

MONTGOMERY COLLEGE
Office of the Vice President and Provost
Takoma Park/Silver Spring Campus

August 8, 2008

MEMORANDUM

To: Takoma Park/Silver Spring Faculty and Staff

From: Brad J. Stewart, Vice President and Provost

Subject: Welcome Back!

It looks like we're going to keep the pedal to the metal during the 2008-2009 Academic Year here at TP/SS. We'll take delivery on the TP/SS Performing Arts Center sometime this spring and we are moving full speed ahead on both the renovation of the Commons and the construction of the West Campus Parking Garage. The Commons will contain nine state-of-the-art smart classrooms, the Bliss Conference Center, offices for interdisciplinary programs, and the new Social Sciences Computer Lab. The West Campus Garage will contain approximately 350 new parking spaces and another 100 spaces will become available when we convert the construction staging area into a surface lot.

And while capital budget dollars are still flowing our way, operating budgets will remain tight again this fiscal year. According to the latest news, the County is already projecting a revenue shortfall of approximately \$250 million for the fiscal year which began July 1, 2008. This means that we will need to effectively monitor our instructional supplies budgets and our expenditures for professional development, long distance travel, and hospitality. The good news is that if we pay close attention to the budget from the beginning of the year, we should be able to avoid the last minute (and unpopular) decisions we were forced into last year.

And as you all know by now, Montgomery College is a tobacco free institution. Here is a link to the home page for the Tobacco Free Task Force.

<http://www.montgomerycollege.edu/tobaccofree/index.html>

Following this link will give you the 411 on how the policy is being implemented and a wealth of information on how to quit smoking. As I mentioned in a series of emails earlier this summer, it will take all of us to smoothly implement this new policy and I'd like to take this opportunity to ask the faculty's help in getting the word out to our students. Here is some suggested language for your syllabi that I sent out in late July. Please feel free to adapt it to your needs but I would greatly appreciate it if all of you could help communicate this new policy to our students.

On August 1, 2008, Montgomery College implemented a Smoke and Tobacco Free Policy which prohibits smoking or the use of other tobacco products on any of its campuses or other property. Students who smoke or use tobacco products will be considered in violation of the student conduct code and their behavior will be reported to the Dean of Student Development's office for the appropriate disciplinary action including probation, suspension, or dismissal. If you have any questions about this new policy, please contact the Vice President and Provost's Office, the Office of the Dean of Student Development or the Campus Security Office.

I look forward to seeing you at our campus meeting on August 21 in Science North 100. (Next year we'll be meeting in the new TP/SS Performing Arts Center!) Please join us for coffee service (monitoring our budget) at 8:30 a.m. followed by the campus meeting at 9 a.m. And we'll have lunch available at noon (can't too carried away with the budget thing). The College-Wide Fall meeting will take place on Tuesday, September 2 on the Rockville campus. Classes begin on Wednesday, September 3. Please visit MyMC for a complete calendar of college wide events for Professional Week.

See you all on August 21!

TP/SS Fall Professional Week 2008

Date	Monday August 18	Tuesday August 19	Wednesday August 20	Thursday August 21	Friday August 22	Sat Aug 23	Sun Aug 24
AM	New Faculty Orientation (NFO) (8:15 - 4)	NFO (8:15 - 4)	NFO (8:15 - 4) TP/SS HC 222/201	Campuswide Meeting SN100 Coffee Service (8:30 - 9) Meeting (9 - 11:30)	Outcomes Assessment: Orientat Grps (9 - 12) Nursing Coordinators' Mtg - HC 201 (10 - 12)		
Lunch				Campus Lunch - ST 2nd Floor			
PM	NFO	NFO	NFO TP/SS HC 222/201	AHSS - CF101 (2 - 4) NASBMIS - SS327 (1:30 - 2:30) Bus, Mgmt, Info Sci - P2 221A (3-4) HS - HC122 (1:30 - 3) Math - MP249 (3-4)	OA: Implementation Grps (1-4) PS101 OA Grp-ST 306 (2-4)		
	August 25	August 26	August 27	August 28	August 29	August 30	August 31
AM	PT Nursing Faculty Orientation - HC201 (9 - 12)	Nursing Conf Curr Development - HC 222 (8:30 - 4) Technology 2009 - 10-11:30 CTL & DL Workshops	Gateway to College Orientation - P1 (9:30-3) Distant Learn Student Orientation - ST 330 (10 - 4) College Area Review Rockville Campus (2-4)	Faculty Discovery ST 301 9 - 11 Freshman FYE Road Trip - RC 204 (11 - 1)			
Lunch							
PM		Nursing Conference (Continued) CTL Workshops	Gateway to College Orientation (Cont) Distant Learning Student Orientation (Cont) Library Focus - RC211 2-3	Fac. Discovery ST 301 1 - 3 Nursing Mtg HC 201 2 - 4:30 Bio Faculty Mtg - SS 325 2 - 4 Bio Adj. MTG- SS327 4-6 Phys. Sci Mtg TBA 5-7 Eng Adj Orientation - ST302 6-7			
	September 1	September 2	September 3	September 4	September 5	Sept 6	Sept 7
AM	Labor Day	Collegewide Meeting- RV Theatre Arts Arena (8:30 - 10) Collegewide Staff Forum - Tech Ctr 136 (10:15 - 11:45) AAUP Meeting - Theatre Arts Arena (11 - 11:30)	Classes Begin				
Lunch		Lunch-PE small Gym					
PM		Discipline Mtgs 12 - 2 Arts Institute MU Recital Hall Rockville (2-3)					

TP/SS CTL event August 26: 11:00-1:00pm - *Podcasting* (MP140); 1:00-3:00pm - *Writing in the Disciplines* (MP140); 3:00-5:00pm - *Information Literacy* (MP140)

TP/SS CTL event August 28: 1:00-4:00pm - *Tutoring the Multilingual Writer* (TBD)

DL Wrkshp August 26: 2-3pm - *Intro to Elluminate: Endless Possibilities* (online)

New Student (NS) Orientation SN 100: 8/19 - 8 am - Noon; 8/20 - 11am - 2 pm; 8/21 - 5 pm - 9 pm

Distant Learning (DL) NS Orientation ST330: 8/27 10 am - 4 pm

Red - Critical Meetings

Blue - Special Interest Group Meetings & Professional Development Activities

Green - Planning Days

Gray - No Meetings or Activities