The following steps have been taken to implement emergency remote teaching for all faculty:

- Faculty have all been paired with a mentor in the discipline.
- Chairs have reviewed plans for each faculty member.
- Faculty have taken trainings and workshops on Blackboard Essentials and Collaborate and have shared information and instructions on using You Tube, PowerPoint voice-over, and Zoom. Remote friendly assessments and content are being developed.
- Tips for moving instruction online and resources have been shared with all faculty.
- Mentors and mentees are working with a variety of tools for the individual faculty’s discipline and needs.
- Faculty are contacting students to keep them informed of the plans for the class.
- World Languages faculty will be offering tutoring remotely in 10 languages in collaboration with the writing centers via WC Online.
- Communication is going out to all General Studies students that will include suggestions for remote learning, office hour schedules via Zoom, and a list of services available remotely.

If students have trouble reaching a faculty member or have questions about other College resources and services, they should contact the department chairs or administrative assistants. Students should include their name, M number, class and instructor (if relevant), and phone number in their message.

Key department contacts:

**Germantown—Humanities**
Department Chair: Dr. Sarah Campbell - sarah.campbell@montgomerycollege.edu; 240-567-4166
History Coordinator: Dr. Joe Thompson - joe.thompson@montgomerycollege.edu

**Rockville—History and Political Science**
Department Chair: Dr. Joseph Stumpf - joseph.stumpf@montgomerycollege.edu; 240-567-7280
Administrative Assistant: Ms. Ola Cole - ola.cole@montgomerycollege.edu; 240-567-5178
International Studies Coordinator: Dr. Nathan Zook – nathan.zook@montgomerycollege.edu; 240-567-7286

**Rockville—World Languages and Philosophy**
Department Chair: Prof. Cristina Butler - cristina.butler@montgomerycollege.edu; 240-567-7389
Administrative Assistant: Ms. Maria Cevallos Rodríguez – maria.cevallosrodriguez@montgomerycollege.edu; 240-567-5395
Administrative Assistant: Ms. Ifang Navintranonth – ifang.navintranonth@montgomerycollege.edu; 240-567-5393
Philosophy Coordinator: Prof. Auksuole Rubavichute – Auksuole.Rubavichute@montgomerycollege.edu

Takoma Park/Silver Spring—Humanities
Department Chair: Prof. Ivonne Bruneau-Botello - ivonne.bruneau-botello@montgomerycollege.edu; 240-567-3993
Administrative Assistant: Ms. Lu Singleton lucilene.singleton@montgomerycollege.edu; 240-567-1400
History and Political Science Coordinator: Dr. Vincent Intondi - vincent.intondi@montgomerycollege.edu@montgomerycollege.edu

General Studies—Collegewide
Department Chair: Prof. Samantha Veneruso – samantha.veneruso@montgomerycollege.edu; 240-567-3993
Administrative Assistant: Ms. Ifang Navintranonth – ifang.navintranonth@montgomerycollege.edu; 240-567-5393

Faculty support cadre:
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Sarah.Campbell@montgomerycollege.edu
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Daniel.Jenkins@montgomerycollege.edu
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Tim.Mcwhirter@montgomerycollege.edu
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Valerie.Tanner@montgomerycollege.edu
Joe.Thompson@montgomerycollege.edu
Samantha.Veneruso@montgomerycollege.edu
Nathan.Zook@montgomerycollege.edu

Staff support for faculty teaching remotely:
Jin.Carvallo@montgomerycollege.edu
Jeff.Chuang@montgomerycollege.edu
Tanya.Camp@montgomerycollege.edu

Student support centers have worked collegewide to continue operations virtually. E-tutoring is being ramped up and tutors are training on Collaborate. The Writing, Reading, and Language Center and the Academic Success Center are making their virtual sign-in system available to their colleagues in the math and science centers. Uniform communications are being sent for communication with students and faculty. (See attached.)
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 WCOnline
- Conduct synchronous e-tutoring via Zoom or Skype

WCOnline
- WRLCs to host STEM e-tutoring schedules.
- Each campus’ WCOnline site will have dropdown schedules that correspond to their campus:
  - Takoma Park/Silver Spring: https://montgomerycollege.mywconline.net/
    - Academic Success Center-Hosted on GT WRLC’s WCOnline site: https://montgomery.mywconline.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 WCOnline 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 WCOnline site.
- WCOnline
  - All students who are currently registered for the TP/SS WCOnline 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