

**BEACAHMPS**  
**Covid-19 Continuity Plan**  
**March 2020**

The following information outlines steps BEACAHMPS departments have implemented.

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The Chairs and Dean met after the ABESS AULT meeting on 3/11 to strategize a continuity plan and identify potential issues in the department. The chairs met with their faculty coordinators and the faculty to discern potential obstacles to instruction. The primary logistical/instructional concerns were as follows:

1. *Development of a peer-based technology support network within BEACAHMPS*  
Individual faculty volunteered to serve as technology cadre members. The chairs gathered this information. The contacts were shared in a narrated presentation that was developed by the dean and then distributed to all FT and PT faculty. (Cadre faculty contact information and support focus are provided on page 3.)

A SurveyMonkey survey was developed to query if faculty would like to be paired with a peer technology mentor from the cadre. The faculty who responded with a 'maybe' and 'yes' were connected to a cadre member.

In BEACAHMPS, almost all of the courses have already been taught online and shared resources are plentiful. One instructor who taught a course online provided all of her content to another instructor to facilitate the transition to online delivery.

2. *Hospitality Management lab course content delivery*  
The Hospitality Management coordinator worked with HMGT faculty to derive alternate assignments and methods of assessment in lieu of the MC kitchen.
3. *Computer hardware resources for remote instructional delivery (faculty) and area support (AAs)*

A SurveyMonkey survey was developed and fielded to identify the technology needs of faculty and staff. The survey identified hardware, internet, and computer peripheral needs. All faculty who identified a need were contacted directly so they could have a technology solution provided.

4. *Timely training on Blackboard Essentials and Blackboard Collaborate for faculty.*  
Faculty attended Blackboard training. The SurveyMonkey survey also yielded insight about the faculty's training in Essentials and Collaborate and their plans to get trained expeditiously. This will continue to be monitored.
5. *Ongoing support of Accounting students vis-à-vis embedded support and tutoring.*  
This is an area that will be focused upon in the next week. Zoom will provide a good opportunity for one-to-many tutoring outreach. Other options will be explored with the accounting faculty and current tutors and coaches.
6. *Ensuring clear communication with full time and part time faculty during the transition.*  
The chairs and coordinators have communicated extensively with full and part time faculty. Two town hall meetings were conducted to provide real-time answers to questions and the survey was administered to solicit potential logistical issues in the transition to distance operations.

**Concerns:**

- The faculty expressed concerns for student engagement in their courses when shifted to an online environment. To counter this, most of the faculty are opting for a synchronous delivery model, to keep students on their same weekly schedule. The faculty are also going to increase the use of GroupMe to both encourage more student peer-to-peer interaction and to serve as another point of contact with the students.
- A second concern is postponing assessment until classes are again face-to-face. Faculty are being instructed to remain on schedule with their assessments in the event that the college needs to extend remote instruction.
- Faculty want to know when and where to send their students who might need to access a computer (e.g. what labs will be open, when); what the assessment hours will be, etc.
- Advising was discussed. Faculty advisors will likely need to be trained to be online advisors in the event that distancing is extended.

**In Summary,** Business Administration, Paralegal and Hospitality Management coursework is very easy to transition into an online delivery system. Moving forward, it will be very beneficial to have this shared level of competency in Blackboard, which will facilitate expansion of use in subsequent terms.

BEACAHMPS Cadre:

**Matt Chang**

Availability Next Week: Tuesday to Friday after 6:00 p.m. and Saturday and Sunday by appointment.

Skill Set: Blackboard

Contact Information: [Kuo-Liang.Chang@montgomerycollege.edu](mailto:Kuo-Liang.Chang@montgomerycollege.edu)

**John Coliton**

Availability Next Week: Monday/Wednesday mornings (after 9:00 a.m.) and all day Thursday and Friday.

Skill Set: Collaborate, Go-To-Meeting and Zoom.

Contact Information: [John.Coliton@montgomerycollege.edu](mailto:John.Coliton@montgomerycollege.edu)

**Linda Fontaine:**

Availability Next Week: By appointment. Send Linda an email to make an appointment.

Skill Set: Blackboard

Contact Information: [Linda.Fontaine@montgomerycollege.edu](mailto:Linda.Fontaine@montgomerycollege.edu)

**Joanne Frazier**

Availability Next Week: 10:30 a.m. until 4:00 p.m. and from 7:30 to 9:00 p.m.

Skill Set: Blackboard, GoToMeeting, and Screen-Casto-Matic .

Contact Information: [joanne.frazier@montgomerycollege.edu](mailto:joanne.frazier@montgomerycollege.edu)

**Richard Gottfried**

Skill Set: Blackboard Collaborate

Contact Information: [richard.gottfried@montgomerycollege.edu](mailto:richard.gottfried@montgomerycollege.edu)

**Hoa Nguyen**

Availability Next Week: MWF 11:00 a.m. to 12:30 p.m.

Skill Set: Blackboard and Zoom

Contact Information: [Hoa.Nguyen@montgomerycollege.edu](mailto:Hoa.Nguyen@montgomerycollege.edu)

Available via email or Zoom.

**Harry Singleton**

Skill Set: Blackboard

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