Dear Colleagues –

I know that you may be hearing from students regarding the steps that Montgomery College is taking to prepare for a potential suspension of activities in response to the COVID-19 (coronavirus) outbreak. Please know that at this time, **there is no recommendation for the College to suspend operations.** However, as with any situation that might require an emergency response, it is best to be prepared so that student learning will continue uninterrupted to the extent possible.

In light of this potential emergency, all full-time and part-time faculty need to be aware of the resources available to them if the on-campus teaching and learning environment were to be interrupted. Technology is available to help faculty make quick changes to deliver their course content electronically, through the College's learning management system, Blackboard.

The Office of E-Learning, Innovation and Teaching Excellence has staff available at each campus to help faculty who are not trained in [Blackboard](#) to learn how to use the tools to keep students engaged during a campus closure.

Faculty are encouraged to digitize course content to prepare for upload to Blackboard if necessary. Faculty looking to connect with their students in real-time can use [Collaborate](#), a video conferencing solution built into Blackboard.

As we come up to spring break, faculty members should be prepared to inform their students about next steps in case an emergency arises while classes are not in session. While I certainly hope that the current potential COVID-19 emergency ultimately subsides, taking steps now to prepare for remote teaching will give us flexibility to respond to any future emergency situations

Thank you for your continued support of our students. For more information, please send an email to ELITE at dl@montgomerycollege.edu.

Sanjay K. Rai, PhD