

FALL 2021

# Institute for Part-Time Faculty

## Engagement & Support

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Colleagues, welcome back!

If the energy felt at the Dr. Antonio Thomas Part-time Faculty Conference is a testament of this fall semester, we are in for a wonderful treat. We hope that you are feeling rejuvenated, inspired, and hopeful about this semester.

Thank you for everything that you do to support all of our students! We appreciate you

—Dr. Rachel Hagos (Formerly Bonaparte)

### Stay Engaged ....

**Follow us...**



**@MC.PTFaculty**

**Contact the Institute...**

[PTFacultyInstitute@montgomerycollege.edu](mailto:PTFacultyInstitute@montgomerycollege.edu)

For Additional Information, visit the **INSTITUTE**

# ***Montgomery College***

## **Our Mission**

We empower our students to change their lives, and we enrich the life of our community. We are accountable for our results

## **Vision**

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

## **Our Values**

EXCELLENCE \* INTEGRITY \* INNOVATION \*  
EQUITY & INCLUSION \* STEWARDSHIP \*  
SUSTAINABILITY

## ***About the Institute***

The Institute is designed to better incorporate the contributions made by part-time faculty into the essence of Montgomery College's operation as a dynamic institution of higher education. In collaboration with departments, senior part-time faculty associates (SPTFA) and part-time faculty associates (PTFA) can assist you in becoming acclimated to the many educational and institutional resources offered by the college. PTFA's can also assist you virtually during select office hours.

In addition, central services such as Human Resources, E-Learning, Innovation, and Teaching Excellence (ELITE), and academic and counseling offices have been increasing their efforts to provide services to part-time faculty across the college. We encourage you to send any questions, comments, recommendations, or suggestions to the institute.

*\*\*Please note: currently, the centers are closed until further notice due to the pandemic.*

## **How PTFA's Can Support YOU!**

- ❖ Keep abreast of information concerning adjuncts at the college in order to share with you
- ❖ Answer questions and directs you to appropriate resource(s)
- ❖ Provide opportunities to meet with you via designated office hours
- ❖ Provide general support for structured remote training help
- ❖ Work with deans and chairs of the department to provide you with accurate and timely information
- ❖ Serve as liaisons between the Institute and respective academic departments

## **Senior Part-time Faculty Associates (Campus specific support)**

Senior part-time faculty associates provide direct support to PTFAs, as well as provide campus specific assistance and support to our on-campus centers.



RV, TPSS & WDCE Rep.  
Dr. Carlos Molina-Rosales



GT Campus Rep.  
Prof. Jon Pointer

## **Part-time Faculty Associates (Department specific support)**



### **Brian Berman**

Business, Economics, Accounting,  
Computer Applications, Hospitality  
Management, and Paralegal Studies

[Brian.berman@montgomerycollege.edu](mailto:Brian.berman@montgomerycollege.edu)



### **Erika Bucciantini**

Humanities

[Erika.bucciantini@montgomerycollege.edu](mailto:Erika.bucciantini@montgomerycollege.edu)



### **Naomi Daremblum**

WDCE Representative

[naomi.daremblum@montgomerycollege.edu](mailto:naomi.daremblum@montgomerycollege.edu)



### **Bridget De la Carrera**

Chemical and Biological sciences

[Bridget.delacarrera@montgomerycollege.edu](mailto:Bridget.delacarrera@montgomerycollege.edu)



### **Liz Feldman**

Media Arts & Technologies

[Elizabeth.feldman@montgomerycollege.edu](mailto:Elizabeth.feldman@montgomerycollege.edu)



### **Teresa Peachey**

Science, Engineering, and Technology

[Teresa.peachey@montgomerycollege.edu](mailto:Teresa.peachey@montgomerycollege.edu)



**Toby Rabbin**

ELAP, Linguistics and Communication Studies

[Toby.rabbin@montgomerycollege.edu](mailto:Toby.rabbin@montgomerycollege.edu)



**Patricia Robinson**

English and Reading

[Probin42@montgomerycollege.edu](mailto:Probin42@montgomerycollege.edu)



**Matt Theis**

Health Sciences, Health, and Physical Education

[Matthew.theis@montgomerycollege.edu](mailto:Matthew.theis@montgomerycollege.edu)



**Shannell Thomas**

Education and Social Sciences

[Shannell.thomas@montgomerycollege.edu](mailto:Shannell.thomas@montgomerycollege.edu)



**Lori Perine**

Mathematics, Statistics, and Data Science

[lori.perine@montgomerycollege.edu](mailto:lori.perine@montgomerycollege.edu)



## Shoenberg Part-time Faculty Fellows!!

Meet our first cohort of Shoenberg Part-time Faculty Fellows! They received a full-semester sabbatical (11.5ESH), funding support for their project, mentorship, and support with full-time opportunities, if desired.

**APPLICATIONS FOR SPRING 2022 COHORT ARE NOW AVAILABLE UNTIL  
FRIDAY, OCT. 15th, 11:59pm**

To apply or learn more about the fellowship visit:

**<https://www.montgomerycollege.edu/offices/academic-affairs/shoenberg-fellowship/>**



**Dr. Victoria Virador**

Adjunct II Professor of Biology

Rockville Campus

**Dr. Barbara Wolff**

Adjunct II Professor of Anthropology

Rockville Campus



**Prof. Kathleen Kretz**

Adjunct II Professor of Art

Takoma Park Campus



[Click here to return to table of contents](#)

## Did you know?!



## All Things Human Resources

- ❖ Are you curious about how you will be evaluated when it is time?
- ❖ Perhaps, it is time to move up from lecturer to adjunct, or adjunct I to adjunct II, or adjunct II to adjunct II\*?
- ❖ Questions about direct pay or pay schedules?

Click: [Human Resources](#)

## Operating Ethically and in Compliance

Do you know how to report a sexual assault or child abuse? Well, all instructional faculty are considered “Mandated Reporters” under Montgomery College policy 31001 and 75005. Not sure what this exactly means, see page 8 for additional information.



## Disability Support Services (DSS)

DSS celebrates and empowers diversity by providing accommodations and services for students with documented disabilities. Instructors have a legal responsibility to implement accommodations provided by DSS. Be sure to click on [REVIEW TIPS](#) for making your remote teaching experience compliant and successful for all students. For more information, you can also visit [DSS](#)

# *Ethics and Compliance*

## **How to report Sexual Misconduct:**

All instructional faculty are considered “Mandated Reporters” under Montgomery College Policy 31001 – Sexual Misconduct. This means, faculty have the responsibility to notify the Title IX Coordinator, when they are made aware of a student or employee experiencing sexual misconduct (e.g. Sexual assault, sexual harassment, dating and domestic violence, and stalking). Mandated Reporters do not have the Authority to implement corrective action or resolve a report of sexual misconduct.

Reports of sexual misconduct must be made to Christopher Moy, Title IX Coordinator, 900 Hungerford Dr. Rockville, MD 20850, Mannakee Building, suite 315G, [Christopher.moy@montgomerycollege.edu](mailto:Christopher.moy@montgomerycollege.edu), 240-567-5412, [TitleIX@montgomeryCollege.edu](mailto:TitleIX@montgomeryCollege.edu), or through the [Title IX incident report form](#).

## **How to report suspected child abuse:**

All employees are considered “Mandated Reporters” of suspected child maltreatment under Maryland law and College Policy 75005- Protection of Minors. This includes child abuse, child sexual abuse and neglect. Employees have the responsibility to make a report to Montgomery County Child Welfare Services Program at 240-777-4417 (or in an emergency, dial 911). The suspicion of child maltreatment triggers the obligation to call; there is no obligation to be certain abuse has occurred. After reporting to local authorities, employees must also notify the College’s Youth Protection Coordinator, Kristen Roe at [kristen.roe@montgomerycollege.edu](mailto:kristen.roe@montgomerycollege.edu) or 240.567.4279. Employees may also consult with Kristen if they are unsure of their obligation to report.

## **Roadmap for Employees to Address Concerns**

Do you have a concern you feel the need to address?

The College has developed this [special roadmap](#) to help employees understand where to go for assistance with the resolution of different concerns.



...there's more!

## Achieving The Promise Academy

Achieving The Promise Academy (ATPA) provides students with one-on-one coaching and embedded classroom coaching. Through this service, students are able to receive support with exam prep, tutoring, financial aid and registration support, as well as development of academic and life skills. One of the best things, besides student success rates, is that students are all served by **adjuncts**! To learn how you can get involved, visit [Achieving the Promise Academy](#)



## Reporting Student Behaviors

Do you know how to report student behaviors of concern (e.g., depression, mood swings, etc.), student disruptions or obstruction of the education process, or incidents regarding academic dishonesty? If run into any of these concerns, be sure to submit a [REPORT](#). It can be completed anonymously as well

## Professional Developments

As instructors, arguably, we should always be in a posture to learn and grow. MC offers a number of professional development sessions that can help enhance your skills and teaching techniques. [ELITE](#) provides a wide range of options.



## 24/7 Online Support With MC Library

Connect with MC Library remotely for research help through text, 24/7 chat, or an online appointment. Take advantage of millions of free e-resources, like articles, eBooks, and streaming videos. Learn about all the ways the library can support you and your students during remote operations by reviewing quick [TIPS](#) or clicking [LIBRARY](#) to visit the website.

# ACADEMY FOR TEACHING TRANSFORMATION

**Fall 2021**



The Academy for Teaching Transformation is a professional development offering for MC faculty and MC instructional staff. Through a series of three inter-connected sessions, Academy participants have the opportunity to exchange their own experiences in the MC classroom, while examining and discussing best practices in college teaching and learning. Being involved in the Academy will deepen participants' teaching repertoire, and will set the stage for increased student engagement and success.



Each semester, full-time faculty in their first, second, and third year at MC sign up for one workshop series in the Academy for Teaching Transformation. (Adjunct faculty welcome) During the Fall 2021 semester, ELITE offers five different workshop series for faculty. Once registered for a series, participants are expected to attend all three sessions of that series on the designated afternoons listed throughout the semester.

For more information, please contact Dr. Carolien Annink, Academy Coordinator [carolien.annink@montgomerycollege.edu](mailto:carolien.annink@montgomerycollege.edu)

**To Register**

Log in to your **MyMC** and click on the **Training and Professional Development** tab. Click on the **MC Learns** icon. Under Learn, click on **Topics**. Click on **Teaching and Learning**. Scroll down to find the workshop of your choice. Click **Select Offering** on the right. Select the date/time of your choice (there may only be one offering) and click **OK**. Click **Submit** and then **Done** and you will see your confirmation screen. You have the option to **Add to Calendar** to add this workshop to your outlook calendar. Click **View Lesson** to see the log in details.



### Classroom Assessment Techniques

Fridays, October 1; October 22; December 3  
2:00 – 4:00 pm. Online via Zoom  
Instructor: Joan Naake

This series explores informal techniques for assessing student learning that faculty can immediately implement in their courses. In order to enhance student success, these techniques enable faculty to gain feedback on what, how much and how well students are learning before a test. The purpose of these techniques is to bridge the gap between what students are learning and what faculty are teaching. Finally, the techniques are not time consuming, are not threatening and are very simple to implement. This seminar is based on the text: "Classroom Assessment Techniques: A Handbook for College Teachers" by Pat Cross and Tom Angelo, which participants will receive.

*Upon completion, participants will be able to*

- Implement classroom assessment techniques that bridge the gap between the teacher's instruction and the students' learning
- Assess what, how much and how well each student has learned
- Assess learning skills and motivational skills of the students
- Reflect on the instructional skills of the instructor

### Collaborative and Active Learning Techniques

Fridays, September 24; October 22; December 3  
2:00 – 4:00 pm. Online via Zoom  
Instructors: Sara Kalifa and Carolien Annink

More and more studies show that lecturing as the only instructional technique is not the most effective teaching method in higher education. The higher education instructor's own thorough doctoral studies result in expert knowledge of their discipline, yet teaching the discipline is only learned by doing once we become professors. And most of us at that time revert back to the one teacher training we did receive, the one example we were given: professors lecturing us in Graduate School. This program is designed for faculty in all disciplines who are interested in learning about other ways to teach than merely lecturing, instructors who want to learn to design and incorporate collaborative and active learning techniques in their current classes.

*Upon completion, participants will be able to*

- List several reasons why teaching with CoAlts results in higher levels of learning and longer knowledge retention
- Describe 8-10 techniques discussed in the three-workshop series
- Design, develop and implement 3-5 classroom activities using the discussed collaborative and active learning techniques

### Learning to Write and Writing to Learn

Weeks of September 20-27; October 18-25;  
November 29-December 6  
Online via Blackboard (asynchronous)  
Instructor: Chip Gladson

For students, being able to write well is more important than ever, regardless of the field. However, learning to write well cannot be achieved in one or two introductory English courses alone. While faculty in all disciplines recognize the need to help students become effective writers, many instructors encounter obstacles in assigning and evaluating student writing. In this workshop series, participants share practices with writing assignments in their (non-English) courses. As a community of learners, the facilitator and participants will provide an

environment in which discussion and practical advice help improve the writing experience for both instructors and students.

*Upon completion, participants will be able to*

- Differentiate between writing as assessment and writing as a tool for learning new content in the discipline
- Identify course content and outcomes that could be approached through writing
- Develop writing assignments that promote writing as a process and provide students with models of effective writing
- Design writing rubrics that are appropriate to course outcomes

### Teaching and Learning in the 21st Century

Fridays, September 24; October 22; December 3  
2:00 – 4:00 pm. Online via Zoom  
Instructor: Paul Miller

This series will support faculties' course development, instruction, and assessment that targets four essential digital age learning objectives: critical thinking, creativity, communication, and collaboration. Participants will learn about and apply the Technological Pedagogical Content Knowledge (TPACK) framework and SAMR Model to design technology-rich learning activities/learning units for use in their professional settings.

*Upon completion, participants will be able to*

- Describe four elements that support learning in today's digital age—critical thinking, creativity, communication, and collaboration— and analyze the interdependence of each element in support of knowledge acquisition
- Analyze the relationship between instructors' understanding of technological, pedagogical, content knowledge, and lesson enhancement and transformation
- Explain how TPACK and SAMR support the development of critical thinking, creativity, communication, and collaboration amongst learners
- Design a lesson and activities that integrate the practical use of technology into a broader educational setting

### Teaching for a Just World: Integrating Social Justice Across the Disciplines

Fridays, October 22; November 12; December 3  
2:00 – 4:00 pm. Online via Zoom  
Instructors: Serena Gould, Susan Blumen, Hoa Nguyen

This workshop series will provide participants with the opportunity to explore the significance and application of social justice as a teaching philosophy. Participants will gain a deeper understanding of how the integration of social justice into the classroom can inspire meaningful and positive social change. A primary focus of this workshop series will be to identify specific ways social justice can be incorporated across disciplines.

*Upon completion, participants will be able to*

- Describe what social justice is and why it is valuable
- Incorporate social justice into the classroom
- Address concerns about incorporating social justice issues in the classroom
- Explain how to make social justice relevant to students and encourage them to make social change

Please register at **MC Learns through Workday**  
[Workday Training \(montgomerycollege.edu\)](https://montgomerycollege.edu/workday-training)

# Montgomery College Learning Centers

**ARE HERE TO HELP YOUR STUDENTS BE SUCCESSFUL.**

*Students who use the learning centers do better than students who do not.*



We support students college-wide with virtual tutoring, workshops and review sessions. Each session lasts approximately 30 minutes to one hour depending on the learning center. For more information, please email or visit [ink](#).

## VIRTUAL TUTORING BY SUBJECT

### VIRTUAL STEM LEARNING CENTERS

Tutoring, workshops and review sessions for science, technology, engineering and mathematics (STEM) and accounting students.

### WRITING, READING, AND LANGUAGE CENTERS

Writing, reading, and language virtual tutoring and workshops offered at all three campuses.

### ACADEMIC SUCCESS CENTER

Humanities, social sciences, world languages, and economics offered at TP/SS campus.

The Writing, Reading, and Language Centers, Academic Success Center, Digital Learning Centers, and MC Library are proud to offer this collaborative series of workshops for the Spring 2021 sessions & semester. Students from all campuses are invited to participate in these workshops.

All workshops will be live streamed via Zoom:  
<https://montgomerycollege.zoom.us/j/9895558888>

For more information, please email:  
[learningcenters@montgomerycollege.edu](mailto:learningcenters@montgomerycollege.edu)

or visit:

<https://www.montgomerycollege.edu/academics/support/learning-centers/virtual-tutoring.html>

The learning centers are always looking for qualified tutors.



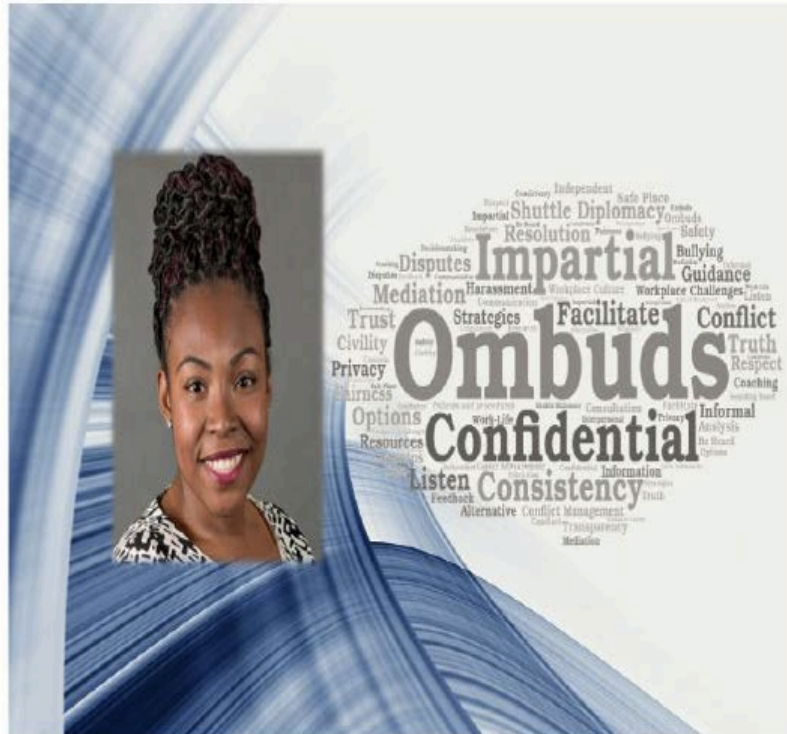
# MC OFFICE OF THE OMBUDS IS BACK!

**Montgomery College welcomes Allison Whaley as the new Ombuds for Employees!**

The Office of the Ombuds is an independent, neutral and impartial, confidential, and informal resource that all Montgomery College employees – staff, faculty, administrators, temporary employees, and student employees – may use to voluntarily seek free guidance or assistance in resolving workplace disputes or concerns without fear of retaliation or loss of privacy.

The Office of the Ombuds assists employees by providing services such as **mediation**, conflict analysis/coaching, and facilitated conversations in an effort to resolve workplace conflicts in productive and positive ways.

If the Office of the Ombuds can help you, please contact Ms. Whaley at 240-234-0567 or [ombuds@montgomerycollege.edu](mailto:ombuds@montgomerycollege.edu). Learn more



To learn more about the Office of the Ombuds role, click on **OMBUDS**



# Part-time Faculty Engagement Calendar

Crafted and provided for part-time faculty by part-time faculty; hosted by your  
local PTFA representatives

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## *Back to the Future: Navigating the New Normal as We Return to F2F Teaching*

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**Date:** Sept. 15, 2021

**Time:** 4-5pm

**Description:** Come discuss and share about our new normal with fellow part-time faculty members as we look at emerging from a virtual world and returning back to our classrooms

*Register by Sept. 14th*

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## *First Friday Fun: Paint-N-Sip Home Edition*

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**Date:** Oct. 1, 2021

**Time:** 6:30-8:30pm

**Description:** Join fellow part-time faculty members as we create art and sip beverages from the comfort of our homes. Painting instruction will be guided by a professional for those who wish to create a painting. A materials list will be provided for painting participants. All are welcome to attend whether you are painting, drawing, or just socializing.

*Register by Sept. 24 to receive the materials list in time*

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## *Class Reunion: Connecting F2F and Virtual Learning*

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**Date:** Oct. 12, 2021

**Time:** 4-5:30pm

**Description:** Some of our students may have never been on a college campus. Additional considerations and planning for incoming and current students may be necessary for student success, as students may not have had the necessary hands-on experiences in their lower-level classes and prerequisites. This professional development meeting is designed to help part-time faculty identify skills specific to their discipline that students may not have experienced in a virtual environment and create a plan to scaffold student learning.

*Register by Oct. 8<sup>th</sup>*

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*First Friday Fun: Show and Tell*

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**Date:** Nov. 5<sup>th</sup>

**Time:** 5-6pm

**Description:** Come one...come all to the Part-time Faculty Showcase, *MC Got Talent!* Whether you want to present a favorite recipe, recite poetry, sing, tell a scary story, knit while doing celebrity impressions, or display some other yet unnamed talent, you are called to be the next contestant on *MC's Got Talent*. Unlike similarly named shows, ALL participants will receive the "Golden Buzzer" and cheers from the crowd! So, come and share fearlessly (or hesitantly, if you prefer) with your part-time faculty colleagues. Those who would rather not perform but wish to serve as enthusiastic audience members are of course welcome!

*Register by Nov. 4<sup>th</sup>*

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*Creating an Inclusive Syllabus + Inclusive by Design*

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**Date:** Nov. 13<sup>th</sup>

**Time:** 9- 12pm

**Description:** An inclusive syllabus includes policies and resources that help to ensure all students are supported in their learning. The tone, words, and policies should convey that faculty encourage and welcome all students. The elements are easy to include and do not require anyone to leave out critical course information. This course is complemented by an offering from ELITE to offer 3 professional development hours

*Register by Nov. 10<sup>th</sup>*

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*First Friday Fun: Celebrating Us- A Winter Party*

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**Date:** Dec. 3<sup>rd</sup>

**Time:** 7-8:30pm

**Description:** Come join fellow part-time faculty members for an evening of celebration as we close out the fall semester

*Register by Dec. 1<sup>st</sup>*

<p>Back to the Future: Navigating the New Normal as We Return to Face-to-Face Teaching</p> <p>Date: September 15<sup>th</sup> 04:00 PM Eastern Time (US and Canada)</p>	<p>Register in advance for this meeting: <a href="https://montgomerycollege.zoom.us/j/tJMsD02opj8oEtUyvwa9UnS7HrnMyMt4kLk7">https://montgomerycollege.zoom.us/j/tJMsD02opj8oEtUyvwa9UnS7HrnMyMt4kLk7</a></p> <p>After registering, you will receive a confirmation email containing information about joining the meeting.</p>
<p>First Friday Fun: Paint-N- Sip Home Edition (Crayola, Crafts)</p> <p>Date: October 1st 06:30 PM Eastern Time (US and Canada)</p>	<p>Register in advance for this meeting: <a href="https://montgomerycollege.zoom.us/j/tJAtdO6uqzkuG9PHHhYLTl20ryJgd6SQhrGl">https://montgomerycollege.zoom.us/j/tJAtdO6uqzkuG9PHHhYLTl20ryJgd6SQhrGl</a></p> <p>After registering, you will receive a confirmation email containing information about joining the meeting.</p>
<p>Class Reunion: Connecting F2F and Virtual Learning</p> <p>Date: October 12<sup>th</sup> 04:00 PM Eastern Time (US and Canada)</p>	<p>Register in advance for this meeting: <a href="https://montgomerycollege.zoom.us/j/tJYpdeCtrT4sG9TaGQxNFtJMjEGsJli_HXwc">https://montgomerycollege.zoom.us/j/tJYpdeCtrT4sG9TaGQxNFtJMjEGsJli_HXwc</a></p> <p>After registering, you will receive a confirmation email containing information about joining the meeting.</p>
<p>First Friday Fun: Show and Tell</p> <p>Date: November 5<sup>th</sup> 05:00 PM Eastern Time (US and Canada)</p>	<p>Register in advance for this meeting: <a href="https://montgomerycollege.zoom.us/j/tJwvcuyprTkvGNM-8gZUjFkx13ckCbqbcCod">https://montgomerycollege.zoom.us/j/tJwvcuyprTkvGNM-8gZUjFkx13ckCbqbcCod</a></p> <p>After registering, you will receive a confirmation email containing information about joining the meeting.</p>
<p>Creating an Inclusive Syllabus / Inclusive by Design</p> <p>Date: November 13<sup>th</sup> 09:00 AM Eastern Time (US and Canada)</p>	<p>Register in advance for this meeting: <a href="https://montgomerycollege.zoom.us/j/tJMqceisrjIoGtdqAuV2TeGiQYJ2bol33Bp">https://montgomerycollege.zoom.us/j/tJMqceisrjIoGtdqAuV2TeGiQYJ2bol33Bp</a></p> <p>After registering, you will receive a confirmation email containing information about joining the meeting.</p>

<p>First Friday Fun: Celebrating Us – A Winter Party</p> <p>Date: Dec 3, 2021 07:00 PM Eastern Time (US and Canada)</p>	<p>Register in advance for this meeting: <a href="https://montgomerycollege.zoom.us/meeting/register/tJ0vce6vrTkVHdZHyro-z1x8L08_wUi7hgdj">https://montgomerycollege.zoom.us/meeting/register/tJ0vce6vrTkVHdZHyro-z1x8L08_wUi7hgdj</a></p> <p>After registering, you will receive a confirmation email containing information about joining the meeting.</p>
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*Institute for Part-time Faculty Engagement and Support*

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## **Additional Resources:**

- **Student Health and Wellness Center Center (SHaW Center)**
  - <https://info.montgomerycollege.edu/offices/human-resources/collective-bargaining-agreements.html#seiuparttimefaculty>
- **Achieving the Promise Academy**
  - <https://www.montgomerycollege.edu/academics/support/achieving-the-promise-academy/index.html>

*"The PTF institute was created to fully integrate our PTF in all of our student success efforts. While we have more work ahead of us, today, we have tremendous visibility and integration of PTF in all our student success efforts. I am so thankful for their hard work and dedication to our students."* —

*Dr. Sanjay Rai, Senior Vice President of Academic Affairs*

## Academic Structure— Vice President & Provosts, Deans, and Chairs

### Germantown Campus

**Vice President and Provost:**

**Margaret Latimer**

Science, Technology, Engineering and Math (STEM) Unit

#### Deans

- ❖ **Dr. Milton Nash**—Mathematics, Statistics, and Data Science

Click [HERE](#) for more information about Department and Department Chairs

- ❖ **Dr. Muhammad Kehnemouyi** – Science Engineering and Technology

Click [HERE](#) for more information about Department and Department Chairs

- ❖ **Dr. Jim Sniezek**—Chemical and Biological Sciences

Click [HERE](#) for more information about Department and Department Chairs

### Rockville Campus

**Vice President and Provost:**

**Dr. Kimberly Kelley**

Arts, Business, Education, English, and Social Sciences (ABEES) Unit

#### Deans

- ❖ **Dr. John Coliton**—Business, Economics, Accounting, Computer Applications, Hospitality Management, and Paralegal Studies

Click [HERE](#) for more information about Department and Department Chairs

- ❖ **Dr. Eric Benjamin**—Education and Social Sciences

Click [HERE](#) for more information about Department and Department Chairs

- ❖ **Dr. Elizabeth Benton**—English and Reading

Click [HERE](#) for more information about Department and Department Chairs

- ❖ **Dr. Frank Trezza**—Visual, Performing, and Media Arts

Click [HERE](#) for more information about Department and Department Chairs



*"The PTF institute was created to fully integrate our PTF in all of our student success efforts. While we have more work ahead of us, today, we have tremendous visibility and integration of PTF in all our student success efforts. I am so thankful for their hard work and dedication to our students."—Dr. Sanjay Rai, Senior Vice President of Academic Affairs*

## Academic Structure— Vice President & Provosts, Deans, and Chairs

### Workforce Development and Continuing Education Campus

Vice President and Provost:

#### Mr. George Payne

Applied Technologies, Gudelsky Institute for Technology Education, and workforce development and continuing education

#### Deans

- ❖ **Ed Roberts**—Applied Technologies and Gudelsky Institute  
Click [HERE](#) for more information about Department and Department Chair
- ❖ **Dr. Donna Kinerney** – Adult ESOL and Basic Skills for College and Career  
Click [HERE](#) for more information about Department and Department Chairs
- ❖ **Mr. Steve Greenfield**—Business and Information Technology and Safety  
Click [HERE](#) for more information about Department and Manager
- ❖ **Dorothy Umans**—Community Education and Extended Learning  
Click [HERE](#) for more information

### Takoma Park Silver Spring Campus

Vice President and Provost:

#### Dr. Brad Stewart

Communications, Health Sciences, Health and Physical Education, and Humanities (CHSHPEH) Unit

#### Deans

- ❖ **Dr. Fiona Glade**—ELAP, Linguistics, and Communication Studies  
Click [HERE](#) for more information about Department and Department Chairs
- ❖ **Dr. Monique Davis**—Health Sciences, Health, and Physical Education  
Click [HERE](#) for more information about Department and Department Chairs
- ❖ **Dr. Sharon Fechter**—Humanities and General Studies  
Click [HERE](#) for more information about Department and Department Chairs

## **FALL SEMESTER 2021**

**August 23:** Official beginning of Academic Year; Faculty return for professional week

**August 30:** Fall semester classes begin

**September 6:** College closed for Labor Day holiday

**September 11-12:** Fall semester weekend classes begin

**October 19:** Advising day; No classes for students; Non-instructional duty day for faculty

**November 24:** No classes for student; Non-instructional duty day for faculty

**November 25-28:** College closed for Thanksgiving holiday

**December 13-19:** Final exam week

**December 19:** Official end of fall semester

**December 20-23:** Non-instructional duty days for faculty

**December 24 – January 2:** Winter break; College closed

## **WINTER SEMESTER 2022**

**December 20:** Winter online only classes begin

**January 3:** Winter campus based and short session online classes begin

**January 17:** College closed for Dr. Martin Luther King, Jr. holiday

**January 21:** Winter session classes end

### Monday, December 13, 2021 – Sunday, December 19, 2021

#### How to Find When Your Final Exam Will Be Held

1. At the top of the chart below, find the day(s) that your class is held. (When Your Class Is Held)
2. At the left of the chart, find the start time of your class. (When Your Class Starts)
3. Your exam day and time is at the intersection of the day(s) of your class and the start time of your class.
4. Check the Exceptions section below the chart to see if any of the exceptions apply to you.

\*All sections that include both Tuesday and Thursday should follow the Tuesday and Thursday exam schedule (MTWRF, MTRF).

For Example: If your class meets only on Monday's beginning at 4:30pm, then your final exam will be held on December 13, 2021 from 5-7pm.

	Monday, Wednesday, and Friday	Monday and Wednesday	Tuesday and Thursday	Monday Only	Tuesday Only	Wednesday Only	Thursday Only	Friday Only
8:00- 7:29am	Dec. 17 7-9am	Dec. 17 7-9am	Dec. 17 7-9am	Dec. 17 7-9am	Dec. 17 7-9am	Dec. 17 7-9am	Dec. 17 7-9am	Dec. 17 7-9am
7:30- 8:54am	Dec. 13 8-10am	Dec. 13 8-10am	Dec. 14 8-10am	Dec. 13 8-10am	Dec. 14 8-10am	Dec. 15 8-10am	Dec. 16 8-10am	Dec. 17 8-10am
8:55- 9:54am	Dec. 15 8-10am	Dec. 15 8-10am	Dec. 16 8-10am	Dec. 13 8-10am	Dec. 14 8-10am	Dec. 15 8-10am	Dec. 16 8-10am	Dec. 17 8-10am
9:55- 10:54am	Dec. 13 10:15am- 12:15pm	Dec. 13 10:15am- 12:15pm	Dec. 14 10:15am- 12:15pm	Dec. 13 10:15am- 12:15pm	Dec. 14 10:15am- 12:15pm	Dec. 15 10:15am- 12:15pm	Dec. 16 10:15am- 12:15pm	Dec. 17 10:15am- 12:15pm
10:55- 11:54am	Dec. 15 10:15am- 12:15pm	Dec. 15 10:15am- 12:15pm	Dec. 16 10:15am- 12:15pm	Dec. 13 10:15am- 12:15pm	Dec. 14 10:15am- 12:15pm	Dec. 15 10:15am- 12:15pm	Dec. 16 10:15am- 12:15pm	Dec. 17 10:15am- 12:15pm
11:55- 12:54pm	Dec. 13 12:30-2:30pm	Dec. 13 12:30-2:30pm	Dec. 14 12:30-2:30pm	Dec. 13 12:30-2:30pm	Dec. 14 12:30-2:30pm	Dec. 15 12:30-2:30pm	Dec. 16 12:30-2:30pm	Dec. 17 12:30-2:30pm
12:55- 1:54pm	Dec. 15 12:30-2:30pm	Dec. 15 12:30-2:30pm	Dec. 16 12:30-2:30pm	Dec. 13 12:30-2:30pm	Dec. 14 12:30-2:30pm	Dec. 15 12:30-2:30pm	Dec. 16 12:30-2:30pm	Dec. 17 12:30-2:30pm
1:55- 2:54pm	Dec. 13 2:45-4:45pm	Dec. 13 2:45-4:45pm	Dec. 14 2:45-4:45pm	Dec. 13 2:45-4:45pm	Dec. 14 2:45-4:45pm	Dec. 15 2:45-4:45pm	Dec. 16 2:45-4:45pm	Dec. 17 2:45-4:45pm
2:55- 4:29pm	Dec. 15 2:45-4:45pm	Dec. 15 2:45-4:45pm	Dec. 16 2:45-4:45pm	Dec. 13 2:45-4:45pm	Dec. 14 2:45-4:45pm	Dec. 15 2:45-4:45pm	Dec. 16 2:45-4:45pm	Dec. 17 2:45-4:45pm
4:30- 5:58pm	Dec. 13 5-7pm	Dec. 13 5-7pm	Dec. 14 5-7pm	Dec. 13 5-7pm	Dec. 14 5-7pm	Dec. 15 5-7pm	Dec. 16 5-7pm	Dec. 17 5-7pm
6:00- 7:19pm	Dec. 15 7:15-9:15pm	Dec. 15 7:15-9:15pm	Dec. 16 7:15-9:15pm	Dec. 13 7:15-9:15pm	Dec. 14 7:15-9:15pm	Dec. 15 7:15-9:15pm	Dec. 16 7:15-9:15pm	Dec. 17 7:15-9:15pm
7:20- 8:29pm	Dec. 13 7:15-9:15pm	Dec. 13 7:15-9:15pm	Dec. 14 7:15-9:15pm	Dec. 13 7:15-9:15pm	Dec. 14 7:15-9:15pm	Dec. 15 7:15-9:15pm	Dec. 16 7:15-9:15pm	Dec. 17 7:15-9:15pm

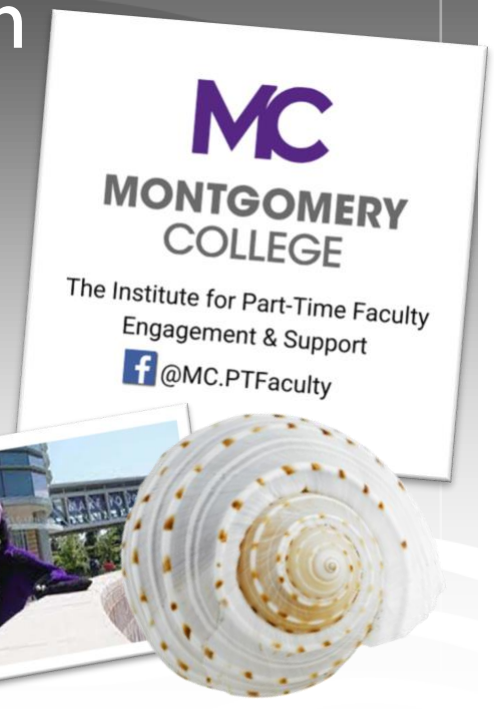
#### Exceptions:

1. If your class includes both a lecture and a lab, follow the schedule for the lecture time period.
2. Saturday and Sunday classes will meet at their regular start time on December 18-19, 2021 for a two-hour exam period.
3. Exams for Rookville Campus day sections of CHEM 131 will be given as follows: CHEM 131- Tuesday, December 14, 2021, 2:45-4:45pm.

# We Want To Hear From YOU!

**Wishing you a great semester! Remember, the institute is here as a resource and support. If you have any professional development ideas or suggested engagement ideas, please let us know!**

[PTFacultyInstitute@montgomerycollege.edu](mailto:PTFacultyInstitute@montgomerycollege.edu)



## Senior Part Time Faculty Associates

Do you want to speak directly to a fellow adjunct on your campus? Our Senior Part Time Faculty Associates (SPTFA) are here to answer campus specific questions that you may have. Feel free to contact an SPTFA directly or speak with a member of the institute via our main email.

### GERMANTOWN

- ❖ ○ **Prof. Jon Pointer:**  
[jon.pointer@montgomerycollege.edu](mailto:jon.pointer@montgomerycollege.edu)

### ROCKVILLE/TPSS/WDCE

- ❖ ○ **Dr. Carlos Molina Rosales:**  
[carlos.molinarosales@montgomerycollege.edu](mailto:carlos.molinarosales@montgomerycollege.edu)

*You can also find more information by clicking on **PTF Handbook**, which also includes information on the PTF collective bargaining agreement (SEIU)*