

**Montgomery College Learning Centers:
Writing, Reading, and Language Centers, Academic Success Center, Ackerman
Learning Center, MAPEL, and SLCs
Covid-19 Contingency Plan
March 2020**

The following information outlines steps Montgomery College Learning Centers have implemented.

**Leadership Team and
Best Contact Information for Students**

Center Name	Center Email	Manager Name	Phone Number
Academic Success Center	ASC@montgomerycollege.edu	Jeff Chuang	240-424-0055 202-417-8529
Ackerman STEM Learning Center	Carol.burbage@montgomerycollege.edu	Carol Burbage	240-567-5200
MAPEL	David.bergtold@montgomerycollege.edu	David Bergtold	240-567-1947
Science Learning Center, Germantown	slgt@montgomerycollege.edu	David Bergtold	240-567-1987
Science Learning Center, TPSS	Owen.powers@montgomerycollege.edu	Owen Powers	240-567-1594 240-567-1429
WRLC, Germantown	GermantownWRLC@montgomerycollege.edu	Elysse Meredith	240-232-5808 240-397-9383
WRLC, Rockville	Writingcenter.rockville@montgomerycollege.edu	Lucinda Grinnell	240-285-9042 240-230-7771
WRLC, TPSS	Wrlc.tpss.general@montgomerycollege.edu	Tanya Camp	240-567-1558

Tentative Timeline

- **3/12/20-3/14/20:** Report to work Thursday and Friday. Saturday suspended.
- **3/16/20-3/21/20:** Work remotely. No student services offered so that we may have time to transition our services online.
- **3/23/20-4/3/20:** Implement e-tutoring. Work remotely

Tutoring

Germantown

- Staff tutors will switch entirely to synchronous tutoring (“online tutoring”) through WCOOnline
- Faculty tutors will switch to asynchronous tutoring (“eTutoring”) through WCOOnline.
- Faculty tutors who are comfortable with WCOOnline’s online tutoring format may also do synchronous tutoring

Rockville

- Staff tutors will switch entirely to asynchronous tutoring (“online tutoring”) through WCOOnline.
- Faculty tutors who are comfortable with WCOOnline’s online tutoring format will also conduct asynchronous tutoring.
- Staff tutors may also offer synchronous tutoring through Blackboard Collaborate if training is received in time.

Takoma Park/Silver Spring

- Staff tutors will switch entirely to asynchronous tutoring through WCOOnline.
- Faculty tutors who are comfortable with WCOOnline’s online tutoring format may also conduct asynchronous tutoring.
- Staff tutors may also offer synchronous tutoring through Blackboard Collaborate if training is received in time.
- Academic Success Center: Synchronous tutoring will be conducted as has been done for the past two years.

WCOOnline

- WRLCs to host STEM etutoring on WRLC WCOOnline sites.
- Each campus’ WCOOnline site will have dropdown schedules that correspond to their campus:
 - Draft here: <https://www.montgomerycollege.edu/academics/support/learning-centers/virtual-tutoring.html>
 - GT
 - Writing, Reading, and Language Center
 - Academic Success Center
 - MAPEL Center
 - Science Learning Center
 - RV
 - Writing, Reading, and Language Center
 - Academic Success Center
 - Ackerman Learning Center

- TPSS
 - Writing, Reading, and Language Center
 - Academic Success Center
 - Math Learning Center
 - Science Learning Center
- Create and schedule training videos for new administrators and faculty tutors on how to use WCOOnline

Blackboard Collaborate or Zoom to Conduct Synchronous Tutoring Sessions

- Each learning center should create a Blackboard page
- Look into Blackboard Collaborate
- All tutors need to create a Zoom account. Afterward, they will be able to send session links to students who request synchronous tutoring sessions.
- Click on <https://montgomerycollege.zoom.us>
- Click on the “Sign-In” button
- Enter your MyMC ID
- Enter your MyMC Password
- Finally, Click on “Sign In” to complete your Zoom account registration

Communication

All Websites

- All learning center **websites** should display the same message.
 - EX: Per Montgomery College’s Coronavirus Response Plan, all learning centers will provide remote instruction until further notice. Please visit our [virtual tutoring page to sign up for virtual tutoring](#).
 - Jeff to contact the webmaster on behalf of all learning centers

Virtual Tutoring Page

- The **virtual tutoring page** message needs to be edited. Currently, it reads:

Virtual Tutoring

Tutors for you no matter where you are.

Online Support

Welcome to the Montgomery College learning centers' virtual tutoring program. Online support is available for free to Montgomery College students. All you need is a computer with Skype access and an internet connection.

You can chat with faculty and peer tutors no matter where you are. We offer help with assignments or a hand studying for that big test. Each session lasts at least 30 minutes; if

no one else is waiting, you may be able to keep working with a tutor. To make the best use of your time, have your questions ready before your appointment.

Memo on Behalf of all Learning Centers to Students, Faculty, and Staff

- One memo on behalf of all learning that gives an overall summary of how e-tutoring will be conducted, followed by information for each campus' learning centers.

Germantown

- Send mass email via WOnline to students registered in the system that explains:
 - We are virtually open
 - Hours
 - eTutoring vs. online tutoring
 - Staff contacts for technical support
- Send same information to Dean Fiona Glade, Dr. Jorinde van den Berg (Germantown ELAP chair), Prof. Sharon Anthony (Germantown ENGL chair), and Germantown faculty and staff lists; request that all forward to their students
- Place announcements on WOnline front page and Montgomery College WRL Center (GT) page
- Contact already scheduled students and offer to switch them to eTutoring or online tutoring, based on their preference
- Contact Mike Mills about placing an announcement on Blackboard

Rockville

- Send mass email via WOnline to students registered in the system that explains:
 - We are virtually open
 - Hours
 - eTutoring
 - Staff contacts for technical support
- Send same information to Dean Rodney Redmond, Rachel Bonaparte and Michael Berman (ELAP chair and ELAP coordinator), Teri Hurst (Rockville ENGL chair), and Rockville faculty and staff lists; request that all forward to their students
- Place announcements on WOnline front page and Montgomery College WRL Center (Rockville) page
- Contact already scheduled students and offer to switch them to eTutoring.
- Contact Mike Mills about placing an announcement on Blackboard

Takoma Park/Silver Spring

- Send mass email via WOnline to students registered in the system that explains:
 - We are virtually open

- Hours
- Instructions on how to create an e-tutoring appointment
- Staff contacts for technical support
- Send same information to Dean Sharon Fechter, Prof. Angela Nissing (TPSS ELAP chair), Dr. Charmaine Weston (TPSS ENGL chair), Prof. Ivonne Bruneau-Botello (TPSS World Languages Chair), and TPSS faculty and staff lists; request that all forward to their students
- Academic Success Center: Send same information to Dean Sharon Fechter, Prof. Ivonne Bruneau-Botello (TPSS World Languages Chair), Prof. Maurice Shihadi (TPSS BEAMCAP Chair) Dr. Tracey Smith Bryant (TPSS PSYC Chair), Prof. Andrew Herst (GT PSYC Chair), and TPSS faculty and staff lists; request that all forward to their students
- Send mass email to all TPSS students. (Student email information may be found on Qlikview.)
- Place announcements on WOnline front page and Montgomery College WRL Center (TPSS) page
- Contact Dr. Mills about placing an announcement on Blackboard

Tasks

Germantown

Staff

- Set up VPN for each staff member in order to access work-critical files
- Set up GoogleVoice accounts for each staff member in order to provide technical help to students and faculty over the phone
- Set up Microsoft Teams group for staff members in order to communicate quickly during the workday

Faculty Tutors

- Create WOnline account for each tutor to access tutoring
- Switch faculty tutors' schedules to eTutoring
- Switch staff tutors/walk-in tutors to online tutoring sessions
- Send Rockville's asynchronous tutoring video to faculty tutors

Workshops

- Switch workshop to Blackboard Collaborate

Rockville

Staff

- Set up VPN (through IT) for each staff member in order to access work-critical files

- Set up GoogleVoice accounts for each staff member in order to provide technical help to students and faculty over the phone
- Set up Microsoft Teams group for staff members in order to communicate quickly during the workday

Faculty Tutors

- Create WOnline account for each tutor to access tutoring
- Switch faculty tutors' schedules to eTutoring
- Switch staff tutors/walk-in tutors to online tutoring sessions
- Send Garrett's asynchronous tutoring videos to faculty tutors

Workshops

- If necessary, switch workshop to Blackboard Collaborate (contact Mike Mills)

Takoma Park/Silver Spring

Staff

- Set up VPN for each staff member in order to access work-critical files
- Set up Blackboard Collaborate through TPSS WRLC Community page and provide access to all staff and faculty tutors
- Secure training for Blackboard Collaborate-MCLearns
- Set up GoogleVoice accounts for each staff member in order to provide technical help to students and faculty over the phone
- Set up Microsoft Teams group for staff members in order to communicate quickly during the workday

Faculty Tutors

- Create WOnline account for each tutor to access tutoring
- Send technical instructions on how to conduct synchronous tutoring
- Send Rockville's asynchronous tutoring video to faculty tutors

Workshops

- If necessary, switch workshop to Blackboard Collaborate (contact Mike Mills)
- Screencast-o-matic may be an option.

Additional Notes:

STEM: STEM learning centers will offer a plan that is consistent across campuses. The centers will be open as soon as possible and conduct business as usual. We will provide tutoring fully or as a hybrid model if possible. While we work towards this goal, we are also continuing to

investigate best practices and we are reviewing the steps other colleges are taking to address the same issue.

Academic Success Center: Request for two Surface laptops for staff to support remote services during this emergency and beyond.

Appendices

Appendix A

Cybersecurity

Tasks Accomplished Thus Far:

- The Cybersecurity Coordinator and Lead Instructors have collaborated to develop the plan listed to ensure student success through the end of March.
- We would like to establish a global email address (e.g., cyberadvising@montgomerycollege.edu) so students can ask questions not only specific to advising but about anything regarding their courses.
- We have reviewed the aspects of Virtual Proctoring through SmartProctoring so exams can be administered as appropriate. Any exams that require hands-on will be addressed by each instructor and will include detailed instructions to students for completion and submission.
- We have reviewed the Collaborate tool to assist with faculty and tutor availability each day and time in which a course meets.
- We would like to establish a BB shell for the Linux Tutor so that this resource can still be available to students who may need it.
- We would like to request Racktop access for students who are taking courses in Germantown so that they have a virtual environment to run the labs that faculty will provide. Students will request access based on need.

Staffing

- All Cybersecurity instructors and the Linux Tutor will maintain the same schedule they currently have through Collaborate. All will be available each day and time in which the course meets, during office hours, and during tutoring hours.

Action Plan

- Request creation of the cyberadvising@montgomerycollege.edu email address.
- Develop a generic statement to be posted on the Cybersecurity website directing students to address questions/concerns by emailing the cyberadvising@montgomerycollege.edu email address during this precautionary phase.
- Request creation of the BB shell for the Linux Tutor.
- Contact the Cybersecurity instructors and Linux Tutor regarding specific aspects of the contingency plan.
- Ensure that Cybersecurity faculty are adhering to the BB master sample outline provided at the beginning of each semester.
- Provide instructions for all Cybersecurity instructors and the Linux Tutor for Collaborate and implement it for each of their BB course sites.

- Provide Cybersecurity instructors POC information for SmartProctoring – Virtual Proctoring for exams to be administered.
- Faculty availability through Collaborate during the specific times in which the course meets to answer questions.
- Request that all faculty teaching the NWIT263 and NWIT275 sections to adjust their course schedules so that any lessons that require special hardware be addressed in April (or whichever date that is defined by the college).
- All instructors should update their BB Course Sessions on a weekly basis with all the pertinent material to include detailed instructions for labs, videos, demonstrations, etc.
- The Program Coordinator and Lead Instructors for each of the Cybersecurity course will provide support to other Cybersecurity instructors, as needed. Access to each of the BB courses should be provided to the Program Coordinator and Lead Instructor of a given course.
- Send a Cybersecurity-wide email to all students providing them with a summary of the information contained in this email but which focuses on: 1) Collaborate will be available each day and time in which the course meets as well as outlining when the plan will be in effect (i.e. after Spring break through the end of March, etc.); 2) Instructors will provide, via the Course Sessions, all detailed instructions for all labs a week in advance.
- All instructors will disseminate, via each of their BB course sites, the most up-to-date coronavirus information as it is provided by MC.

Additional Support Needed from the Collegewide Dean to ensure that:

- Approval of this contingency plan is granted.
- Each faculty member is adhering to this guideline by providing access to the Program Coordinator and Lead instructor access to their BB course by Thursday 3/13.
- Each faculty member provides in advance (at least a week prior) all labs with detailed steps and screenshots for students to complete.
- Approve Racktop access for each student (upon request) who are taking courses in Germantown so that they have a virtual environment to run the labs that faculty will provide.

Appendix B

AEBSCC Communication Strategies

Strategy	Description	Best For	Pros/Cons
Free Conference Call https://www.freeconferencecall.com/	Free conference call service allows for unlimited calling from any phone to an 800 number and access code assigned by the company. Use email to sign up. No need to schedule your meeting time as you get a personal line for multiple uses.	Useful for listening activities; reporting back on homework projects; assigning homework, general check-ins.	No/low tech option. Students need phone. Instructional activities limited. Takes more effort to keep everyone engaged. People can dial in from anywhere. Conference calls can also be held with Zoom. See below. Questions? Ask Donna.
Remind https://www.remind.com/	Free communication app, but a limit on the number of classes per account. No limit on the number of messages. 140 character limit. App available.	Communicating important announcements; text alerts	Low-tech option. Students need phone. Currently messages are sent by staff only. Questions? Ask Rabee or Jonathan.

Strategy	Description	Best For	Pros/Cons
<p>Facebook</p> <p>https://www.facebook.com/</p>	<p>Social media application used around the world</p>	<p>Best for posting information</p> <p>Facebook Live feature could be of use</p> <p>Useful for practicing writing</p>	<p>Medium-tech option. Students need app.</p> <p>Must have account and signup for group</p> <p>In case of meeting online, ensure privacy settings are enable and show students how to do same</p> <p>App is easy to use</p> <p>Students may already be familiar with FB</p> <p>Questions? Ask Vathany</p>
<p>What's App</p> <p>https://www.whatsapp.com/</p>	<p>Cross platform messaging and voice over IP service owned by Facebook. Group chats, photos, doc sharing, video calls.</p>	<p>Message sharing, phone calls</p> <p>Appointments with small groups</p>	<p>Medium -tech option. Students need app.</p> <p>Questions? Ask Chauncy</p>
<p>Edmodo</p> <p>https://new.edmodo.com/?go2url=%2Fhome</p>	<p>Alternative to Blackboard frequently used in K-12. Send messages. Share materials.</p>	<p>LMS platform with multiple features</p>	<p>Medium tech option. Students need ap</p> <p>Our teachers have found it easier to use than Blackboard.</p> <p>Questions? Ask Alex</p>

Strategy	Description	Best For	Pros/Cons
<p>Schoology</p> <p>https://www.schoology.com/</p>	<p>Alternative to Blackboard frequently used in K-12.</p>	<p>LMS platform with multiple features</p>	<p>Questions? Ask Megan</p>
<p>Zoom</p> <p>https://montgomerycollege.zoom.com</p> <p>Use MyMC user name and password</p>	<p>Video-conference system; can use just phone line for participants without a screen</p>	<p>Audiovisual activities (e.g. listening and speaking); presentations</p>	<p>High tech option. Students need app on phone or device or desktop. If students only have phone, they can dial in with just the number.</p> <p>File sharing is limited, but can post presentations, use the whiteboard during meeting.</p> <p>This is an institutional account, so use link to log in. A free personal account has more limits. (The College no longer uses GoTo Meeting.)</p> <p>Training is provided.</p> <p>Questions? Ask anybody</p>

Strategy	Description	Best For	Pros/Cons
Edmentum	Alternative to Blackboard		<p>High tech option. Students need user name and password to access.</p> <p>Currently used for Fast Track GED/Ip pathways GED.</p> <p>Limited number of seats.</p> <p>Teacher training needed.</p> <p>Questions? Ask Rabee or Fetwi.</p>

Strategy	Description	Best For	Pros/Cons
<p data-bbox="261 653 407 684">Blackboard</p> <p data-bbox="261 779 537 1020">Log on to Montgomery College website with MyMC user name and password and go to Blackboard</p>	<p data-bbox="561 716 924 957">Online course management system available to all instructors at MC. WDCE instructors must request that a course be set up prior to use.</p>	<p data-bbox="943 653 1170 1020">A range of instructional activities. Can upload files and docs for reading and writing and videos or presentations for listening/viewing.</p>	<p data-bbox="1206 268 1442 548">High tech option. Students must log in using MyMC and will need support in advance on how to navigate Bb.</p> <p data-bbox="1206 579 1442 1115">Teachers may also need support on how to post docs and navigate; there is online training for basic functions. This is particularly important for instructors who have never used Bb or a similar system.</p> <p data-bbox="1206 1146 1442 1304">For a full online course, a template from IT is required.</p> <p data-bbox="1206 1335 1442 1409">Questions? Ask Emma or Nancy</p>

Appendix C

Cengage Support

Cengage is here to provide support for classes and institutions impacted by the spread of the coronavirus. Please let me know how I can help.

As you may have seen, we are offering a suite of resources to educators who are looking to move courses online. We will be continually updating our [COVID-19 Customer Support site](#) (click on the Faculty button). Some of the resources, such as “Strategies for Quickly Transitioning to Online” can be used by anyone, using any product. Other resources are specific to using Cengage online platforms in virtual teaching.

If you need help setting up a course on a Cengage digital platform like MindTap or WebAssign, myself and my Digital Success Specialist are here to help! You can also access self-serve “how to” resources [here](#).

If you are interested in free access to Cengage Unlimited for your students, here’s how it works: we will be giving “rolling” trial access to students through the end of the term. Usually, students are allowed one 2-week trial to Cengage Unlimited per semester. Now, due to this unplanned, mid-semester disruption, we are enabling them to get as many trial accesses as they need. They should create an account with us (they only have to do this once) and sign up for “Start Free Trial.” In two weeks, they will be told to renew the trial. It will take just a few minutes and they will be able to continually renew free access through end of this term.

1. **For students who have purchased Cengage Unlimited**, they can continue to use Cengage Unlimited with no interruption in service, and we will extend access as needed, based on the situation at your institution (i.e. more days are added to your spring semester). For these students, there is no action item at this time.
2. **For students who are not currently using Cengage Unlimited and have not otherwise activated a trial with us within the last 75 days**, they should go to www.cengage.com, create an account with us, and choose “Start Trial”.

Please know that your entire Cengage team is standing by, ready to provide training and support and to answer any questions that may arise as you move your course online. Please don’t hesitate to reach out!

Appendix D
Service Continuity Plan for Remote Instruction/Work
Academic Success Center (ASC) &
Writing, Reading, and Language Center (WRLC)

Tentative Timeline

- **3/16/20-3/19/20:** No student services offered so that we may have time to transition our services online
- **3/20/20:** Spring Break
- **3/23/20-4/3/20:** Implement e-tutoring to support remote student instruction

Tutoring

- Offer both asynchronous and synchronous e-tutoring options
- Post e-tutoring schedules on WOnline
- Conduct synchronous e-tutoring via Zoom or Skype

WOnline

- WRLCs to host STEM e-tutoring schedules.
- Each campus' WOnline site will have dropdown schedules that correspond to their campus:
 - Takoma Park/Silver Spring: <https://montgomerycollege.mywonline.net/>
 - Academic Success Center-Hosted on GT WRLC's WOnline site: <https://montgomery.mywonline.net/>
 - Writing, Read, & Lang Ctr
 - World Languages
 - Math Learning Center
 - Nursing & Health Sciences
 - Science Learning Center

Zoom or Skype

- Tutors need to create their Montgomery College Zoom account. Afterward, they will be able to send Zoom session links to students who request synchronous tutoring sessions.
- Tutors need to log in to Skype with their Montgomery College email.

Communication

- **Memo on Behalf of all Learning Centers to Students, Faculty, and Staff**
 - One memo on behalf of all learning centers should be sent to students, faculty, and staff, followed by information for each campus' unique learning centers. Memo to include instructions for creating a WOnline account and e-tutoring appointments.
- **All Learning Center Websites**
 - All learning center **websites** should display the same message:

- Per Montgomery College's Coronavirus Response Plan, all learning centers will provide remote instruction until further notice. Please visit our [virtual tutoring page to sign up for virtual tutoring](#).
- Virtual Tutoring Page**
 - <https://www.montgomerycollege.edu/academics/support/learning-centers/virtual-tutoring.html>
 - Students who visit learning center websites will be routed to the virtual tutoring page. This page links each learning center to its respective WCOline site.
- WCOline**
 - All students who are currently registered for the TP/SS WCOline will receive the memo and instructions for creating e-tutoring appointments.

Contact Information

- ASC:** asc@montgomerycollege.edu
 - Jeff Chuang, Manager: jeff.chuang@montgomerycollege.edu
 - Angel Salinas Gonzalez, Instructional Associate: angel.salinasgonzalez@montgomerycollege.edu
- WRLC:** wrlc.tpss.general@montgomerycollege.edu
 - Tanya Camp, Manager: tanya.camp@montgomerycollege.edu
 - Peg LaRocca, Administrative Aide: Margaret.larocca@montgomerycollege.edu
 - Karen Blinder, Instructional Associate: karen.blinder@montgomerycollege.edu
 - Sandra Grady, Instructional Associate: Sandra.grady@montgomerycollege.edu
 - Shaline Kirkland, Instructional Associate: shaline.kirkland@Montgomerycollege.edu
 - Jeremy Lignelli, Instructional Associate: Jeremy.Lignelli@montgomerycollege.edu
 - Mary Mowen, Instructional Associate: Mary.Mowen@montgomerycollege.edu

Appendix E Signing up for E-Tutoring

The Rockville Writing, Reading, and Language Center is proud to offer e-tutoring for students. Please note that this tutoring is asynchronous, meaning that you will not speak with the tutor in real time, and you do not need to be available at the time of the appointment. Rather, you will upload your completed writing assignment, and the tutor will provide you written feedback by the end of the appointment. Keep in mind that this is not an editing service. However, the tutor may provide grammar feedback if necessary.

To sign up for e-tutoring, follow these steps.

1. Log in to WC Online: <https://montgomery.mywconline.com> (Note, this is **WC** Online, not MyMC).
2. If you have already registered, log in with your Montgomery College email address and the password you chose. Then proceed to step 8, on the other side of this page.
3. If you have **not** registered before, click on the link that says "Register for an account."

**Montgomery College
Writing, Reading, and
Language Centers**

First visit? [Register for an account.](#)
Returning? Log in below.

Email Address

.....

AVAILABLE SCHEDULES

- eTutoring -- Spring 2020
- STEM LC Spring 2020
- World Language Spring 2020

Check box to stay logged in: ⓘ

LOG IN

Having trouble logging in?
[Reset your password.](#)

Welcome to the Writing, Reading, and Language Center
Rockville Campus

The Rockville WRL Center and Ackerman STEM Learning Center are closed for tutoring through Sunday, March 22. We will reopen on Monday, March 23 for **virtual tutoring appointments only through Friday, April 3.**

If this is your first time using WCONLINE, please click on "**Register for an account**" on the left side. After you register, you can begin signing up for tutoring sessions according to availability.

THERE WILL BE NO APPOINTMENTS DURING FINALS WEEK, May 11 - 17, 2020.

Please click on the appropriate link below for you World Language tutoring:

Arabic	Chinese	French	German	Hindi
Italian	Japanese	Korean	Russian	Spanish

APPOINTMENT TIME & REMINDERS

4. Follow the prompts to register.
5. **Important:** Use your *Montgomery College* email when you register.
6. After you have filled in all of the required information, click on the submit button at the bottom of the page.
7. After you have registered, log in to WC Online. (Link in Step 1.)

(Continued on the back of this page)

8. Check that the drop-down menu shows “e-Tutoring Spring 2020.” Change it if necessary.

9. Click on a white square to make an appointment for that hour. Follow the prompts.

The screenshot shows a web browser window with the Montgomery College logo and a navigation bar. Below the navigation bar, there is a calendar for January 17th (Thursday). The calendar grid shows time slots from 8:30am to 7:00pm. A red arrow points to a dropdown menu labeled 'WRLC-TP/SS Winter-Spring 2020'. Another red arrow points to a white square in the 4:00pm slot of the calendar grid.

A few notes:

- You can make an e-tutoring appointment up to 7 days in advance but may not have more than two appointments scheduled during that time frame.
- You must upload the instruction sheet and your assignment before your e-tutoring appointment.
- The tutor will provide feedback by the the end of your e-tutoring appointment by uploading a copy of your work with their comments included.
- Once the tutor uploads their comments, you will receive a message stating that your feedback is ready. You will then log in to WOnline, open your e-tutoring appointment, and then download the tutor’s document.
- Please email questions to writingcenter.rockville@montgomerycollege.edu, call 240-285-9042 or 240-230-7771.

Appendix F

CBS Remote Teaching Workgroup

Workgroups have been established from the list of campus course coordinators. Coordinators oversee course offerings including the tasks below. Additionally, for each department, an online lead has been identified by the department chair. Although multiple faculty may teach online, the thought was to have a designated “buddy” to turn to if faculty encountered an online concern or problem. The online “buddy” by department are: CBS Germantown – **Kiersten Newtoff**, Rockville Chemistry- **Craig Benson**, Rockville Biology – **Victoria Schneider**, CBS TPSS – **Alex Micich**. They will be in contact with each other to discuss and document issues that may arise.

Workgroup Tasks for the Rest of the Semester:

1. Create Communication Strategy
 - a. Determine how to communicate with the rest of the workgroup
 - b. Create a communication strategy for:
 - i. All course instructors (including online) particularly during this time of remote teaching and for the remainder of the semester.
 - ii. To inform course faculty of answers to posed questions
2. Create and Maintain Common Course Outline to include:
 - a. Required Textbook
 - b. Required Technology
 - c. Common Final & Review (if applicable)
 - d. General Education course signature assignments
 - e. Course Topics
3. Identify a clear student success strategy to ensure student engagement and success
4. Develop and suggest language for faculty to incorporate into their syllabi that addresses modifications that may have resulted with the move to remote teaching.
5. Recommend a plan to assess students during this period of remote teaching
6. Ensure that General Education course assessment and signature assignments are completed
7. Work with Learning Centers on each campus to keep them informed of changes
8. Work with the library to keep course pages updated

Course	TPSS Lead	RV Lead	GT Lead	Additional Members
BIOL 101	Alessandra Sagasti	Vedham Karpakakunjaram	James Smith	
BIOL 105	Sean Cooney	Tori Schneider	Kiersten Newtoff	

BIOL 106	Sean Cooney	Tori Schneider	Kiersten Newtoff	
BIOL 111		Esat Attikan		
BIOL 114		Shawn Lester		
BIOL 130	Alex Micich	Janet Norcross	Abdulai Barrie	
BIOL 131	Alex Micich		Abdulai Barrie	
BIOL 150	Sean Cooney	Evdokia Kastanos	Padma Tangirala	Antonio Del Castillo-Olivares
BIOL 151	Alessandra Sagasti	Gina Wesley	Kiersten Newtoff	
BIOL 202			Steve Tsang	
BIOL 210	Ijeoma Otigbuo	Michael Chase	Meg Birney	
BIOL 212	Nelson Bennett	Sara Kalifa	Janice Gallagher	Leah Allen
BIOL 213	Carole Wolin	Leah Allen	Satish Gupta	
BIOL 222	Linda Jurata	Michael Chase	Scot Magnotta	
BIOL 226	Jeff Chyatte		Jennifer Capparella	
BIOL 228	Alex Micich		Abdulai Barrie	
BIOL 230		Ishrat Rahman		
CHEM 099	Fotis Nifiatis	Thomas Chen	Don Newlin	
CHEM 109		Craig Benson		Nevart Tahmazian
CHEM 109L		Craig Benson		
CHEM 131	Aksana Chabatar	Craig Benson	Don Newlin	Fotis Nifiatis
CHEM 132	Aksana Chabatar	Patricia Takahara	Don Newlin	
CHEM 135		Abner Mintz		
CHEM 150	Solomon Teklai			
CHEM 203	Cory Newman	Rachel Ndongye	Don Newlin	
CHEM 204	Adel Halli	Sripriya Seetharaman	Don Newlin	
CHEM 272		Thomas Chen		
BIOT - All			Lori Kelman	

CBS is prepared to move forward with online or other forms of remote instruction beginning the 23rd of March. Faculty collegiality is high and all are motivated to make remote instruction meaningful to our students.

Appendix G

SET Area Course Table

Campus	Course	CRN	Instructor	Start Date	End Date	DELIVERY
GT	AOSC100	32241	Collins, Kathrine M.	1/28/2020	5/17/2020	Traditional
RV	AOSC100	31491	Krayer, William R.	1/27/2020	5/17/2020	Traditional
TP	AOSC100	30268	Brundridge, Aaron W	1/28/2020	5/17/2020	Traditional
RV	AOSC105	31492	Krayer, William R.	1/27/2020	5/17/2020	Traditional
RV	AOSC105	35519	Peachey, Teresa S	1/28/2020	5/17/2020	Traditional
DL	ASTR101	30004	Fitzgerald, Carrie	1/27/2020	5/17/2020	On-Line Only
DL	ASTR101	35591	Chu, I-Wen Mike	1/27/2020	5/17/2020	On-Line Only
GT	ASTR101	32244	Cabrera Carnero, Iraida	1/28/2020	5/17/2020	Traditional
RV	ASTR101	30158	Fitzgerald, Carrie	1/27/2020	5/17/2020	Traditional
RV	ASTR101	30159	Kober, Gladys V.	1/27/2020	5/17/2020	Traditional
RV	ASTR101	30164	Fitzgerald, Carrie	1/28/2020	5/17/2020	Traditional
TP	ASTR101	30171	Williams, Harold A.	1/28/2020	5/17/2020	Traditional
DL	CMSC100	32277	Joy, Janet E.	2/3/2020	5/17/2020	On-Line Only
DL	CMSC100	32447	Joy, Janet E.	3/23/2020	5/17/2020	On-Line Only
RV	CMSC100	30500	Barron, Gloria E.	1/27/2020	5/17/2020	Traditional
DL	CMSC110	30143	Joy, Janet E.	2/3/2020	5/17/2020	On-Line Only
DL	CMSC110	31539	Joy, Janet E.	1/27/2020	5/17/2020	On-Line Only
DL	CMSC110	32856	Joy, Janet E.	3/23/2020	5/17/2020	On-Line Only
GT	CMSC110	32252	Shah, Madhvi A	2/3/2020	5/17/2020	Blended
GT	CMSC110	32253	Kauffman, Sharon M.	1/27/2020	3/15/2020	Blended
RV	CMSC110	30505	Maghami, Behzad	1/28/2020	5/17/2020	Traditional
RV	CMSC110	30506	Simkanich, Sascha	1/27/2020	5/17/2020	Traditional
RV	CMSC110	30507	Kayed, Rabiha J.	1/27/2020	5/17/2020	Traditional
RV	CMSC110	30508	Kayed, Rabiha J.	1/27/2020	5/17/2020	Traditional
RV	CMSC110	30509	Barron, Gloria E.	3/26/2020	5/17/2020	Blended
RV	CMSC110	33977	Maghami, Behzad	1/28/2020	5/17/2020	Traditional
TP	CMSC110	33767	Fouche, Sandro M	1/27/2020	5/17/2020	Traditional
	CMSC110		Webb, Alla/Thai,Gary			
GT	CMSC135	33039	Chan, Bo Wai	1/28/2020	5/17/2020	Traditional
GT	CMSC135	33075	Shah, Madhvi A	1/27/2020	5/17/2020	Traditional
GT	CMSC135	33076	Mamoutkine, Andrei A.	2/1/2020	5/17/2020	Traditional
GT	CMSC135	33565	Mamoutkine, Andrei A.	1/29/2020	5/17/2020	Traditional
GT	CMSC135	33844	Banh, Phong D.	1/30/2020	5/17/2020	Traditional
GT	CMSC135	35480	Tsai, Ping-Wei	1/27/2020	5/17/2020	Traditional
	CMSC135		Webb, Alla			
	CMSC135		Tseng, Margaret			
DL	CMSC140	30178	Grinberg, Grigoriy A.	2/3/2020	5/17/2020	On-Line Only

DL	CMSC140	32258	Azhandeh, Koorosh	1/27/2020	5/17/2020	On-Line Only
GT	CMSC140	32254	Koo, Emily	1/28/2020	5/17/2020	Traditional
GT	CMSC140	32256	Snyder, Jim	1/27/2020	5/17/2020	Traditional
GT	CMSC140	32257	Shah, Madhvi A	1/28/2020	5/17/2020	Traditional
RV	CMSC140	30511	Kechiantz, Ara M.	1/28/2020	5/17/2020	Traditional
RV	CMSC140	30512	Kayed, Rabiha J.	1/27/2020	5/17/2020	Traditional
RV	CMSC140	30551	Vahabzadeh Monshi, Khandan	2/3/2020	5/17/2020	Traditional
RV	CMSC140	30552	Snyder, Jim	1/30/2020	5/17/2020	Traditional
RV	CMSC140	30553	Rappaport, Aaron G.	1/28/2020	5/17/2020	Traditional
RV	CMSC140	30554	Justh, Ida M.	1/27/2020	5/17/2020	Traditional
RV	CMSC140	30555	Naegeli, Charles R.	2/3/2020	5/17/2020	Traditional
RV	CMSC140	30556	Wu, Chwen-Huey	1/28/2020	5/17/2020	Traditional
RV	CMSC140	30557	Wu, Chwen-Huey	1/28/2020	5/17/2020	Traditional
RV	CMSC140	30558	Justh, Ida M.	1/27/2020	5/17/2020	Traditional
RV	CMSC140	32490	Laratta, David Stephen	1/28/2020	5/17/2020	Traditional
RV	CMSC140	32597	Spiegel, Veronika	2/3/2020	5/17/2020	Blended
RV	CMSC140	33563	Abedzadeh Kouhanestani, Najmeh	2/8/2020	5/17/2020	Traditional
TP	CMSC140	30328	Fouche, Sandro M	1/27/2020	5/17/2020	Traditional
TP	CMSC140	30329	Fouche, Sandro M	1/28/2020	5/17/2020	Blended
	CMSC140		Webb, Alla/Thai,Gary			
DL	CMSC141	32563	Le, Thai Thi	3/23/2020	5/17/2020	On-Line Only
	CMSC141		Grinberg, Grigoriy A.			
DL	CMSC201	30199	Grinberg, Grigoriy A.	1/27/2020	5/17/2020	On-Line Only
RV	CMSC201	30560	Tsai, Ping-Wei	1/28/2020	5/17/2020	Traditional
DL	CMSC203	32278	Grinberg, Grigoriy A.	1/27/2020	5/17/2020	On-Line Only
RV	CMSC203	30501	Tarek, Ahmed	1/27/2020	5/17/2020	Traditional
RV	CMSC203	30502	Vahabzadeh Monshi, Khandan	1/28/2020	5/17/2020	Traditional
RV	CMSC203	30503	Alexander, Robert S.	1/28/2020	5/17/2020	Traditional
RV	CMSC203	30504	Alexander, Robert S.	1/27/2020	5/17/2020	Traditional
RV	CMSC203	32715	Eivazi, Farnaz	1/28/2020	5/17/2020	Traditional
RV	CMSC203	33832	Vahabzadeh Monshi, Khandan	1/28/2020	5/17/2020	Traditional
RV	CMSC203	36161	Vahabzadeh Monshi, Khandan	1/27/2020	5/17/2020	Traditional
TP	CMSC203	32556	Tarek, Ahmed	1/28/2020	5/17/2020	Traditional
	CMSC203		Alla Webb			
DL	CMSC204	32489	Thai, Gary C.	1/27/2020	5/17/2020	On-Line Only
GT	CMSC204	32757	Eivazi, Farnaz	1/29/2020	5/17/2020	Traditional
RV	CMSC204	30559	Alexander, Robert S.	1/27/2020	5/17/2020	Traditional
RV	CMSC204	32437	Alexander, Robert S.	1/28/2020	5/17/2020	Traditional
RV	CMSC204	33560	Thai, Gary C.	2/1/2020	5/17/2020	Traditional
TP	CMSC204	33769	Fouche, Sandro M	1/28/2020	5/17/2020	Traditional
RV	CMSC206	33978	Thai, Gary C.	1/30/2020	5/17/2020	Traditional
DL	CMSC207	32488	Webb, Alla Grinberg	1/27/2020	5/17/2020	On-Line Only

GT	CMSC207	34020	Dong, Zhou	1/27/2020	5/17/2020	Traditional
RV	CMSC207	30566	Tarek, Ahmed	1/27/2020	5/17/2020	Traditional
RV	CMSC207	32564	Lee, Jason	1/28/2020	5/17/2020	Traditional
TP	CMSC207	33768	Tarek, Ahmed	1/28/2020	5/17/2020	Traditional
GT	CMSC207HM	35909	Dong, Zhou	1/27/2020	5/17/2020	Traditional
RV	CMSC214	33310	Estep, Mark Richard	2/5/2020	5/17/2020	Traditional
	CMSC214		Grinberg, Grigoriy			
RV	CMSC216	35387	Kuijt, David	1/27/2020	5/17/2020	Traditional
	CMSC216		Webb, Alla			
RV	CMSC220	32741	Tanveer, Ashique	2/4/2020	5/17/2020	Traditional
	CMSC220		Alla Webb			
DL	CMSC222	30200	Joy, Janet E.	2/3/2020	5/17/2020	On-Line Only
DL	CMSC226	30201	Kechiantz, Ara M.	1/27/2020	5/17/2020	On-Line Only
GT	CMSC226	35481	Kuijt, David	1/28/2020	5/17/2020	Traditional
RV	CMSC226	30563	Tsai, Ping-Wei	1/28/2020	5/17/2020	Traditional
	CMSC226		Grinberg, Grigoriy			
GT	CMSC243	32255	Shah, Ashish Y.	1/29/2020	5/17/2020	Traditional
RV	CMSC243	30510	Shah, Ashish Y.	1/28/2020	5/17/2020	Traditional
	CMSC243		Joy, Janet/Webb, Alla			
DL	CMSC246	30206	Grinberg, Grigoriy A.	1/27/2020	5/17/2020	On-Line Only
DL	CMSC253	33041	Tseng, Hui-Mei Margaret	2/3/2020	5/17/2020	On-Line Only
GT	CMSC253	32763	Vargas, David A.	1/27/2020	5/17/2020	Blended
GT	CMSC253	32763	Vargas, David A.	1/27/2020	5/17/2020	Blended
GT	CMSC253	32836	Mamoutkine, Andrei A.	2/3/2020	5/17/2020	Blended
GT	CMSC253	32836	Mamoutkine, Andrei A.	2/8/2020	5/17/2020	Blended
GT	CMSC253	33040	Hajjar, Philippe N.	1/27/2020	5/17/2020	Traditional
GT	CMSC253	35482	Lemich, Julia C.	1/31/2020	5/17/2020	Traditional
DL	CMSC260	32259	Thai, Gary C.	2/3/2020	5/17/2020	On-Line Only
GT	CMSC269	35921	Roundy, Joseph A.	2/3/2020	5/17/2020	Traditional
RV	CMSC269	35938	Webb, Alla Grinberg	2/3/2020	5/17/2020	Traditional
RV	CMSC269	35939	Webb, Alla Grinberg	2/3/2020	5/17/2020	Traditional
RV	CMSC269	36242	Vahabzadeh Monshi, Khandan	2/3/2020	5/17/2020	Traditional
GT	ENEE140	32126	Mellini, Monica A.	1/27/2020	5/17/2020	Traditional
Off Campus - GT	ENEE140	35230	Kuijt, David	1/29/2020	5/17/2020	Traditional
RV	ENEE140	31179	Xiang, Lan	1/27/2020	5/17/2020	Traditional

RV	ENEE150	31182	Xiang, Lan	1/27/2020	5/17/2020	Traditional
RV	ENEE207	31184	Xiang, Lan	1/28/2020	5/17/2020	Traditional
RV	ENEE207	36076	Nwokoye, Chidubem Arthur	1/27/2020	5/17/2020	Traditional
RV	ENEE222	31186	Adamo, Oluwayomi	1/28/2020	5/17/2020	Traditional
RV	ENEE222	33198	Catravas, Palmyra E.	1/28/2020	5/17/2020	Traditional
RV	ENEE244	31188	Yee, Kam F.	1/28/2020	5/17/2020	Traditional
RV	ENEE244	33564	Catravas, Palmyra E.	1/28/2020	5/17/2020	Traditional
RV	ENEE245	31189	Xiang, Lan	1/28/2020	5/17/2020	Traditional
RV	ENEE245	35752	Mellini, Monica A.	1/27/2020	5/17/2020	Traditional
RV	ENES100	31192	Garrison-Mogren, Craig T.	1/27/2020	5/17/2020	Traditional
RV	ENES100	31193	Hou, Chienann Alex	1/27/2020	5/17/2020	Traditional
RV	ENES100	31194	He, Wendy	1/28/2020	5/17/2020	Traditional
RV	ENES100	31195	He, Wendy	1/28/2020	5/17/2020	Traditional
RV	ENES100	33814	Zhang, Guangming	1/29/2020	5/17/2020	Traditional
TP	ENES100	30520	Zhang, Guangming	1/27/2020	5/17/2020	Traditional
TP	ENES100	32675	Al-Adhami, Mustafa M.	1/30/2020	5/17/2020	Traditional
GT	ENES100	32128	Mellini, Monica A.	1/27/2020	5/17/2020	Traditional
GT	ENES100	32130	Kung, Charles C.	1/28/2020	5/17/2020	Traditional
GT	ENES102	32132	Kung, Charles C.	1/28/2020	5/17/2020	Traditional
RV	ENES102	31203	Hou, Chienann Alex	1/28/2020	5/17/2020	Traditional
RV	ENES102	31204	Kung, Charles C.	1/27/2020	5/17/2020	Traditional
RV	ENES102	31205	Garrison-Mogren, Craig T.	1/28/2020	5/17/2020	Traditional
TP	ENES102	32677	Nam, Max Sang	1/28/2020	5/17/2020	Traditional
RV	ENES104	31206	Hou, Chienann Alex	1/30/2020	5/17/2020	Traditional
RV	ENES120	33702	Rappaport, Aaron G.	1/28/2020	5/17/2020	Traditional
TP	ENES120	33916	Al-Adhami, Mustafa M.	1/27/2020	5/17/2020	Traditional
RV	ENES206	32804	Hou, Chienann Alex	1/28/2020	5/17/2020	Traditional
RV	ENES206	33566	Garrison-Mogren, Craig T.	1/27/2020	5/17/2020	Traditional
GT	ENES220	32776	He, Wendy	1/27/2020	5/17/2020	Traditional
RV	ENES220	31207	Hou, Chienann Alex	1/28/2020	5/17/2020	Traditional
RV	ENES220	31208	He, Wendy	1/28/2020	5/17/2020	Traditional
GT	ENES221	33014	He, Wendy	1/27/2020	5/17/2020	Traditional
RV	ENES221	31209	Garrison-Mogren, Craig T.	1/28/2020	5/17/2020	Traditional
GT	ENES232	33165	Kung, Charles C.	1/28/2020	5/17/2020	Traditional
RV	ENES232	31210	Tsai, Benjamin K.	1/27/2020	5/17/2020	Traditional
TP	ENES232	33516	Al-Adhami, Mustafa M.	1/27/2020	5/17/2020	Traditional

RV	ENES240	31211	Haghani, Sasan	1/27/2020	5/17/2020	Traditional
RV	ENES272	33567	Garrison-Mogren, Craig T.	1/28/2020	5/17/2020	Traditional
GT	GEOL101	33291	Blacic, Tanya M.	1/28/2020	5/17/2020	Traditional
RV	GEOL101	31278	Cutler, Alan H	1/27/2020	5/17/2020	Traditional
RV	GEOL101	31279	Martin-Vermilyea, Laurie	1/28/2020	5/17/2020	Traditional
RV	GEOL101	31280	Martin-Vermilyea, Laurie	1/28/2020	5/17/2020	Traditional
TP	GEOL101	30263	Coskren, Thomas D.	1/27/2020	5/17/2020	Traditional
GT	GEOL101HC	32516	McDaniel, Diane K.	1/27/2020	5/17/2020	Traditional
RV	GEOL102	32739	Cutler, Alan H	1/28/2020	5/17/2020	Traditional
GT	NWIT101	32152	Tseng, Hui-Mei Margaret	1/27/2020	5/17/2020	Blended
Off Campus - GT	NWIT101	35192	Tseng, Hui-Mei Margaret	1/29/2020	5/17/2020	Traditional
Off Campus - GT	NWIT101	35193	Tseng, Hui-Mei Margaret	1/29/2020	5/17/2020	Traditional
GT	NWIT105	32998	Chiang, Chiyun-Kwei	1/27/2020	5/17/2020	Blended
RV	NWIT105	33334	Chiang, Chiyun-Kwei	1/29/2020	5/17/2020	Blended
DL	NWIT127	32569	Tseng, Hui-Mei Margaret	1/27/2020	5/17/2020	On-Line Only
GT	NWIT127	32154	Kasraian, Mohammad K.	2/1/2020	5/17/2020	Traditional
GT	NWIT127	32155	Toman, Andrew H.	1/28/2020	5/17/2020	Traditional
GT	NWIT127	32156	Levy, Martin	1/27/2020	5/17/2020	Blended
GT	NWIT127	32157	Wu, Hsi-Mien B.	1/27/2020	5/17/2020	Blended
RV	NWIT127	33335	Naegeli, Charles R.	1/29/2020	5/17/2020	Blended
TP	NWIT127	33286	Levy, Martin	1/27/2020	5/17/2020	Blended
	NWIT127		Chiang, Chiyun-Kwei			
GT	NWIT130	32814	Wu, Hsi-Mien B.	1/29/2020	5/17/2020	Traditional
GT	NWIT151	32166	Zavala, Juan A.	1/28/2020	3/12/2020	Traditional
GT	NWIT151	32167	Wu, Hsi-Mien B.	1/28/2020	5/17/2020	Traditional
GT	NWIT151	32190	Fallon, Christopher M.	2/1/2020	5/17/2020	Traditional
GT	NWIT151	32191	Wu, Hsi-Mien B.	1/29/2020	5/17/2020	Traditional
RV	NWIT170	33700	Chiang, Chiyun-Kwei	1/29/2020	5/17/2020	Blended
RV	NWIT170	33700	Chiang, Chiyun-Kwei	1/29/2020	5/17/2020	Blended
DL	NWIT173	32762	Vargas, Silvia M.	1/27/2020	5/17/2020	On-Line Only
GT	NWIT173	32216	Early, Matthew	1/27/2020	5/17/2020	Traditional
GT	NWIT173	34006	Lemich, Julia C.	1/28/2020	5/17/2020	Traditional
GT	NWIT173	35490	Lemich, Julia C.	1/30/2020	5/17/2020	Traditional
TP	NWIT173	35406	Early, Matthew	1/28/2020	5/17/2020	Traditional

DL	NWIT203	32212	Shen, Chu-Li	1/27/2020	5/17/2020	On-Line Only
RV	NWIT204	33947	Shen, Chu-Li	1/29/2020	5/17/2020	Blended
GT	NWIT230	33678	Roundy, Joseph A.	1/29/2020	5/17/2020	Traditional
GT	NWIT245	32195	Lemich, Julia C.	1/28/2020	5/17/2020	Traditional
RV	NWIT245	33336	Lemich, Julia C.	1/31/2020	5/17/2020	Traditional
RV	NWIT245	35351	Vargas, Silvia M.	1/27/2020	3/15/2020	Blended
DL	NWIT246	32213	Vargas, Silvia M.	1/27/2020	3/15/2020	On-Line Only
DL	NWIT246	35491	Vargas, Silvia M.	3/23/2020	5/17/2020	On-Line Only
GT	NWIT246	32761	Vargas, David A.	1/27/2020	5/17/2020	Blended
RV	NWIT246	35430	Shah, Ashish Y.	2/1/2020	5/17/2020	Traditional
DL	NWIT247	34009	Vargas, Silvia M.	3/23/2020	5/17/2020	On-Line Only
GT	NWIT247	33420	Trigoboff, Jacob	1/30/2020	5/17/2020	Traditional
GT	NWIT252	32203	Zavala, Juan A.	3/24/2020	5/17/2020	Traditional
GT	NWIT252	35483	Koo, Emily	1/28/2020	5/17/2020	Traditional
GT	NWIT252	35611	Wu, Hsi-Mien B.	1/29/2020	5/17/2020	Traditional
GT	NWIT252	35612	Wu, Hsi-Mien B.	1/30/2020	5/17/2020	Traditional
GT	NWIT263	32526	Vargas, David A.	1/27/2020	5/17/2020	Blended
GT	NWIT263	32853	Trigoboff, Jacob	1/30/2020	5/17/2020	Traditional
GT	NWIT263	34007	Vargas, David A.	1/27/2020	5/17/2020	Blended
GT	NWIT264	32568	Roundy, Joseph A.	1/29/2020	5/17/2020	Traditional
GT	NWIT275	33000	Vargas, David A.	1/27/2020	5/17/2020	Blended
DL	NWIT291	35644	Vargas, Silvia M.	3/23/2020	5/17/2020	On-Line Only
RV	NWIT291	33337	Shah, Ashish Y.	2/1/2020	5/17/2020	Traditional
RV	PHYS010	35574	Stambaugh, Corey	2/1/2020	5/17/2020	Traditional
TP	PHYS010	30522	De, Tania	2/4/2020	5/17/2020	Traditional
TP	PHYS010	30526	Arroyo, Edwin X	2/3/2020	5/17/2020	Traditional
GT	PHYS105	33140	Cabrera Carnero, Iraida	1/27/2020	5/17/2020	Traditional
RV	PHYS110	31908	Williams, Hollis Edward	1/27/2020	5/17/2020	Traditional
GT	PHYS161	32231	Cabrera Carnero, Iraida	1/28/2020	5/17/2020	Traditional
GT	PHYS161	32233	Lui, Kristine P	1/27/2020	5/17/2020	Traditional
RV	PHYS161	31910	Zwi, Helio R.	1/27/2020	5/17/2020	Traditional
RV	PHYS161	31911	Connor, Joseph G.	1/28/2020	5/17/2020	Traditional
RV	PHYS161	31912	Fermo, Raymond	1/27/2020	5/17/2020	Traditional
RV	PHYS161	31913	Zwi, Helio R.	1/27/2020	5/17/2020	Traditional

RV	PHYS161	32590	Hosseini, Maryam	1/28/2020	5/17/2020	Traditional
TP	PHYS161	30528	De, Tania	1/28/2020	5/17/2020	Traditional
TP	PHYS161	30530	De, Tania	1/27/2020	5/17/2020	Traditional
GT	PHYS203	32235	Chiang, Chiyun-Kwei	1/28/2020	5/17/2020	Traditional
RV	PHYS203	31919	O'Connor, Patrick K.	1/27/2020	5/17/2020	Traditional
TP	PHYS203	30532	Teodorescu, Raluca E.	1/28/2020	5/17/2020	Traditional
TP	PHYS203	30535	Teodorescu, Raluca E.	1/27/2020	5/17/2020	Traditional
TP	PHYS203	30538	Arroyo, Edwin X	1/28/2020	5/17/2020	Traditional
RV	PHYS204	31922	Fugal, Adam C.	1/28/2020	5/17/2020	Traditional
TP	PHYS204	30541	Nam, Max Sang	1/27/2020	5/17/2020	Traditional
			O'Connor, Patrick K.			
GT	PHYS262	32706	Cabrera Carnero, Iraida	1/29/2020	5/17/2020	Traditional
RV	PHYS262	31939	Szwerc, Richard P.	1/27/2020	5/17/2020	Traditional
RV	PHYS262	31941	Zwi, Helio R.	1/27/2020	5/17/2020	Traditional
RV	PHYS262	33871	Catravas, Palmyra E.	1/27/2020	5/17/2020	Traditional
TP	PHYS262	30544	De, Tania	1/27/2020	5/17/2020	Traditional
GT	PHYS263	32529	Lui, Kristine P	1/27/2020	5/17/2020	Traditional
RV	PHYS263	31956	Williams, Hollis Edward	1/27/2020	5/17/2020	Traditional
RV	PHYS263	33098	Cetina, Catalina	1/27/2020	5/17/2020	Traditional
TP	PHYS263	30547	Nam, Max Sang	1/28/2020	5/17/2020	Traditional
GT	PSCI101	32133	Blacic, Tanya M.	1/27/2020	5/17/2020	Traditional
RV	PSCI101	31500	Maghami, Behzad	1/27/2020	5/17/2020	Traditional
TP	PSCI101	33517	Hillman, Damon A.	1/28/2020	5/17/2020	Traditional
	PSCI101		McDaniel, Diane K.			
	PSCI101		Cutler, Alan H			
GT	PSCI102	32139	McDaniel, Diane K.	1/27/2020	5/17/2020	Traditional
RV	PSCI102	31506	Cutler, Alan H	1/27/2020	5/17/2020	Traditional
RV	PSCI102	31507	Mirchin, Robert D.	1/28/2020	5/17/2020	Traditional