Requests for overnight travel will also be forwarded to the President for approval.

Upon returning from a trip, the employee should complete a Request for Reimbursement for Travel Form within thirty (30) days for expenses incurred. Reimbursement requests must be approved and signed by the instructor's immediate supervisor and the Vice President of Instruction & Student Services before being forwarded to the Business Office. Receipts for pre- paid expenses (registration fees, lodging, etc.) must be attached to the reimbursement form and documented in the appropriate space on the form. Expenses the instructor is requesting reimbursement for (subsistence, parking fees, registration fees not paid in advance, etc.) must be documented in the appropriate space on the form and actual receipts attached. Receipts for meals do not need to be submitted.

Note:  Excess lodging rates must have prior Presidential approval.

Board Policy 6.3.4.1 – Travel, Transportation, and Allowances, can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/6-03-04-01-procedure-financial-management-travel-transportation-and-allowances/

**Field Trips**
Field trips must be scheduled in advance, and at a time least conflicting with the students' other courses. When students on a field trip are to miss classes taught by other instructors at the College, prior approval is to be obtained. Students must make up work missed in other classes.

All field trips must be approved by the Dean or designee and appropriate Vice President at least five days prior to the trip.

Board Policy 4.2.5 – Field Trips can be reviewed in its entirety at
https://www.montgomery.edu/policies-procedures/4-02-05-policy-instructional-field-trips/

**Fund Raising for Curriculum Programs**
Monies may be raised for programs through "Live Projects" or student club-sponsored events. Monies should not be solicited as donations from private or public sources without prior approval from the appropriate Vice President. Any projects that create profits must first be approved in writing, by the Vice President of Instruction & Student Services and the records of receipts from such activities must be handled through the Business Office.

**Keys**
Keys are issued through the Business Office. An instructor needing a key should contact the Vice President of Instruction & Student Services, through their appropriate supervisor, who will authorize the Business Office to sign out a key to that instructor. Part-time instructors needing a key should go through the Department Chair.

**Lost and Found**
Unclaimed items of value found anywhere on campus should be turned in at the Information Desk (Switchboard). Reports of lost items should also be reported to the person on duty at the Information Desk.

**Accidents on Campus**
Instructors should make sure the first aid kits are placed in all laboratories. Hazardous areas are the instructor's responsibility to mark. Adequate safety instructions related to hazardous materials must be delivered to the students and evidence of this should be maintained on file in the form of an instruction sheet or part of the syllabus.

If an accident should occur, the instructor should administer first aid and, if necessary, call the rescue squad or ambulance service and notify Student Services, the Vice President of Instruction & Student Services or the Coordinator of Evening Operations/Safety..

Witnesses to an accident on campus should make a signed report of the event. The instructor must make a full written report of the accident which should be submitted to the Purchasing Officer/Coordinator of Evening Operations/Safety within 24 hours following the incident.

**Housekeeping and Maintenance**
For minor housekeeping issues, please notify the person on duty at the Information Desk to call maintenance. For more time-consuming housekeeping needs, please complete the Request for Maintenance/Housekeeping form to facilitate scheduling.

**Planning Events**
All program events should be scheduled by September each year and submitted to the office of the Vice President of Instruction & Student Services for inclusion on the Faculty/Staff calendar. Any facility set-up needs for the event should be submitted on the Request for Maintenance/Housekeeping Formation form, and any monetary needs for the event should be submitted on a Purchase Requisition form. Room scheduling for events should be coordinated, with advance notice, with the Assistant to the VP of Instruction.

**Students with Obvious Academic or Personal Problems**
Contact the MCC Counselor and the Vice President of Instruction & Student Services concerning students with obvious academic or personal problems.

**Publicity**
Contact the Vice President of Instruction & Student Services for all college promotional materials. Contact the Public Information Officer, for all curriculum advertising.

**Library**
The library hours are posted and a library staff person is on duty at all times to assist faculty and students. Instructors are asked to schedule library orientation tours for classes early in the semester to help students feel comfortable using the library. Library staff members will show students how to find information about their topic and how to use library computers and equipment. The library staff will give "how to use our library" tours and instruction to small groups or whole classes. Please pre-arrange a time with the staff that fits your class schedule and assignment needs. The library staff will also give one-on-one instruction and assistance to faculty or students as needed.

Faculty members are encouraged to take an active part in keeping library materials in their particular subject areas current. All faculty members will participate in the collection evaluation process. Faculty members are encouraged to give the library staff specific book titles that would be appropriate to the collection (Request for Purchase Consideration form). It is important that faculty be familiar with the materials that the library currently holds in their disciplines when designing class assignments to eliminate student's frustrations and help create a positive learning experience. If you are unsure of what the library collection holds, feel free to browse or contact a library staff member for assistance.

Instructors may place materials on reserve for their students to use in the library or on limited check out. Faculty may borrow books and materials to keep in their offices or classrooms for a semester. At the end of each semester, instructors are asked to return materials checked out in their name or arrange for an extended check-out period.

**Audio/Visual Equipment**
Most classrooms are equipped with TV/VCR/DVD and other appropriate multi-media. Check with the Information Technology department for equipment not already in the classroom.

The IT department has some replacement bulbs for items like data projectors and overhead projectors. Check with the IT staff before requisitioning a new bulb to see if we have one in stock.

**Distance Education**
MCC provides distance education opportunities for our students through the use of the NC Video over Internet Protocol (NCVIP), fully online, hybrid and web supported. The learning management system currently used at MCC is Blackboard.

Instructors wishing to teach a class using the NCVIP room or receive a telecast in the NCVIP facility should see the Director of Distance Learning for scheduling information.

Instructors wishing to teach a course via the Internet (online, hybrid or web supported) using Blackboard should fill out an electronic Distance Education Course Request Form. Instructors can request a link to the form from the Director of Distance Learning or the Blackboard Administrator. If further signatures are required, the Office of Distance Learning will forward the form to the appropriate supervisor. The instructor will be contacted when the course has been set up and is ready for their review. New courses and courses that are modified over 50% from a previous semester will be peer reviewed during the next semester in which the course is offered.

**First Assignment**
During the first week of the semester, students in online courses must complete the Mandatory First Assignment. This assignment will be loaded into the Blackboard course by the Blackboard administrator. This assignment acts as the attendance flag for online students. Students that do not complete the assignment within the first 10% of the course will be dropped from the course. Syllabus – Additional items may be required for online, NCVIP and hybrid courses. Please see the D for an updated list of required syllabus items.

**Evaluation of Distance Education Courses**
Off Campus NCVIP Courses
Off-campus NCVIP students will be provided an instructor evaluation form by the room facilitator at the same time as the on-campus students. The room facilitator will collect the completed forms and will send them to the Assistant to the Vice President of Instruction & Student Services who will include them with the on-campus student evaluations of the instructor.

Online and Hybrid Courses
Students taking online and hybrid courses will be provided an instructor evaluation form online during the last three weeks of the semester. Most evaluations will be completed using Blackboard's Enterprise Survey tool, while some may utilize Survey Monkey, if necessary. After the evaluation is completed in by the student, it will be processed and included in the on-campus student evaluations of the instructor. Every online and hybrid course will be peer-reviewed using MCC's Online Course Expectations rubric (see Page 68).

Online course observations are included in the annual performance review process and conducted in March by the Vice President of Instruction & Student Services, Director of Distance Learning or designee. Student evaluations of instruction are also included in the annual performance review process.

**New Instructor Hires and the Quality Enhancement Plan**

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires the identification, development, and implementation of a Quality Enhancement Plan (QEP) as part of MCC's 10-year reaffirmation of accreditation. But, this is much more than a mandate. It is an unparalleled opportunity to focus on a topic that will positively affect the learning and success of our students.

The QEP is a five-year action plan that aims to improve student learning and/or student success deriving from MCC's comprehensive planning and college community input that supports the college's mission. According to SACSCOC, the QEP:

a) Has a topic identified through its ongoing, comprehensive planning and evaluation processes;
b) Has broad-based support of institutional constituencies;
c) Focuses on improving specific student learning outcomes and/or student success;
d) Commits resources to initiate, implement and complete the QEP;
e) Includes a plan to assess achievement.

The overall QEP process includes three phases which are QEP Topic Selection, QEP Topic Development, and QEP Implementation. Each phase is led by the QEP Director and committees who serve for each of the phases and are charged with the following:

1. QEP Topic Selection Committee - The QEP Topic Selection Committee will work from January 2022 - May 2022 to identify possible QEP themes by examining topic feedback, assessment data, and the Strategic Plan that will lead to the recommendation of the final QEP topic including objectives and the feasibility of the topic. This committee is a "Think Tank" that leads to the selection process and examines the feasibility of the QEP topic.

2. QEP Development Committee - The QEP Development Committee will work from June 2022 - October 2023 to develop the plan and detailed timeline for the QEP and submit the QEP document to be included with the Focus Report for review by SACSCOC On-Site Review Committee.

3. QEP Implementation Committee - Once the QEP is approved by SACSCOC, the full implementation will begin. The QEP Implementation Committee will track, assess, and implement the QEP in accordance with the established timeline and broaden the marketing of the QEP to the MCC community.

MCC'S new QEP topic has been identified to focus on new students' "Onboarding" to the college and their first-year experience. MCC is currently in the development stage of the QEP.

**Bookstore**
Montgomery Community College contracts with Barnes and Noble College (BNC) to provide textbooks and course materials through a virtual platform. To access the virtual bookstore use the link under TechTrail available on Montgomery Community College's website home page or use this link: https://bncvirtual.com/Montgomerycc

Help is available with ordering books from BNC in the CATS Lab in the Library. Additional services offered by the bookstore include a return and book buy-back policy.

**Drug Free Workplace**
It is a policy of this College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the college's workplace is prohibited. Any employee violating this policy will be subject to disciplinary action up to and including termination.

Board Policy 2.1.4 can be reviewed in its entirety at https://www.montgomery.edu/policies-procedures/2-01-04-policy-administrative-alcohol-and-drugs-on-campus/

**Evaluation – Personnel**
The evaluation of instructor performance is an ongoing process and serves as a tool for self-improvement in the areas of teaching performance, program and department effectiveness, and institutional cooperation. It is also used by the administration in the decision-making process.

The procedures for evaluation of distance learning faculty and off-campus faculty are the same as those used for evaluating all faculty. All full-time and permanent part-time instructors will be observed by the Vice President of Instruction & Student Services or designee once during the semester. All new part-time curriculum instructors will be observed at least one (1) time during the semester by the appropriate supervisor. Observations and evaluations of full-time and permanent part-time instructors will be included in an annual performance evaluation conducted in March by the appropriate supervisor.

A copy of each instructor's annual performance evaluation will be placed in his/her master personnel file in the Business Office.

**On-Campus Courses**
All instructors are evaluated electronically by the students they teach at the end of each semester/session, excluding summer. Each instructor is evaluated by the students in selected classes they teach including day, evening, and distance education courses.

The evaluations are reviewed by the appropriate supervisors and shared with the Department Chair/Director. Evaluation copies are stored for five years. Evaluations of all instructors are also reviewed by the President.

**Off-Campus NCVIP Courses**
Off-campus NCVIP students will be provided an instructor evaluation form by the room facilitator at the same time as the on-campus students. The room facilitator will collect the completed forms and mail them to the Assistant to the VP of Instruction at MCC who will include them with the on-campus student evaluations of the instructor.

**Online Courses**
Students taking online courses will be provided an instructor evaluation form online near the end of the term. The Coordinator of Institutional Effectiveness will compile the survey results and forward them to the Vice President of Instruction & Student Services who will review and disseminate the results to the appropriate supervisor.

Observations and evaluations are included in an annual performance review conducted in March by the Vice President of Instruction & Student Services or designee.

**Program Evaluation/Review**
The strength of the college is based on program viability, quality, and growth. The Vice President of Instruction & Student Services, Dean, and Department Chair/Director, with the assistance of the Director of Institutional Effectiveness, is responsible for conducting an evaluation of each curriculum program.  This will occur on a three-year cycle to include all programs.

Academic Program Review is a summary of divisional program activities, objectives, and performance standards measuring the strength of a curriculum program. Major considerations include enrollment, program cost, FTE, goal achievements (program and student), job placement, program quality, and other institutional effectiveness criteria. Other considerations include community, business and industry needs, and requirements. From these, a program profile can be outlined for program improvements, objectives and activities. The Academic Program Review for each program is due to the Vice President of Instruction & Student Services in November.

Program Viability Review occurs when circumstances and/or conditions identified by the Program Review Report or another data review separate from the Program Review cycle shows a threat to the viability of a program. When this occurs, a special process will be initiated by the Vice President of Instruction & Student

Services with assistance from the appropriate Dean and Director of Institutional Effectiveness. A Program Vitality Review Action Plan will be implemented. The Department Chair/Director will be responsible for implementing the action plan.

At the conclusion of the process, a recommendation concerning the program's status will be made. Decisions could include revitalization, suspension, or conversion to Continuing Education.

# LIVE PROJECTS

## A.      Legal Basis

According to State Board Policy, "Live Projects" are defined "as (1) educational programs in which students repair or remodel equipment not owned by the College, or (2) educational programs producing goods that are sold or services for which charges are made, such goods or services being the normal and necessary product of learning activity of students."

In the case of (1) above, the owner of the equipment must supply or pay for all parts required.

In the case of (2) above, the following regulations apply:

•        Where federal programs are involved, federal regulations do not permit goods to be sold. In such programs, goods produced may be used for the benefit of the institution or donated to another non-profit charitable or educational agency or institution.

•        For live projects that involve the purchase of equipment from the State or Federal surplus property agency, the repair of this equipment, and its sale as surplus under the regulations of the State Division of Purchase and Contract, the proceeds of such sales shall be deposited with the State Board of Community Colleges and credited to the equipment budget of the institution.

•        When no charge is made by the college to the student or employee for college owned supplies used in the production of a good or service, the product becomes the property of the college and is subject to disposal or use by the college as the President may direct, subject to compliance with all laws and state regulations. Goods and services produced from college-owned materials may be sold by the college at a fair market price based on quality and volume. Sale prices will be recommended by the instructor in charge. Receipts will be deposited to the appropriate departmental supply budget.

It is not the intent of the programs at Montgomery Community College to be of a production nature, but in that some projects require costly supplies and materials, it is simply sound economic policy to dispose of these products in such a way as to replenish supplies and materials when possible. Monetary gain is not the objective in the disposal of goods and services.

## B.      Philosophy and Criteria for Approval

Live projects are deemed necessary in order to provide realistic experiences in specific program areas in which there are currently limited training opportunities available. The utilization of live projects for a curriculum program shall be based on:

•        projects that are appropriate to the current subject material being taught;
•        projects that facilitate meeting current course objectives; and
•        projects that can reasonably be accomplished given the time constraints of the current subject matter.

The clientele served in providing laboratory experiences for students by carrying on live projects shall be limited to students, employees, advisory committee members, trustees, foundation board members of the college as far as possible.

When these projects do not provide sufficient experiences to carry out educational programs, clients may be selected from the general public on a first-come-first-served basis. Priority is given to currently enrolled students in the curriculum where the live project is being done.

## C.        In-Class Students and Advisory Committee Members

The classroom instructor will approve all class and live projects for currently enrolled students and advisory committee members of that program. The responsibility for determining the appropriateness of any work shall rest with the instructor.

## D.        Montgomery Community College Students, Employees and Community

All Montgomery Community College students, employees, as well as members of the community (business and general public), must have projects approved by the appropriate instructor, Vice President of Instruction & Student Services and President according to the philosophy and criteria for approval for the project.

## E.        Board of Trustees, and Foundation Board of Directors

Requests for live projects for members of the Montgomery Community College Board of Trustees, Foundation Board of Directors, and profit-making organizations must be made through the President of the College and approved according to the philosophy and criteria for approval for the project by the instructor, Vice President of Instruction & Student Services and President.

## F.        In-House Requests for Live Projects

All work projects dealing with College equipment or buildings must be approved by the appropriate instructor, Vice President of Administrative Services, Vice President of Instruction & Student Services and President.

## G.        Emergency Live Projects

Live projects which are determined to be emergencies revolve around incidents in which functions or components of a home or vehicle become inoperable or nonfunctional and commercial help is not available for such a time period as to create a severe hardship on the party affected. Emergency Live Project Requests will be approved by the appropriate instructor, Vice President of Instruction & Student Services and President.

# PROCEDURES FOR LIVE PROJECTS

## A.      Requests for Live Projects

All requests for work produced through live projects must be submitted through appropriate personnel according to sections C, D, E, F or G in the Montgomery Community College Board Policy Manual, 473.00 Live Projects. Requests will be submitted on the **MCC LIVE PROJECT REQUEST FORM.** Students enrolled in the curriculum will be exempt from completing a form for each project required during the semester but must sign a Waiver of Responsibility and Liability Statement releasing the College from responsibility and liability of student projects. The instructor will notify the person requesting the job whether or not the job is accepted, the estimated starting and completion date, and any parts or materials to be supplied by the person requesting the work done.

## B.      Payment for Live Projects

Clients shall pay for all materials, supplies, and travel involved in completing a project. The student shall not charge for services rendered, but only for the costs of materials utilized. The ownership of the interim product shall be solely that of the client. If the student opts to have a duplicate interim product, he/she shall save and produce for the client all receipts for purchase relating to the duplicate interim product.

Curriculum supplies used solely as teaching aids will not be subject to billing provided they remain the property of the college or are expendable.

Costs are to be paid directly to the Business Office before the project can be released. The Business Office will issue a validated receipt after payment, which must be presented to the appropriate instructor as a basis for releasing the project. If there are no expenses, the individual retaining the REQUEST FOR LIVE PROJECT FORM will go directly to the appropriate instructor for release of the project.

This instructor may, at his/her sole discretion, order necessary supplies directly from the supplier as long as those costs involved are repaid prior to release of the project.

Expenses dealing with travel to and from an off-campus live project in a private vehicle by an employee will require payment by the project owner to the Business Office for the mileage involved at the current state rate for private vehicles. Instructors will file the standard Reimbursement for Expense form through the Business Office the day the project is completed. Situations dealing with a student's expense in traveling to a live project will be handled on an individual basis between the Lead Instructor and the student.

No instructor or other employee of the college is to receive personal monetary gain from live projects or other activities in relationship to their employment with the college other than salaries and benefits, which are paid to them by the college.

**Instructor-Furnished Demonstration Items**
In select vocational and technical fields, some instructors operate private businesses/services in the same industry as the subject they teach. Demonstration items in possession of such an instructor, belonging to his/her customers, can play a significant role in providing students selective experience in their area of study. Such demonstration items used to introduce a specific procedure and items, which are rare, add to the quality of instruction.

This method of teaching not only provides a broader insight into the subject but also assists the college financially since the availability of such items and materials required are free to the school. In some instances, the cost of such demonstration items could exceed the cost the college is able to finance. Often it is difficult for instructors (through normal channels) to obtain the necessary demonstration items required, both in quantity and quality, to perform adequate demonstrations. This fact is particularly true when dealing with specialized programs. When the instructor can provide such items from his/her related business, it is a definite advantage to the program involved.

Based upon the preceding statements, it has been determined that on rare occasions such activity may exist at Montgomery Community College, provided that such demonstrations are in direct support of the program involved do not violate the live project guidelines, and the instructor does not expend any Montgomery Community College resources other than the demonstration time required. The disposition of such demonstration items will be left to the discretion of the instructor involved.

College facilities and equipment will not be used by non-students, students, or employees except for instructional purposes and for the operation of the college

The instructor must request and obtain, in writing, permission from the Vice President of Instruction & Student Services to use special demonstration items.

**Procedure for New Program and/or Program Concentration Application**
Recommendations for new curriculum programs and/or program concentrations may be made at any time during the academic year by MCC faculty, staff, or administration. Recommendations are taken to the MCC Instructional and Student Services Committee for discussion, and new programs considered to be viable are then recommended to the MCC Planning Council, the President's Cabinet and Board of Trustees.

New program and program concentrations must follow the application process outlined by the North Carolina Community College System. Once the college has identified a new program or program concentration to be pursued, the new program application process is coordinated by the Vice President of Instruction & Student Services in conjunction with
 the appropriate dean and/or Department Chair/Director.  The Coordinator of Institutional Effectiveness is involved in new program or program concentration development because SACSCOC also has Substantive Change Policies related to such which may need to be administered.

Preparation should occur between October and March and submitted to the NCCCS in March or April for action by the State Board of Community Colleges and for program implementation, if approved, the following fall semester.  New programming that is substantially different from existing programs may also require SACS pre-approval.  If so, SACS requires submission of a Prospectus 9 months ahead of the planned implementation.

**Procedure for Curriculum Program Changes**
A Department Chair/Director may request changes to his/her program through the Dean and Vice President of Instruction & Student Services. After review, the Vice President of Instruction & Student Services will present changes to the Instructional and Student Services Committee and college President. Changes must be recommended as a result of program review or action by the North Carolina Community College System and have advisory committee input.

Once a decision has been made to change the program of study, requested changes must be submitted though the NCCCS Programs of Study Maintenance computer program for approval by the NCCCS. The dates for submission of program changes are by the following dates: by June 15 to be effective fall semester; by November 15 to be effective spring semester; and by March 15 to be effective summer session.

# Student Services

# Student Services Functions and Services

Student Services functions and services, as described below, implement the comprehensive goal of student services as an educational and learning process designed to ensure academic success and personal development of all students. The Student Services Division shares the critical task of facilitating or directly bringing the resources of the college to bear on the educationally-related needs of the students.

Student Services provides or assists in providing the following functions and services in the context of a campus-wide, shared commitment to the success of students. It is through a philosophy of partnerships and collaboration that Montgomery Community College can facilitate the achievement of its students' aspirations and goals.

Student Services helps provide for five (5) basic institutional functions:
1.      Preparation for academic success
2.      Academic support services for enrolled students
3.      Enrollment management
4.      Administrative services
5.      Transition to work and further education

The following services listed under each function are focused on the development of students as individuals and as group members.

## 1.      Function: Preparation for Academic Success
*Services*
Admissions, career planning, educational, and personal counseling
Financial aid
Orientation
Services to students with special needs
Transitional services to high school students
Veteran services

## 2.      Function: Academic Support Services for Enrolled Students
*Services*
Health services information
Housing information
Monitoring academic progress
Promoting good academic skills (study skills, test-taking skills, time management, etc.)
Tutoring programs

## 3.      Function: Enrollment Management
*Services*
Recruitment
Registration
Retention

## 4.      Function: Administrative Services
*Services*
General college policies
Graduation services

Institutional & community committees
Institutional, state, federal, & SACS reports
Managing human & physical resources
Planning and evaluation
Staff development
Student discipline & grievance
Student records

**5.     Function: Transition to Work and Further Education**
*Services*
Educational institutions
Employment skills workshops
Job development & placement
On-campus visits from four-year institutions
Recommendations & transcripts
Transfer articulation & counseling to employers & other agencies

## Procedures Relating to Instructors

### Admissions:  An Open Door Policy
Montgomery Community College (MCC) operates under an open-door admissions policy as established by the North Carolina Community College System. This means that any person, whether a high school graduate or nongraduate, who is 18 years old or older and who is able to benefit from further formal education will be served by the institution. Individuals under 18 years of age may be admitted to a curriculum program if they are already a high school graduate or if they possess a high school equivalency certificate. High school students may be admitted to curriculum courses within parameters established by the State of North Carolina. MCC reserves the right to refuse admission to any applicant who has been suspended or expelled from another education institution. The College also reserves the right to refuse admission to any applicant whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process. The College also reserves the right at any time to request that a student withdraw when such action is considered to be in the best interest of the student or the institution.

Admission to the College does not imply immediate admission to the curriculum desired by the applicant. Admission to a specific program of study is based on guidelines developed to ensure the student's chances of success in the program. Any restrictions on admission to specific programs are flexible enough to allow students opportunities for admission when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests, and/or personal interviews. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

### Admission of Students into Class
On the first day of class for each term, your rosters will be available in your Self-Service account. If you have a student whose name does not appear on your roster, refer them to Student Services for a registration review. It is imperative that you maintain accurate records on attendance and registration. Many MCC students receive veteran benefits or some type of financial assistance. If these students receive an overpayment of funds due to an inaccurate account of attendance or registration, you may be liable for the overpayment. If you have any questions or concerns, please contact the Director of Enrollment.

**Attendance of Students in Class**

Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence upon return to class.

All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course. To receive credit for most courses, a student must attend 80% of class and 80% of lab hours. When absences total more than 20% of the total contact hours for the course, a student will be dropped from a class. If extenuating circumstances exist, the student may submit an appeal and request readmission to the class. The Vice President of Instruction & Student Services will review the appeal and make the final determination concerning readmission.

When students are absent from class excessively, the instructor should initiate follow-up procedures by (1) contacting the student and (2) notifying Student Services prior to the student missing 20% of the class. Additionally, instructors must notify Student Services in writing (Unofficial Drop Form) when dropping a student from their class. The Unofficial Drop form is available in Etrieve; instructors may contact the Director of Enrollment for more information.

Some programs/courses have stricter attendance requirements than the 80% mentioned above. Details about attendance requirements for a specific course or program should be included on each course syllabus. Instructors or heads of the various program areas should also be able to provide guidance regarding attendance requirements in their specific program area.

Again, it is imperative that you notify the Director of Enrollment when a student is no longer attending your class to help lessen the chances of you being held liable for a financial aid overpayment due to a failure to inform Student Services of an attendance issue. The Veterans Administration and other sponsoring financial aid agencies require notification of non-attendance within a limited time frame, most within 30 days of the student's last date of attendance.

**Official Withdrawal**

All students officially withdrawing prior to the 75% point of the term will receive a grade of "W" for all classes in which they are enrolled. After the 75% point of the term, instructors must decide on the proper grade (withdrawal or failure). Please consider extenuating circumstances and reasons carefully. The reason must be stated on the withdrawal form or on an attached note signed or approved by you if a non- punitive grade (W) is given. Note (Board Policy): All special credit students will receive a grade of "W" (withdrawal) if they drop or stop attending class at any point in the term.

**Official Class Roster**

MCC's curriculum budget is based on the number of full-time equivalent (FTE) students enrolled in classes at the 10% period each term. Attendance is currently maintained through the Self Service. An official roster for each of your courses will be available through Self Service on the first date of term; each roster includes a census 10% date. You will record an entry date (E) and attendance for each student listed on each roster. After each class has met on its 10% date, you will sign and certify the roster electronically. If a student does not enter your course, check "No Show" in the appropriate space before certifying the roster.

A copy of your certified 10% attendance report will be used to help ensure that MCC will receive credit on our FTE report to the North Carolina Community College System Office.

You will continue to record attendance through Web Attendance Tracking. You should access each of your rosters regularly; preferably on a daily basis, but at least once or twice each week in order for attendance to be accurately displayed in other college systems, such as Aviso. At the end of the term, you must finalize your roster after certifying all dates of your course. Last dates of attendance are required for students who have been withdrawn or dropped during the term. Final Grades are entered through your Self Service account and are due within 24 hours after each class meets for the last time.

## Advanced Placement
High school students who have taken tech prep or other articulated coursework that may qualify them for advanced placement credit should make a request to the Director of Enrollment for a review of their high school coursework. The student may contact the Director for more information about the documentation required in order for the review to take place.

## At Risk Students
Instructors who have concerns about a student's health, safety, academic status, or other issues should contact the MCC Counselor to discuss the situation.

## Course Repeat Policy
A student may repeat courses in which he/she has earned a grade below a "C" in an effort to earn a higher grade or raise the overall grade point average. The higher of the grades will be used as the grade of record in computing the cumulative grade point average. All grades received will remain on the student's transcript. Regular tuition charges apply when repeating the class. Any student who has completed a course with a grade of "C" or better may not displace a new student for the course.

## Credit-By-Examination
Students must register for the course for which they desire to attempt the credit-by-examination. The course must appear on the class schedule for that term. Only extenuating circumstances concerning graduation requirements may allow the examination to be given at other times. Special certification showing graduation need must be obtained by the Director of Enrollment.

The credit-by-examination may only be attempted once for each course. A student who has previously received a grade of "D," "F," "FA," or "I" for the course is not eligible to attempt a credit-by-examination for that course. Students may not complete more than 25% of the course work required for their curriculum through credit-by-examination.

The credit-by-examination should be completed by the 10% period of the term of application for credit to be awarded. A passing grade of 78% is required for credit to be awarded. The recorded grade is CE and carries no grade points. Credit hours are not used in computing financial aid or veteran assistance awards. The instructor will report the grade to the Director of Enrollment within 24 hours after giving the examination. Upon successful completion of the examination, it is the student's responsibility to complete a drop/add form. Tuition refunds will not be given for credit hours earned through credit-by-examination.

## Grading Procedures
An explanation of the grading system is found in the college catalog. Any deviations from this system should be approved by your supervisor and explained in writing to your class. Note (Board Policy): All special credit students will receive a grade of "W" (withdrawal) if they drop of stop attending class at any point in the term.

**Independent Study**
Students may, if unusual circumstances exist, register for independent study in some classes. Students must complete the Application for Independent Study and obtain approval from the supervising instructor, divisional chairperson and the Vice President of Instruction & Student Services. Completed applications should be submitted to the Director of Enrollment at least one week prior to the student registering. After a student is registered for an independent study class, he/she must arrange a study time with the instructor of the independent study class and must meet with the instructor at least once prior to the 10% date for the class. Students not following these procedures will be dropped from the independent study class. The student's registration form will show "TBA" (To Be Announced) for the scheduled time for the independent study.

The fees charged for independent study are the same as those fees charged for in-class credit courses. Certain curricula, because of special requirements, may not be approved for independent study. Those students receiving veteran's benefits or financial aid are not eligible for independent study for pay purposes except when approved for special study in developmental courses.

<div align="center">

**Communications/Telephone Calls/Messages**

</div>

**Communications**
During the day, please notify the appropriate administrative assistant in your area when you are away from your office or assigned classroom area for an extended period of time -- breaks, lunch, meetings, etc. or whenever you leave campus. The administrative assistant or the receptionist should know where you are when on campus in order to provide proper information to students, MCC personnel, general public, or your family in an expedient, professional manner. Additionally, it provides a quick way to locate you in case of an emergency.

**Special Meetings/Events/Visitors**
When you are involved with a special meeting, event or expecting a visitor, please notify the receptionist at the Information Desk in Building 100. The receptionist will post this information so it can be taken care of in an expedient manner.

**For Support Personnel & Faculty**
Telephone calls will be sent directly to your extension whenever possible. Callers may leave messages through your voice mailbox. Remember to check for messages regularly. Calls for college personnel without a telephone extension may be directed to the Assistant to the VP of Instruction from 8 a.m. until 5 p.m.; calls occurring between 5 p.m. and 9 p.m. may be handled by the evening receptionist at the Information Desk. Please contact the receptionist to receive your messages.

# Student Code of Conduct/Student Discipline

All students and staff have the right to a safe, peaceful, and honest educational environment. Therefore, when in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of the Student Code is not to restrict student freedoms but to protect the rights of individuals in their academic pursuits. The Student Code is published in the Student Handbook which is available on the college's website.

# Student Government Association/Clubs

**Student Government Association**
The Student Government Association is the official organization that represents the students. Officers are elected annually and consist of a President, a Secretary/Treasurer, a Day Vice-President, and an Evening Vice-President. Various student activities and publications are supervised and approved by the SGA, SGA Advisor, and Vice President of Instruction & Student Services. The SGA Constitution is included in the Student Handbook.

**Student Clubs**
Student organizations are encouraged at Montgomery Community College. Any student group desiring to form a club must submit a petition to the SGA Board. The petition must include the name of a Montgomery Community College faculty or staff member who has agreed to serve as the advisor for the club, the names of the club's organizers, a constitution, and by-laws. The Vice President of Instruction & Student Services must approve the petition before it is forwarded to the SGA and will present it to the President's Administrative Cabinet for final approval. Additional information may be found in the Student Handbook.

All clubs follow the same procedures and regulations for fiscal accountability and governance responsibilities as other administrative areas at the College. All clubs are responsible for undergoing appropriate audit accountability as with any other area in the College.

**Student Ambassadors**
The Student Ambassadors are an honorary group of students who participate in public relations for the college and serve as liaisons between the college, the students, and the community. Staff and faculty who desire to make use of the services provided by the Ambassadors are asked to contact the Vice President of Instruction Student Services.

# Academic Advising

## Academic Advising

Academic advising is a developmental process that assists students in the clarification of their life and/or career goals and in the development of educational plans for the realization of their goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor.

The advisor serves as a coordinator of learning experiences through course and career planning and as a consultant concerning class performance, problems, and college activities. The advisor also serves as an agent of referral to other campus agencies as necessary. Each student is assigned an academic advisor from his/her major field of student upon acceptance. Curriculum advisors will assist students during their initial registration. After this, students will meet with their assigned academic advisor.

## Role of the Academic Advisor

1. The role of the advisor is to serve as primary source of contact with the student for his/her total academic and extra-curricular activities while enrolled at the college.

2. Each student will be assigned to an advisor upon acceptance. Student Services will provide copies of individual curricula outlines used in keeping track of graduation requirements to the student. Each advisor will be provided a copy of all grade reports along with notes, comments, and special arrangements for each advisee.

3. The advisor must be familiar with the academic policies and procedures; degree, diploma, and certificate requirements; schedule of classes; Student Handbook; and administrative, faculty, and staff resources to advise the student accordingly. (i.e. Policy Manual, etc.)

4. The advisor has the responsibility to assist the student in selecting the courses that will help him/her to meet graduation requirements and to aid the student in completing the appropriate form each time he/she registers or makes changes in his/her registration.

5. The advisor has the right and responsibility to take into consideration the student's goals, past performance, work load, etc., in recommending or refusing to recommend the student's course selection, load, or any changes, additions, or deletions in the schedule.

6. The advisor is expected to confer with each advisee periodically each semester as necessary. The advisor should post office hours that he/she will be able to confer with advisees in case special problems arise.

7. The advisor will keep the Student Services staff informed of particular problems that individual students (advisees) may have who can benefit from professional counseling.

8. Student Services will keep each advisor informed of discipline matters pertaining to his/her advisees outside the classroom. If a student wishes to appeal any decision relating to probation, suspension, or expulsion, the advisor will assist his/her advisee through the proper channels in making the necessary appeal.

9. The advisor has the responsibility to observe the confidentiality of the advisor/advisee relationship.

10.    Advisors will assist with registration in capacity of temporary advisors in their broad area of educational expertise as assigned by the Vice President of Instruction & Student Services. Special arrangements may be entered into between an advisor and advisee when scheduling conflicts exist, when one course would better prepare the student or serve the needs of the student than another, or in other situations that might arise affecting the student's timely progress toward graduation.

Note: The following statements are not to be considered as a description of an academic advisor, but are general statements regarding the role.

1.    Instructors of stand-alone diploma/certificate programs such as BLET, Dental Assisting, Practical Nursing, and Taxidermy are advisors for the particular area they teach only.

2.    Whenever possible, instructors in degree areas will serve as advisors to students in the instructor's respective areas.

3.    Academic advisors should not get involved with personal counseling problems of students, but should instead refer such situations to the Director of Counseling Services. Personal counseling is defined as assisting with personal problems that may or may not affect school performance and problems arising with other fellow faculty members. A faculty member should never take it upon himself/herself to be the "middle person" between a student and another faculty member. Always refer the student to the Director of Counseling Services. On certain personal matters, the faculty advisor must use professional judgment as to the degree of involvement to which he/she undertakes.

4.    Whenever an advisor feels it in the best interest of the student to refer him/her to Student Services (regardless of the problem), the advisor should do so without hesitation.

5.    Whenever an advisor is not certain of a policy affecting the student, the advisor should contact Student Services before making an interpretation.

## Assignment of Academic Advisors

Each student accepted into a degree, diploma, or certificate program is assigned an academic advisor based upon the student's program of study. The student's acceptance letter includes the name of his/her academic advisor.

Advisors are usually Department Chair/Director/program faculty members. After a student has registered, a different advisor may be assigned based on the student's schedule.

| Curriculum Program | Advisor |
| --- | --- |
| Air Conditioning, Heating, and Refrig. | Ed Hinson |
| Associate Degree Nursing | Wendy Vaughn |
| Associate in Arts/Science | Dr. Natalie Winfree |
| | Sandra Britt |
| | Rebekah Bunting |
| Associate in Engineering | Dr. Natalie Winfree |
| Associate in Fine Arts: Music | Sandra Britt |
| Associate in General Education | Dr. Natalie Winfree |
| Automotive Systems Technology | Taylor Wolfe |
| Basic Law Enforcement Training | Jeffrey Dorsett |
| Business Administration | Michael Collins |
| Computer-Integrated Machining | Tracey Wyrick |
| Criminal Justice | Tracey Wyrick |
| Culinary Arts | Meredith Massey |
| Dental Assisting | Lori McAllister |
| Early Childhood Education | Amy Frieary |
| Electrical Systems Technology | Art Furr |
| Facilities Maintenance Technology | Tracey Wyrick |
| Forest Management Technology | Dylan Hurley |
| Gunsmithing | Mark Dye |
| Human Services Technology | Amy Frieary |
| HST: Social Services | Amy Frieary |
| Hunting and Shooting Sports Mgmnt | Michael Collins |
| | Leonard Fagan |
| Industrial Systems Technology | Kevin Lamonds |
| Information Technology | Rebekah Bunting |
| Masonry | Leroy Hassell |
| Medical Assisting | Amanda Beaman |
| Medical Office Administration | Ashleigh Thompson |
| Metal Engraving | Mark Dye |
| Nurse Aide | Shelia Adams |
| Office Administration | Mike Collins |
| Phlebotomy | Amanda Beaman |
| Pottery | Sydney Williams |
| Practical Nursing | Wendy Vaughn |
| Sustainable Agriculture | Kimberly Johnson |
| Taxidermy | Tracey Wyrick |
| Welding | Michael Holder |

Revised: August 2022

# Forms

**NEW EMPLOYEE ORIENTATION**

The orientation process at Montgomery Community College is intended to prepare the new full-time or permanent part-time employee for employment and to familiarize him/her with the College's operations and functions. Each Supervisor will be responsible for the orientation session. **Please check as you review each item and return this form to the Business Office upon completion.**

**Tour of Facilities & Other Procedures**
— Student Services
— Parking Permit (Information Desk)
— Library
— ID Badge
— Learning Lab
— Instructional Areas
— Print Shop
— Continuing Education
— Computer Labs
— Purchasing
— Office Location
— Keys

**Institutional Advancement/Planning**
— SACS
— Annual Program/Services Review
— MCC IE Plan
— Foundation
— Committee Membership
— Board Policy Manual (located on Website)
— Board Introduction Process

**Information Technologies**
— Email Account (New User Access)
— Voice Mail
— IT Policy

**PLEASE COMPLETE THE ABOVE PROCESS, SIGN, AND RETURN THIS FORM TO THE BUSINESS OFFICE**

**Employment Forms Full & Part Time**
— Completed Application
— State & Federal Tax Forms (NC-4 and W-4)
— I-9 Form
— Selective Service Form
— Drug Free Work Place Statement
— New Hire Reporting
— Self Service/Colleague Access

**Full Time Only**
— Direct Deposit forms
— Retirement (info will be mailed to home)
— Vision Plan
— Dental Plan
— Major Medical Plan (enroll online)
— Colonial Insurance Packet
— Tax Sheltered Annuity (457-b)
— State 401k Plan
— State Employees Association of NC

**Administrative Services**
— Official Transcripts or copies of certifications
— Copier Code
— Leave (Sick, Funeral, Vacation)
— Safety Procedures
— Mailbox
— Contract

— Travel Policy
— Purchasing Procedures
— Tobacco Policy
— Employee Dress Code
— Employee Assistance Program
— FERPA Training

I certify that I have been informed of the items above.

_____     _____
Employee Signature                Date        Supervisor's Signature           Date

**TO THE APPLICANT**: Complete and mail a request form to each community college, college or university you have attended. If you are currently enrolled, please have a transcript sent to us now and a final copy sent to us upon graduation. Specify which transcript(s) you are requesting with this form.

♦   Name (as it appears on college records):＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
                                            First          Middle/Maiden        Last

♦   Name(as it appears on MCC records if different from above)＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
                                    First  Middle/Maiden       Last

Social Security Number/Date of Birth＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

♦   Present Address:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
                          Street/Route/Box Number       City          State      Zip

♦   Last Year of Attendance:＿＿＿＿＿＿＿＿Graduated:   Yes＿＿No＿＿Currently Enrolled＿＿

♦   This request serves as authorization for the release of the information specified above to Montgomery Community College.

Student's Signature:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿Date: ＿＿＿＿＿＿＿＿＿＿

**Send the transcript (s) to:**    Amy Goodwin
                                Personnel Office
                                Montgomery Community College
                                1011 Page Street
                                Troy, NC  27371

# FACULTY WORK SCHEDULE

**Name:**

**Semester:**

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|---------|-----------|----------|--------|----------|
| 8:00 | | | | | | |
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| 9:00 | | | | | | |
| 9:30 | | | | | | |
| 10:00 | | | | | | |

Work schedule includes class hours, office hours, other.

1011 Page Street ▪ Troy, NC 27371 ▪ Phone: 910-898-9600 ▪ Website: www.montgomery.edu

**Semester Year (e.g., Fall 2021) Course Syllabus**

**Course Information**
ABC 101: Course Title

Class Hours:    Lab Hours:      Work Exp./Clinical Hours:      Credit Hours:
Prerequisite(s):          Corequisite(s):

**Course description**
Double click the footer at the bottom of this page to edit the last revised date.  Use prerequisites and corequisites from the MCC Catalog.  Enter course description here.  Copy it from the [NCCCS Combined Course Library](#).  Click on "Curriculum Courses by Subject" and find the course. Copy its description.  Paste as unformatted text (bottom part of Paste button, Keep Text Only) as shown below.  You should paste all items into this syllabus as Keep Text Only so that fonts will remain consistent throughout.  Click the graphic below.  Press Delete key on keyboard.



List the sections, days, times and places of class meetings here.

**INSTRUCTOR INFORMATION**
Instructor's Name:
Phone Number:                    Email Address:
Office Location:                                          Office Hours:
Instructor Web Page: Remove this line if not needed.

**REQUIRED TEXTBOOK(S) AND OTHER MATERIALS**
Please list anything in this section that is required for the course (required textbooks, optional textbooks, required materials, tools, supplies, etc.).  Always include the title, author, publisher (if known), and ISBN of the book(s) or bundle to ensure that students purchase the correct materials if buying somewhere other than the bookstore.  It would also be helpful to include a small picture of the cover of the textbook and/or other items.  Remember to add alternate text to the picture(s) if you do this.

Textbooks are available in the virtual [MCC Bookstore (opens in a new window)](https://bncvirtual.com/montgomerycc) [Direct Link: https://bncvirtual.com/montgomerycc]. Read the [bookstore instructions (opens in a new window)](https://www.montgomery.edu/wp-content/uploads/bookstore-how-to.pdf) if you need assistance placing your order [Direct Link: https://www.montgomery.edu/wp-content/uploads/bookstore-how-to.pdf].

**Accessibility Compliance SafeAssign:**
[https://www.help.blackboard.com/SafeAssign/Instructor/Accessibility](https://www.help.blackboard.com/SafeAssign/Instructor/Accessibility) [Direct Link: https://www.help.blackboard.com/SafeAssign/Instructor/Accessibility]

**Other Technologies:**
Internet access (personal, public such as the MCC Library, CATS lab, Public Library, or available local wifi hotspots).

It is recommended to complete coursework using a desktop or laptop computer rather than a mobile device for full access to all items and functions within the course.  A modern, reliable computer should contain the following minimum requirements:
- Internet connection via DSL, cable, or better
- 4GB RAM or more
- Windows 7/8/10
- Note:  A PC is recommended as some classes are not compatible with MAC and Android operating systems.

*Laptops and/or internet hotspots can be loaned out to students through MCC Library Services on a first-come, first-serve basis. Please talk with Library Services for specifics.

Microsoft Office 365 is available to all MCC students for free.  It contains helpful applications for creating reports and presentations.  Use your MCC student email address and [these instructions (opens in a new window)](https://3mit.com/mcc/dlo/technology.pdf) [Direct Link: https://3mit.com/mcc/dlo/technology.pdf] to install it. You can install it on up to five devices.

Note:  You can only install Office 365 on Windows 7 or later.  Office 365 may now require Windows 10 because security updates for Window 7 stopped in 2020.  Installation will not work on Windows XP or Vista.  If you are trying to install on a tablet, iPad or Chromebook, you will have to download as an app through Google Play, the AppStore or similar.  You will be asked to login with your Office 365 credentials to use the apps.

Video Instructions for downloading and installing Office 365 can be found at [https://www.youtube.com/watch?v=r6BoSbJllL4](https://www.youtube.com/watch?v=r6BoSbJllL4) [Direct Link: https://www.youtube.com/watch?v=r6BoSbJllL4].

**Accessibility Statement**
If you have a special need that may affect your academic performance and are seeking accommodations, it is your responsibility to inform Counseling Services of your request as soon as possible. Counseling Services is located in Blair Hall (formerly Building 100), Room 129 or you may contact Counseling Services at 910-898-9619. It is important to request accommodations in a timely manner (preferably at least one month prior to registration) so that the request may be considered and approved by Counseling Services.

**Course Competencies**
The competencies should be approved by the Department Chair and should be consistent for all sections of the course. Competencies should be observable and measurable and should correlate with the course description.

**Course Outline of Topics**
This outline must contain topics approved by the Department Chair and should correlate with the course description.

**Final Grade Computation**
The final grade computation must contain the kernel from the Department Chair but may contain more specific information as an instructor deems important. It should be observable and measurable behavior and should correlate with the course competencies. It may be helpful to base the grade on several categories, not just tests. The final grade computation must be clear to enable students to understand grading/weighting elements. If any items in a category are not weighted evenly, please provide individual percentages for items in that category so that a student can estimate his/her grade manually if desired. If you use Blackboard, please ensure that the percentages in the Bb gradebook match what is in the syllabus.

**Grading Scale**
Montgomery Community College uses a 10-point grading system to determine each student's academic standing. This standing is determined by the Grade-Point Average (GPA). To determine the GPA, numerical values called "grade points" or "quality points" are assigned to each grade. Grade points are assigned for each letter. A letter grade is used to indicate the quality of a student's work in a course. The grading system is listed below.

**Grade  Explanation    Quality Points Per Credit Hour**

| Grade | Explanation | Quality Points Per Credit Hour |
|---|---|---|
| A (90-100) | Outstanding | 4 |
| B (80-89) | Above Average | 3 |
| C (70-79) | Average | 2 |
| D (60-69) | Passing | 1 |
| F (Below 60) | Failure | 0 |

**STUDENT ACCOUNTS**
MCC students have access to several accounts as described below.

**Self-Service:** Self-service is the student information database. All students are required to access Self-service to keep track of courses completed, grades, GPA, financial aid, etc.

**Student Email (Gmail):** All students are required to check student email at least weekly. Students in online and hybrid courses are required to check it multiple times weekly, preferably daily. If desired, student email can be forwarded to another email account that is checked more frequently. Please check with the CATS Lab for forwarding instructions. MCC instructors should only use the MCC student email account when communicating with students via email. They should not use students' personal emails.

**Blackboard:** Blackboard is the course management system used at MCC. Online and hybrid students are required to access Blackboard many times weekly. Some traditional students must also access Blackboard for supplemental course information (e.g., viewing documents, submitting assignments).

**Aviso Student App:** The Aviso Student App is an application that allows students to see their account including current and final grades, push notifications, messages, financial aid status, course schedules, and grading records. To download this app please visit your app store on your mobile device or the Techtrail menu at the top of the MCC website (opens in a new window). [Direct Link: https://www.montgomery.edu/].
The app is compatible with ios and android. For questions or more information, please contact the Counseling Center.

Links and instructions for accessing all of these accounts, including how to reset the password, are available on the TechTrail menu at the top of the MCC website (opens in a new window). [Direct Link: https://www.montgomery.edu/]. **Students should never give access to any student account to another person. Sharing access with others is academically dishonest.**

**Course Policies**
If your policies significantly vary in the traditional version of the course compared to the online version of the course, consider creating a separate syllabus for each type of course. This will prevent student confusion because they won't have to read through policies and "decide" what applies to their version of the course.

**Attendance Policy:** Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence upon return to class. All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course. To receive credit for a course, a student must attend 80% of class and 80% of lab hours. When absences total more than 20% of the total contact hours for the course, a student will be dropped from a class. If extenuating circumstances exist, the student may submit an appeal and request readmission to the class. The Vice President of Instruction will review the appeal and make the final determination concerning readmission.

Additional attendance policy information may be necessary. For example, some instructors require online students to submit assignments to earn attendance credit. Please provide specific information about this.

**Tardy Policy:** Enter information here.

**Late Work Policy:** Enter information here.

**Academic Dishonesty Policy:** At MCC, it is our desire to maintain the highest degree of academic integrity. To that end, academic dishonesty in any form will be considered as a violation of the Student Code. Please reference the [Student Handbook (opens in a new window)](https://www.montgomery.edu/wp-content/uploads/student_handbook.pdf) for further information [Direct Link: https://www.montgomery.edu/wp-content/uploads/student_handbook.pdf].

**Liability Policy:** MCC and their contractual externship facilities assume no liability financially or otherwise for illnesses and/or injuries incurred by students while performing required learning-centered, clinical/co-op externship activities.

**Other Policy Name:** Enter information here.  Delete this if you don't have additional policies to include.

**OTHER HELPFUL INFORMATION**
This can be customized by individual departments or instructors.  Please list and define anything here that you are going to hold students accountable for that may not already be covered elsewhere in this syllabus.  Delete anything you're not going to use.  At a minimum, consider adding a statement about extra credit.  Also, would your students benefit from including any of the following?
1. Clear guidelines detailing how students are to prepare for and behave during a session or lab (e.g., read the assignments on time, participate in class discussions)
2. Description of special rules or procedures for the course
3. Description of emergency procedures, permission forms needed, liability issues
4. Advice on how to read materials or study for tests
5. Specific criteria for each graded assignment
6. Statement on incomplete coursework
7. Statement telling students how to dispute a grade for an assignment
8. Statement regarding extra credit
9. Statement regarding resubmitting work or retaking exams
10. Information on special services or resources which might be helpful in this course
11. Other information which would help students succeed in this class
12. Statement describing what students can/cannot expect from you

**Item Name:** Enter information here.

**Item Name:** Enter information here.

**Item Name:** Enter information here.

**Course Calendar / Timeline of Projects / Schedule of Assignments**
Enter course calendar here. Or, add a note indicating that it's available in a certain area of Blackboard.

**Disclaimer Statement**
Deviations from this syllabus are at the discretion of the instructor.  Whenever possible, prior notice of any deviations will be provided.

**Affidavit**
Instructors can customize this statement for their courses.  Some examples are provided below.
My signature below indicates that I have read and understand this syllabus and am bound by its contents.
--OR--
Completion of the Mandatory First Assignment in Blackboard indicates that I have read and understand this syllabus and am bound by its contents.

**COVID-19**
The College will follow best practices to provide a safe place to learn for all.  Please see the College's COVID Information on the front page of the MCC Website for updates and procedures.  If you have a question about the COVID Procedures, please contact your instructor.

# MCC Instructor Observation Criteria

Use the following criteria to guide you in determining a rating for the classroom observations

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*Instructional Delivery*

### 1. Announced and met class session outcomes

| 0<br>Not Acceptable | 1<br>Needs Improvement | 2<br>Meets Expectations | 3<br>Exceeds Expectations |
|---|---|---|---|
| ___ Did not have introduction or closing | ___Introduced class session | __ Introduced and closed class session | __ Introduced and closed class session |
| | | __ Stated daily outcomes | __ Stated daily outcomes |
| | | | __ Used additional reinforcement, i.e. handouts, overhead, demonstrations, etc. |

### 2. Motivated students to ask questions and participate in classroom activities

| 0<br>Not Acceptable | 1<br>Needs Improvement | 2<br>Meets Expectations | 3<br>Exceeds Expectations |
|---|---|---|---|
| __ Showed up, conducted class | __ Showed up, conducted class | __ Showed up, conducted class | __ Showed up, conducted class |
| | __ Students participated only when questioned by instructor | __ Allowed time for students to respond to questions | __ Allowed time for students to respond to questions |
| | | __ Provided positive feedback to students | __ Provided positive feedback to students |
| | | __ Students participated when questioned by instructor as well as on their own | __ Students participated when questioned by instructor as well as on their own |
| | | | __ Encouraged classroom interaction |
| | | | __ Addressed students by name |

### 3. Showed interest, concern, and respect for students

| 0<br>Not Acceptable | 1<br>Needs Improvement | 2<br>Meets Expectations | 3<br>Exceeds Expectations |
|---|---|---|---|
| __ Did not acknowledge students in class | __Acknowledged students in class as a whole but not individually (i.e. welcome or greeting only) | __Acknowledged students in class by name | __Acknowledged 50% or more of the students in class by name |
| | | __Used positive reinforcement | __Used positive reinforcement |
| | | __Provided responses to student questions | __Provided timely responses to student questions |
| | | __ Actively listened to students | __ Actively listened to students |
| | | __ Acknowledged differences of opinion where appropriate | __ Encouraged differences of opinion where appropriate |

| 4. Made class session stimulating and interesting | | | |
|---|---|---|---|
| 0<br>Not Acceptable | 1<br>Needs Improvement | 2<br>Meets Expectations | 3<br>Exceeds Expectations |
| __ Lectured in monotone voice | __ Lectured in monotone voice | __ Used at least two teaching techniques, e.g. lecture, visual aids, (handouts, overhead,etc), group discussion etc. | __ Used at least three teaching techniques, e.g. lecture, visual aids, (handouts, overhead,video, computer technology etc), group discussion etc. |
| __ Did not explain material | __ Explained relevance of lecture material but did not check for student understanding | __ Communicated with appropriate voice inflection and projection as well as eye contact | __ Communicated with appropriate voice inflection and projection as well as eye contact |
| __ 10% of the class participated in class discussion or activities | __ 20% of the class participated in class discussion or activities | __ Explained importance of lecture material and checked for student understanding | __ Explained importance of lecture material and checked for student understanding |
| | | __ 50% of the class participated in class activities, i.e. including note taking, active listening, asking questions | __ 70% of the class participated in class activities, i.e. including note taking, active listening, asking questions |
| | | | __ Made material relevant to other courses |
| | | | __ Made material relevant to real world situations |

| 5. Used effective communication skills | | | |
|---|---|---|---|
| 0<br>Not Acceptable | 1<br>Needs Improvement | 2<br>Meets Expectations | 3<br>Exceeds Expectations |
| __ Presented instruction incoherently with no logical sequence | __ Presented instruction coherently and in logical sequence | __ Presented instruction coherently and in logical sequence | __ Presented instruction coherently and in logical sequence |
| __ Presented instruction in an inaudible tone and pitch | __ Presented instruction in an audible tone and pitch | __ Presented instruction in an audible tone and pitch | __ Presented instruction in an audible tone and pitch |
| __ Wrote illegibly on board or overhead | __ Wrote illegibly on board or overhead | __ Wrote legibly on board or overhead | __ Wrote legibly on board or overhead |
| __ Maintained no eye contact with students | __ Maintained eye contact with few students | __ Maintained eye contact with most students | __ Maintained eye contact with all students |
| | | __ Used appropriate course vocabulary | __ Used appropriate course vocabulary |
| | | __ Questioned students for understanding | __ Questioned students for understanding |
| | | __ Used closed and open questioning | __ Used closed and open questioning |
| | | | __ Used interactive activities |
| | | | __ Used real world or other examples |
| | | | __ Encouraged critical thinking |
| | | | __ Reviewed material prior to class ending |

*Instructional Design*

| 6. Appeared adequately prepared for class | | | |
|---|---|---|---|
| 0<br>Not Acceptable | 1<br>Needs Improvement | 2<br>Meets Expectations | 3<br>Exceeds Expectations |
| ___ Did not bring needed materials into class session | ___Read from textbook only (lecture) | ___Lecture material prepared from textbook or related sources | ___ Lecture material prepared from textbook or related sources |
| | ___ No additional reinforcement of concepts or ideas presented | ___ Materials presented in an organized manner and based on session outcomes | ___ Materials presented in an organized manner and based on session outcomes |
| | | ___ Presented main points | _____Presented main points |
| | | ___ Used relevant examples or experiences to explain concepts or ideas | _ Used relevant examples or experiences to explain concepts or ideas |
| | | | ___ Presented teaching materials in innovative way (e.g.; multimedia, costumes, drama, demonstrations, actual components , etc) |

| 7. Presented material in a clear, understandable, and organized manner | | | |
|---|---|---|---|
| 0<br>Not Acceptable | 1<br>Needs Improvement | 2<br>Meets Expectations | 3<br>Exceeds Expectations |
| ___ Presented material in incoherent manner | ___ Presented material coherently and sequentially but did not reinforce it | ___ Presented material coherently, sequentially and reinforced it | ___ Presented material coherently, sequentially and reinforced it |
| | | ___ Encouraged student interaction | ___ Encouraged student interaction |
| | | | ___Promoted critical thinking |

| 8. Maintained classroom climate conducive to learning | | | |
|---|---|---|---|
| 0<br>Not Acceptable | 1<br>Needs Improvement | 2<br>Meets Expectations | 3<br>Exceeds Expectations |
| ___ Did not interact with students | ___ Asked questions of students but provided answers prior to students' responses | ___ Either student or instructor initiated questions and discussion | ___ Both student and instructor initiated questions and discussion |
| ___ Demonstrated no classroom management skills | ___ Maintained eye contact with students in only one section of the classroom | ___ Maintained eye contact with students throughout the classroom | ___ Maintained eye contact with students throughout the classroom |
| | ___ Demonstrated inadequate classroom management skills | ___ Provided sufficient time for student responses | ___ Provided sufficient time for student responses |
| | | ___ Demonstrated adequate classroom management skills | ___ Demonstrated efficient classroom management skills |

9. Adapted teaching methods to meet individual student needs

| 0<br>Not Acceptable | 1<br>Needs Improvement | 2<br>Meets Expectations | 3<br>Exceeds Expectations |
|---|---|---|---|
| __ Utilized only one teaching modality | __ Utilized appropriate instructional strategies through the use of auditory and visual transmission, e.g. instruction is seen and heard | __ Utilized appropriate instructional strategies through the use of auditory and visual transmission, e.g. instruction is seen and heard | __ Utilized appropriate instructional strategies through the use of auditory and visual transmission, e.g. instruction is seen and heard |
| | | __ Checked for student comprehension | __ Checked for student comprehension |
| | | __ Used individual and/or group activities | __ Used individual and/or group activities |
| | | | __ Directed students to use fine motor skills for practice and retention and/or to promote critical thinking skills |

| *Content Expertise* | | | |
|---|---|---|---|

10. Demonstrated content-area knowledge

| 0<br>Not Acceptable | 1<br>Needs Improvement | 2<br>Meets Expectations | 3<br>Exceeds Expectations |
|---|---|---|---|
| ___ Made incorrect statements or factual errors | ___ Made unclear statements | __ Answered students' questions and provided supporting details | ___ Answered students' questions and provided supporting details |
| __ Not able to respond to students' questions | __ Answered students' questions but no supporting details | __ Explained terminology or concepts accurately | __ Explained terminology or concepts accurately |
| | | __ Made no incorrect statements or factual errors | __ Included additional supporting content from expert sources beyond textbook |

| Survey Item | Rating | | | |
|---|---|---|---|---|
| 1. Announced and met class session outcomes | 0 | 1 | 2 | 3 |
| 2. Motivated students to ask questions and participate in classroom activities | 0 | 1 | 2 | 3 |
| 3. Showed interest, concern, and respect for students | 0 | 1 | 2 | 3 |
| 4. Made class session stimulating and interesting | 0 | 1 | 2 | 3 |
| 5. Used effective communication skills | 0 | 1 | 2 | 3 |
| 6. Appeared adequately prepared for class | 0 | 1 | 2 | 3 |
| 7. Presented material in a clear, understandable, and organized manner | 0 | 1 | 2 | 3 |
| 8. Maintained classroom climate conducive to learning | 0 | 1 | 2 | 3 |
| 9. Adapted teaching methods to meet individual student needs | 0 | 1 | 2 | 3 |
| 10. Demonstrated content-area knowledge | 0 | 1 | 2 | 3 |

_____    _____
Observer's Signature          Date        Instructor's Signature        Date

**Signature does not necessarily indicate agreement with the contents of this observation but verifies that I have read it and had the opportunity to discuss the contents with the evaluator.**

| Composite Scoring | Average |
|---|---|
| Instructional Delivery (Items 1-5) | |
| Instructional Design (Items 6-9) | |
| Content (Item 10) | |

| Attribute | Supervisor | Self-Assm | Provide 1 to 3 examples of meeting this attribute. | Provide 1 to 3 areas for improvement on this attribute. |
|---|---|---|---|---|
| **EMPLOYEES AND FACULTY** | | | | |
| Demonstrates professional communication skills; handles stressful situations with tact (email etiquette, timely responses, verbal communications. etc.) | | | | |
| Seeks out opportunities for improvement and exhibits willingness to take on assigned responsibilities. | | | | |
| Supports the vision, mission and core values of the College. | | | | |
| Demonstrates planning and organization in execution of their work responsibilities; exhibits problem solving skills. | | | | |
| Demonstrates full commitment of time energy and talent to their assigned work and the mission of the College (produces a quality work product in a timely manner, as well as an appropriate quantity of work as expected for said position.) | | | | |
| Meets the professional development goals outlined in the Board Policy Manual and related procedure. (15 hours of PD annually) | | | | |
| Actively participates in assigned teams and/or committees. | | | | |
| Maintains professional dress and grooming at all times as outlined in the Dress Code Procedure. | | | | |
| Maintains appropriate office hours and is accessible to students and co-workers. | | | | |
| Exhibits a Customer Service attitude toward students and visitors. | | | | |
| SECTION TOTAL | 0 | 0 | | |

| | | | FACULTY ONLY | |
|---|---|---|---|---|
| Attribute | Supervisor | Self-Assm | Provide 1 to 3 examples of meeting this attribute. | Provide 1 to 3 areas for improvement on this attribute. |
| Activately participates in Professional Days and Student Registration. | | | | |
| Accurately advises students regarding courses, programs, and program requirements. | | | | |
| Reviews/updates the content of the courses and curricula within the discipline. | | | | |
| Develops organized course materials and presentations. | | | | |
| Evidence of curriculum, program or course development or redesign. | | | | |
| Maintains safe and orderly learning environments (classrooms, labs, etc.) | | | | |
| Conducts himself/herself in a professional manner in the learning environment. | | | | |
| Promotes and encourages in-class and/or online, student-teacher interaction. | | | | |
| Uses current, appropriate technology, materials and tools available. | | | | |
| Conducts annual Advisory Board meeting(s) and forwards appropriate documentation to Institutional Effectiveness Officer and Vice President of Instruction. | | | | |
| Is active in student retention efforts. | | | | |
| Manages department reources and budget effectively and efficiently. | | | | |
| Other evidence of effective job performance not mentioned. (Please provide specific examples if you rate this with anything other than Not Applicable.) | | | | |
| For Online and/or hybrid faculty: Improvements/updates to online courses identified in a peer review have been satisfied. | | | | |
| For Online and/or hybrid faculty: Five hourse of the Professional Development obtained in the last 12 months is related to online teaching. | | | | |

# Montgomery Community College

**Professional Development Activities**

**Start**

**End**

| | Name: | Dept. or Program: | Date: 01/00/1900 |

| CI? | ACTIVITY | DATE(S) | MINUTES |
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**TOTAL MINUTES**

**TOTAL HOURS** -

# MONTGOMERY COMMUNITY COLLEGE

STUDENT  EVALUATION  OF  INSTRUCTION – **(TERM/YEAR)**

The purpose of this survey is to evaluate instruction at Montgomery Community College.  The feedback that you provide will help us improve instruction.  Please complete this evaluation carefully and thoughtfully by entering your responses in the spaces provided on the questionnaire.  Your responses will be completely secure and confidential and will only be used to evaluate instruction.

**Course Name: _____**                    **Course Instructor: _____**

1. Please rate the course and/or instructor in the following areas:

| | Strongly Agree | Agree | Neither Agree nor | Disagree | Strongly Disagree |
|---|---|---|---|---|---|
| The instructor clearly communicated course objectives in a printed and/or posted syllabus. | | | | | |
| The instructor provided regular and timely feedback on my progress. | | | | | |
| The instructor returns tests and assignments within a reasonable amount of time. | | | | | |
| The instructor was accessible and/or available to provide additional assistance outside of regular class meeting times. | | | | | |
| The instructor returned phone calls and/or emails in the timeframe provided in the course syllabus. | | | | | |
| The instructor provided clear explanation for grades that were assigned to all work and tests. | | | | | |
| The instructor encouraged students to ask questions and responded in class or provided other opportunities for questions to be answered. | | | | | |
| The instructor maintained an environment which actively encourages learning. | | | | | |
| The course materials / textbook(s) aid my understanding of the course. | | | | | |
| The pace of the class was reasonable for me individually. | | | | | |
| The instructor related to me in ways that promoted mutual respect. | | | | | |
| The instructor started and ended class on time. | | | | | |
| I would recommend this course to other students. | | | | | |

2. If you rated any of the preceding areas as Disagree or Strongly Disagree, please provide additional insight on that topic, so that improvements can be made for future sections of this course.

OR

If you have other topics you would like to comment on relative to this course and/or instructor, please feel free to provide those in the box below.

Thank you for your time with this survey.

Your responses will help us serve you better in the future

# MCC Online Course Self & Peer Review

Course: _____  Instructor: _____

Reviewer(s): _____  Date Review Completed: _____

## COURSE SETUP & ANNOUNCEMENTS

| | Item | Yes | No | Instructor Self-Review Comments | Yes | No | Reviewer's Comments |
|---|---|---|---|---|---|---|---|
| 1 | Uses MCC common Home Page setup above divider line | ✔ | | | | | |
| 2 | Syllabus & Instructor Info located in Course Info area | | | | | | |
| 3 | Contains welcome announcement | | | | | | |
| 4 | Has periodic announcements throughout semester | | | | | | |

## COURSE INFORMATION

| | Item | Yes | No | Instructor Self-Review Comments | Yes | No | Reviewer's Comments |
|---|---|---|---|---|---|---|---|
| 5 | Uses MCC approved syllabus template (must have instructor contact info, required materials, course outcomes, accommodation statement, policies) | | | | | | |
| 6 | Has information about how to get started (may include calendar or assignment guide) | | | | | | |
| 7 | Has Instructor self-introduction (may include photo or video) | | | | | | |
| 8 | Contains link to Technical Help forum | | | | | | |
| 9 | Provides link to technical support for online lab or publisher content accessed outside of Bb | | | | | | |

| | Item | Yes | No | Instructor Self-Review Comments | Yes | No | Reviewer's Comments |
|---|---|---|---|---|---|---|---|
| 10 | Sets due dates for assignments, tests, quizzes, etc. so that students can use the Bb Calendar to view deadlines | | | | | | |
| 11 | Requires intro discussion forum for students to introduce themselves (may request picture to be posted) | | | | | | |
| 12 | Provides assignment rubrics, check sheets, and/or detailed expectations in corresponding assignments | | | | | | |
| | | | | | | | |
| 13 | Contains manageable segments that are easily navigated in a logical, consistent and efficient manner | | | | | | |
| **14** | Includes a variety of current media [e.g., text, visual, audio] and sources that promote active learning for all learning styles | | | | | | |
| **15** | Attempts to create an interactive learning community using either group projects, chats, videoconferencing, discussion boards or other activities | | | | | | |
| 16 | Actively facilitates or participates in the (above)interactive learning community activities | | | | | | |

## GRADES

| | Item | Yes | No | Instructor Self-Review Comments | Yes | No | Reviewer's Comments |
|---|---|---|---|---|---|---|---|
| 17 | Gradebook is available through the Grades menu | | | | | | |
| 18 | Has accurate calculations established in Bb gradebook | | | | | | |
| **19** | Has feedback for assessments in the Grade Center through feedback comments or inline grading | | | | | | |
| 20 | Shows evidence of timely feedback | | | | | | |

## OTHER CONTENT AREAS

| | Item | Yes | No | Instructor Self-Review Comments | Yes | No | Reviewer's Comments |
|---|---|---|---|---|---|---|---|
| 21 | Has properly working ACE button | | | | | | |
| 22 | Has properly working Campus Resources button | | | | | | |
| 23 | Includes no more than 3 menu items (excluding ACE & Campus Resources) below line | | | | | | |

## OVERALL COURSE DESIGN

| | Item | Yes | No | Instructor Self-Review Comments | Yes | No | Reviewer's Comments |
|---|---|---|---|---|---|---|---|
| 24 | Uses consistent design (e.g., fonts and font sizes) including contrasting color when necessary to enhance the content | | | | | | |
| 25 | Hides or deletes unused buttons, links, and tools | | | | | | |

| 26 | Appears to have run Accessibility Checker on Word and PowerPoint documents and corrected all issues |
| 27 | Includes alt tags for graphics |
| 28 | Utilizes videos that contain closed captions and scripts |

**OTHER**

Enter any other comments or suggestions here.

Description of Work Requested: _____

_____

## WAIVER OF RESPONSIBILITY AND LIABILITY

I, the undersigned, hereby release Montgomery Community College, its agents and its students, of all responsibility and liability however incurred for work done in my behalf and at my request. I understand that students will do the work requested under the supervision of an instructor employed by Montgomery Community College.

I also waive any responsibility to the College for my property while it is situated on the premises of Montgomery Community College, including satellite locations, for any damage or loss incurred by fire, accident, theft, vandalism, or pilferage. I further understand that it may be impossible to keep my property locked inside of the buildings of Montgomery Community College overnight.

I further accept the responsibility for paying for all parts and materials necessary to accomplish the work requested by me and understand that no warranty will be applied or expressed on projects left for repair.

**Signature**_____ **Print Name** _____

Date _____ Phone No. _____

St. Address_____ PO Box _____ City_____ Zip Code _____

### To be Completed by the College

**Check one**: Student _____ College Employee_____ Board Member_____

Foundation Board Member_____ Community _____ Other_____

**Check one** _____Parts/supplies to be provided by person requesting job.

_____Estimated costs of parts/supplies provided by the College

Estimated Starting Date_____Requested Completion Date _____

Instructor's Signature_____Date_____

**Approvals:**

Dean_____ Date _____

Vice President of Instruction & Student Services_____ Date_____

Vice President of Administrative Services _____ Date_____

President_____ Date_____

# MONTGOMERY COMMUNITY COLLEGE
## LIVE PROJECT CHARGE FORM

Department: _____ Job Number: _____

| QUANTITY | DESCRIPTION OF ITEM | UNIT COST | TOTAL COST |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | TO BUSINESS OFFICE: | SUB TOTAL | |
| | Collect Charges  _____ | +____% | |
| | Invoice Charges _____ | TOTAL | |

CHARGE TO:_____

Name of Agency

ADDRESS: _____ PHONE: _____

Street or PO Box

_____

City                                    State            Zip Code

Charge form approved by: _____  _____

Instructor                                    Date

# IMPORTANT:  PLEASE  READ

Your signature on this document releases Montgomery Community College from legal responsibility should an accident occur on or during a college-related or-sponsored field trip or activity. The student assumes full responsibility for himself/herself and his/her actions and agrees to abide by all Articles of the Student Code of Conduct as approved in the Student Handbook.  Students under 18 years of age must have parent's signature.

| | |
|---|---|
| _____ | _____ |
| Name of Student | Age |

# RELEASE

KNOW  ALL MEN BY  THESE PRESENTS:

      I, the undersigned student or parent if student is under 18 years of age,  hereby release and forever

discharge Montgomery Community College and all of the members of said organization,  and all agents,

representatives  and employees of said organization and their successors from all claims and demands

whatsoever  which I, my heirs,  executors and administrators,  have or may have against the said organization

or its successors  or against said members,  agents, representatives  or employees, by reason of any injuries

arising out of my student activities, field trips, road trips, or any other  activities directly or indirectly involving

the said organization and my consequences resulting  directly or indirectly there  from.

This the_____day of_____,20_____

| | |
|---|---|
| _____ | _____ |
| Student's Signature | Student Print Name |

_____
Parent's Signature (if under 18)