

Humanities Area
Remote Teaching and Continuity of Operations Plan

Academic Areas
Humanities—Germantown
History and Political Science—Rockville
World Languages and Philosophy—Rockville
Humanities—Takoma Park/Silver Spring
General Studies—Collegewide

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

Administrative Assistant: Ms. Sella Gesumwa - sella.gesumwa@montgomerycollege.edu; 240-567-7766

History Coordinator: Dr. Joe Thompson - joe.thompson@montgomerycollege.edu

Political Science Coordinator: Prof. Jennifer Haydel - jennifer.haydel@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

General Studies—Collegewide

Department Chair: Prof. Samantha Veneruso – samantha.veneruso@montgomerycollege.edu; 240-567-

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Administrative Assistant: Ms. Ifang Navintranonth – ifang.navintranonth@montgomerycollege.edu;

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Faculty support cadre:

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Staff support for faculty teaching remotely:

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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 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 WOnline site.
- **WOnline**
 - All students who are currently registered for the TP/SS WOnline 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