

Communication Studies, ELAP, and Linguistics
Covid 19 Contingency Plan
March 2020

The following information outlines steps Communication Studies, ELAP, and Linguistics departments have implemented.

Leadership Team

Leadership Role	Name	Email
Fiona Glade, Academic Dean	Fiona Glade	Fiona.Glade@montgomerycollege.edu
Department Chair, Germantown	Jorinde van den Berg	Jorinde.Vandenberg@montgomerycollege.edu
Department Chair, Rockville	Rachel Bonaparte	Rachel.Bonaparte@montgomerycollege.edu
Department Chair, TPSS	Angela Nissing	Angela.Nissing@montgomerycollege.edu

Chairs provided face-to-face and virtual training sessions for faculty at each campus, and where needed mentor faculty for each campus/discipline are available to assist others with remote instruction. Chairs ensured that every section has a Bb presence, and that faculty have logged in and asked students to log in. Chairs shared the ELITE plan, highlighting the “preparation” steps, and they continue to work closely with faculty to make sure they are connected to the resources they need, including loaner laptops and home internet services, and that they are communicating clearly with students.

Faculty will use regularly scheduled class time to interact virtually with students and will keep office hours as published on the course syllabus. Faculty are using the following platforms to communicate with colleagues and for remote teaching: Blackboard and MyMC e-mail by default as well as other apps including GroupMe, Remind, Zoom, Socrative, YouTube, TedTalks, Screencast-o-matic, Gotomeeting, What’sApp (for conferencing/office hours), and Microsoft Teams, depending on what individual faculty and their students are already familiar with and what works best for the discipline/course. For multi-section courses, coordinators have shared a good set of suggestions and resources for key assignments.

Faculty mentors for remote teaching:

Discipline	Name	Email
COMM/ELAP	Carrie Shaw	Carrie.shaw@montgomerycollege.edu
COMM	Brian McNelis	Brian.Mcnelis@montgomerycollege.edu
COMM	Nader Chabaan	Nader.Chabaan@montgomerycollege.edu

ELAP accelerated courses: coordinators and faculty have agreed on ways to administer or replace the final exam, with consistency across sections, as needed. They have also prepared consistent communications to send to students to launch late-start courses, and a plan to check for correct student placement using equitable diagnostic alternatives in week 1 of the course.

Learning Center

Reading/Writing/Learning Center director has worked with campuswide Learning Center leadership on the shared plan for uninterrupted services during remote instruction.

Every student may access eTutoring (asynchronous) and virtual tutoring (synchronous) until 3 April. All tutors have received training for eTutoring and virtual tutoring and are working from home.

WRL Center has communicated email updates directly to GT students and faculty; the webpage and Bb also include links for tutoring.