

Montgomery College
Middle States Commission on Higher Education Self-Study
Annotated list of data sources

Document
ADMISSIONS AND REGISTRATION
2005-2006 Catalog
Academic Regulations
Class Schedule - Credit
Class Schedule – Non-credit
STUDENT FORMS
Student Forms
Application for Admission
Academic Appeals Form
Business and Industry Tuition Rate Agreements
Course Substitution Request
Credit by Exam
Curriculum Change
Declaration of Permanent Domicile - Address Change
Disability/Retirement Tuition Waiver Certification
Early Placement Admission Program
General Education Appeal
Graduation Application
Health Science Admissions Application
Permission to Enroll in Another Institution
Personal Information Change - Name or SS/ID# Change
Schedule Change
Schedule Planning Worksheet
Registration/Schedule Change Form - Register/Drop/Add/Audit/Audit to Credit/Credit to Audit
Statewide and Health Manpower Shortage Programs
Transcript Request
Tuition Waiver Form
Verification of Prior US Degree
Verification of Student Enrollment
Continuing Education Registration
WD&CE Registration Form - pdf
WD&CE Registration Form - online
Involuntary Withdrawal Form
Testing Information
Tuition Refund Appeal Form
Welcome Letter
ALUMNI ASSOCIATION
<i>The MC Alumni Association serves graduates, former students, and friends through events, networking, alumni membership benefits, travel programs, and continuing education opportunities.</i>
Alumni Association

Membership Applications, Newsletter, Alumni Magazine

BOARD OF TRUSTEES

[Board of Trustees](#)

[Minutes and Resolutions](#)

[Bylaws](#)

Charter

Montgomery County Charter

Orientation Notebook

[TIP Reports](#)

Trustee Information Program (TIP) Reports on a variety of topics including: enrollment, finance, employees, faculty, students, financial aid and scholarships – referenced below under general information documents)

Vision Statement

CAMPUS WEBSITES

[Germantown](#)

[Rockville](#)

[Takoma Park/Silver Spring](#)

[Workforce Development & Continuing Education](#)

EVALUATION/OBJECTIVES

[Academic Area Review](#)

Manual, Schedule, Forms

Evaluation documents for disciplines that have undergone or are undergoing review including follow-up reports (not available on website).

The Academic Area Review (AAR) process and the Outcomes Assessment (OA) Project are the primary activity that the College employs to determine that academic areas are effective and that students are learning. All academic areas along with their related degrees, certificates, letter of recognition, and courses; as well as special programs are reviewed according to a schedule approved by the Executive Vice Presidents. Programs that are accredited or approved by external agencies are reviewed on a cycle that mirrors their accreditation or approval schedule. The process includes an opportunity to examine and evaluate academic areas using multiple measures by reviewing student learning, student persistence and completion, instruction, course content and goals, sequence of courses, support services, resources, and facilities. The AAR Process operates on a five year cycle. Currently we are in year three. To request an AAR report from prior years, email AcademicAreaReview@montgomerycollege.edu

[Faculty Evaluation Documents](#)

Years 1, 2, 3, and 4+ for Instructional and Counseling Faculty

[Outcomes Assessment](#)

Outcomes forms and findings for disciplines that have undergone or are undergoing outcomes assessment

Montgomery College's plan to create a culture of outcomes assessment and regularly evaluate student progress, learning, and support services. The information that results is to be used primarily to improve our academic programs and the overall educational experience that we offer to our students.

[Performance Accountability Reports \(PAR\)](#)

A mandate implemented by the Maryland Higher Education Commission to provide information and data on 29 performance indicators as measures of institutional effectiveness.

Staff Evaluation Documents

[Performance Appraisal Form](#)

[Performance Review Guidelines](#)

[Performance Review Form - Staff](#)

[Student Learning Outcomes Assessment Report \(SLOAR\) \(pdf\)](#)

2005 Progress Report to the Maryland Higher Education Commission describing the methods, instruments and analysis planned for assessing student attainment of five General Education competencies.

[General Human Resources Forms and Documents](#)

[Employment Procedures – Forms and Documents](#)

Recruitment Authorization Forms for Faculty, Staff, and Administrators

[Staff Salary Schedule - Non Bargaining](#)

[Job Information Questionnaire \(JIQ\) - Existing Position](#)

[Performance Review Guidelines - Staff](#)

[Staff Salary Schedule - Bargaining Unit](#)

[Job Information Questionnaire \(JIQ\) - New Position](#)

[Personal Information \(Name or SSN\) Change Form](#)

[Termination Form for Staff](#)

[Key Request Form](#)

[Position Transfer/Unit Name Change Form](#)

[Termination Check Out Sheet & Last Paycheck Memo](#)

[Outstanding Service Award Recommendation](#)

[Short-Term Leave and Reporting Form - Faculty](#)

[TW and EAP Comparison Summary](#)

[Performance Review - Administrators Forms and Procedures Manual](#)

[Short-Term Leave Request Form - Staff](#)

[TW Dependent/Spouse Application](#)

[Performance Review - Administrators - Time Line](#)

[Staffing Plan - Faculty](#)

[TW, EAP and/or Training Application](#)

[Staffing Plan - Staff](#)

[Internal Employment Opportunities Website](#)

GENERAL DOCUMENTS

Academic Regulations Reports

[Accreditations and Memberships](#)

[Articulation Agreements](http://www.montgomerycollege.edu/Departments/genedcomm/)<http://www.montgomerycollege.edu/Departments/genedcomm/>

[At Risk: Access to Higher Education](#)

A Report on a Growing Capacity Crisis in Higher Education and the Ability of Maryland's Colleges and Universities to Meet Enrollment Growth and Workforce Demand. This report, which was presented to the Maryland General Assembly prior to the 2004 legislative session, addresses a coming crisis in college access. Montgomery College President Charlene R. Nunley co-chaired the statewide group of higher education officials that prepared the report.

CAPDI Documents (Appropriate Course Placement, student progress and tracking)

[College at a Glance](#)

Enrollments, Graduates, Employees, Budget, Fees, Board, Administration

Community College Survey of Faculty Engagement (available Summer '06)
Community College Survey of Student Engagement
Curriculum Committee Manual
The Future of Montgomery College, March 2000
General Education
Current description of General Education
General Education Workshop Results
Learning College
Team Reports, etc.
Maryland Association of Community Colleges Databook
New, FT and PT enrollments by each community college in Maryland over the last five years. College-by-college data on career vs. transfer programs, Continuing Education, employees, facilities, financial information (tuition, fees, operating expenses and revenue).
Montgomery College Mission Statement (2000)
Montgomery College Goals and Objectives (2005) (pdf)
Noel Levitz' Survey of Student Satisfaction (2000, 2002)
Performance Accountability Reports
<i>Annual reports to the Maryland Higher Education Commission that include publicly available benchmarks and targets on enrollment and staffing</i>
Report of the for the 21st. Century (2003) (pdf)
<i>Report of the Council convened by President Nunley Student Enrollment Profiles Annual report which includes 5-year data and demographics collegewide and by campus.</i>
Trustee Information Program Reports (TIP) (see above under Board Documents)
Enrollment
Enrollments by semester; enrollments by program of study; Retention; Student-Faculty ratio; Recruitment
Financial Affairs
Capital budget; Auxiliary Services; Operating Budget
Institutional Advancement
Grants; MC Foundation
Human Resources
Faculty Hires & Composition; Employees by category; Professional Development
Student Development
Retention; Counseling & Advising;
Disabilities Support Student Life;
Student Athletes
Financial Aid
Fiscal Year report; Board of Trustees
Scholarships
Academic Activity
Faculty Scholarly Activities; Program
Additions & Deletions
Academic Status of Students
Student Success— Transfer, GPA,
Graduation; Apprenticeships
FACULTY
Governance
Academic Assembly
Constitution, Members, Minutes, News

The Academic Assembly is the senior governance body for academic issues at Montgomery College. Its role, as defined in the first article of that constitution, is to serve as the collegewide governance body which advises, facilitates, and participates in the development and review of collegewide policies and procedures on academic and related matters unless otherwise excluded by the collective bargaining agreement.

[Academic Regulations and Standards](#)

A standing committee reporting to the Academic Assembly whose role is to review, evaluate, and update the College academic regulations; to inform College administrators responsible for implementation and the college community with respect to revisions, deletions, and additions to the academic regulations.

[Committee on Curriculum](#)

A standing committee reporting to the Academic Assembly whose role is to review, evaluate, and update the curriculum and to oversee initiation, design, development, modification, and discontinuance of courses and programs offered by Montgomery College; to inform the units of the College administrators responsible for implementation and the College community with respect to modifications in the curriculum.

[Committee on Faculty Issues](#)

A standing committee reporting to the Academic Assembly whose role is to identify issues and make recommendations concerning development, evaluation, rank, and leaves, subject to consistency with the collective bargaining agreement.

[American Association of University Professors – Montgomery College Chapter](#)

In addition to the traditional role of AAUP as the "Voice of the Profession" in higher education, the Chapter at MC also serves as the exclusive agent for the faculty in a collective bargaining relationship with the college administration.

[Calendar Committee](#)

Faculty Councils

The Faculty Councils represent the campus faculty in the governance of the campus and in institutional and professional matters. They are directly advisory to the campus provosts.

[Germantown](#)

[Rockville](#)

[Takoma Park/Silver Spring](#)

[Instructional Resources](#)

[Center for Professional and Organizational Development \(CPOD\)](#)

CPOD provides a variety of training and development programs and consulting services for faculty and staff.

[Center for Teaching and Learning](#)

The Center for Teaching and Learning (CTL) is Montgomery College's faculty professional development organization. The mission of the Center for Teaching and Learning is to support the art of teaching by encouraging faculty creativity, innovation, and continual improvement in instruction to enhance student learning. The CTL realizes this mission by providing a variety of professional development opportunities and supporting a number of college initiatives.

[Distance Learning](#)

The Office of Distance Learning provides general support in instructional design and various programs and training for distance, blended, and technology enriched courses.

[Distance Learning Faculty Handbook](#)

[Libraries](#)

The Montgomery College Libraries provide print, non-print, and research support as well as instruction on the use of Web reference tools and other resources can be arranged through your local campus library.

[Information Technology Service Centers](#)

The Information Technology Service Center is a campus facility equipped with high technology computers and peripherals not normally found in some office or laboratory environments. Here, MC faculty and staff can work on projects that require more specialized equipment.

Financial Aid Documents

Board of Trustees TIP report on student financial aid (See TIP Reports below.)

Fiscal Operations Report and Application to Participate (FISAP) in the three Campus-Based Programs - Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study (FWS) -- the annual fiscal report on federal funds to the U.S. Department of Education. Submitted 9/30.

Maryland Higher Education Commission S-5 unit record collection report -- annual report to MHEC on all forms of student financial aid received by MC students. Includes all federal, state, institutional, and private forms of aid. Also includes student income and enrollment information. Submitted 11/15. Report is prepared by IR.

Financial Documents

[FY 2007 Budget Highlights \(pdf\)](#)

[FY 2007 Budget \(pdf\)](#)

[FY07 Capital Budget \(pdf\)](#)

[FY 2006 Budget \(pdf\)](#)

Audit Reports

Cost Containment Study (200?)

Study performed at the request of the President ...

[Government Relations](#)

Human Resource Documents

[AAUP Collective Bargaining Agreement](#)

Union Contract for Bargaining Faculty

[AFSME Collective Bargaining Agreement](#)

Union Contract for Bargaining Staff

[Faculty Handbook](#)

Part-time Faculty Handbook

[Policies and Procedures Manual](#)

Staff Handbook

[Institutional Advancement](#)

The vision of the unit is to create effective branding as an outstanding learning opportunity, cultural arts resource, economic development resource and intellectual center that is of high value to the future of the County and to its residents.

[Grants Office](#)

Newsletters, General Information

The Grants Office supports Montgomery College's mission of changing lives by identifying alternative sources of funding for enriching the College's programs. The Grants Office assists members of the College community with finding the best possible funders, proposal development, reporting functions, and advice at all stages.

[Montgomery College Foundation](#)

The Montgomery College Foundation is a 501©(3) charitable organization governed by business, alumni and community leaders to enhance the work of Montgomery College to a level of excellence comparable to the finest colleges and universities across the country.

Institutional Evaluation Reports

1998 Middle States Self-Study

2003 Periodic Review Report for the Middle States Commission on Higher Education

Maryland Higher Education Commission Mission and Goals Report, 2000

Maryland Higher Education Commission Mission and Goals Update, 2005

Minority Achievement Report

Annually track persistence and ?? rates of minority students enrolled at Montgomery College

[Policy, Planning, and Research](#)

Planning documents and guidelines, general links to Facilities and Academic Plans. The Office of Policy, Planning and Research serves as the catalyst for planning and policy development activities at Montgomery College.

[Academic Master Plan, 2005 \(pdf\)](#)

Campus Plans

[Facilities Master Plans \(pdf\)](#)

Goals and Objectives Assessment and Evaluation Plan

[Information Technology Strategic Plan](#)

[Library Strategic Plan](#)

[Strategic Planning Forms](#)

Unit Strategic Plans

[Workforce Planning and Succession Management \(Overview\)](#)

Workforce Planning and Succession Management Report to the Cabinet and the Board of Trustees

Documents which provide a broad overview of the issues and makes recommendations for a direction that Montgomery College can take to ensure stability, smoother personnel transition, retention of knowledge and continued excellence within the College.

Special Programs

Student Support and Retention Programs Database (available Summer '07)

[Arts Institute](#)

The Arts Institute of Montgomery College provides a college-wide focus on the arts, and is committed to promoting, enhancing, and supporting a broad range of arts programs at the College, including advertising art, computer graphics, dance, film, fine arts, illustration, music, photography, and theatre.

[College Institute](#)

The College Institute is an innovative partnership between Montgomery College and Montgomery County Public Schools. The Institute provides an opportunity for identified high achieving seniors at selected Montgomery County High Schools to earn college credits on a high school campus during a regular school day.

[Gateway to College](#)

The Gateway to College program at Montgomery College serves at-risk youth, 16 to 20 years old, who have stopped attending Montgomery County Public High Schools and for whom high school completion is at risk. The program gives students the opportunity to earn a high school diploma while transitioning to a college campus. Students may simultaneously accumulate high school and college credits, earning their high school diploma while progressing toward an associate degree or certificate.

[Collegewide Honors Program](#)

The Honors Program's mission is to attract and nurture outstanding students; to provide an academic environment which fosters growth, critical thinking and multicultural perspectives; and to encourage the development of community relationships and interpersonal skills.

[Biomedical Scholars](#)

A personalized program designed to increase academic performance, enhance the learning experience in the sciences, and pave the way to a successful career in the biomedical sciences.

[Macklin Scholars](#)

The Gordon and Marilyn Macklin Business Institute is a competitive collegewide program offering sophomore-level business students with a minimum 3.2 grade point average an opportunity to pursue honors work in economics, statistics, and accounting; to be mentored by both a faculty member and a corporate executive; and to participate in a business internship and weekly honors seminar.

[Montgomery College Scholars](#)

The Montgomery Scholars Program, which opened on the Rockville Campus in fall 1999, is a selective-admissions program designed for high school graduates who plan to transfer to a four-year institution at the end of two years. Scholars are chosen on the basis of high school records, SAT scores, intellectual interests, extracurricular activities, recommendations, essays, and other indicators of academic excellence.

[Millenium Scholars](#)

The mission of the Millennium Scholars Honors Program is to provide an academic experience for high-achieving and highly motivated students, many of them part-time students with full-time jobs, to meet and learn together. This learning community will provide both students and faculty the opportunity to learn from one another in a unique interdisciplinary format. Because the program is offered in the evening and on weekends, it provides special educational opportunities for a population of students that is all too often underserved.

[Information Technology Institute](#)

The Information Technology Institute (ITI) provides non-credit continuing education classes on topics ranging from e-mail training to programming languages.

[Instructional Television](#)

The award-winning Instructional Television and Media Production Services Unit provides full-service digital media production and artwork services for the College and its clients. Those services include programming and operating Montgomery College Television, television production, post-production, digital media production, production consulting, tape duplication, graphic design and animation. The ITVMPS Unit also offers satellite downlinking to College employees and commercial clients, off-air recordings for faculty and staff, and provides internship, student employment and volunteer opportunities for Montgomery College students.

[Learning Centers](#)

[Marriott Hospitality](#)

[Paul Peck Humanities Program](#)

The Humanities Institute is an innovative and dynamic partnership between Montgomery College, one of the nation's top community colleges, and the Smithsonian Institution, the world's largest and most complex museum. Connected by geographical proximity and complementary missions, MC and the Smithsonian have created an alliance to enhance the teaching and learning of the humanities.

[The Paul Peck Institute for American Culture and Civic Engagement](#)

The mission of the Paul Peck Institute for American Culture and Civic Engagement, established at Montgomery College in January 2004, is to celebrate and increase knowledge of American culture, history, principles, and political traditions; and to inspire informed civic participation about critical issues affecting the local, national, and global communities.

[Service Learning](#)

[Student Development Documents and Resources](#)

[Career Planning](#)

[Student Code of Conduct](#)

[Student Clubs and Organizations](#)

[Student Support Services](#)

[Adult Re-Entry Program](#)

[Improve your Math Placement on the Fast Track](#)

[Mentoring Program](#)

[Online Student Success Center](#)

[Project SUCCESS](#)

[Student Development Courses](#)

[Scholarship Information](#)

[Student Insider's Guide 2005-2006 TP/SS](#)

An in-depth student resource guide and planner

[Student Support Services \(TRIO\)](#)

[Study Skills](#)

[Student Handbooks](#)

[Diagnostic Medical Sonography](#)

[Nursing Program](#)

[Surgical Technology](#)

Links to Outside Resources

[American Association of Community Colleges \(AACCC\)](#)

Community College News, Legislative Issues, Data about Community Colleges

[Maryland Association of Community Colleges \(MACCC\)](#)

Member Colleges, Legislative Issue, Databook

[Maryland Higher Education Commission \(MHEC\)](#)

The State of Maryland's higher education coordinating board responsible for establishing statewide policies for Maryland public and private colleges and universities and for-profit career schools. MHEC also administers state financial aid programs that affect students on a statewide basis.

[Maryland National Capital Park and Planning Commission \(MNCP&P\) \(includes population and demographic information\)](#)

[Middle States Commission on Higher Education \(MSCHE\)](#)

[Montgomery County Public Schools \(MCPS\)](#)

[National Center for Education Statistics \(NCES\)](#)

[Specific Publications and Recent Research](#)

[Data Tables on Postsecondary Education](#)

Population Data Resources

[Montgomery County Government](#)

[Montgomery County - Maryland National Park & Planning Commission](#)

[Montgomery County Facts & Figures](#)

[Montgomery County Census 2000](#)

[Research Center](#)

[Research Reports](#)

[Maryland Office of State Planning](#)

[Maryland Census Data](#)

[U.S. Census Bureau](#)

[U.S. Bureau of Labor Statistics](#)

[Maryland Electronic Capital](#)

[Maryland General Assembly](#)