

**Education and Social Sciences:
Sociology, Anthropology, Criminal Justice, Education and Psychology
Covid-19 Contingency Plan
March 2020**

The following information outlines steps Education and Social Sciences (Sociology, Anthropology, Criminal Justice, Education, and Psychology) departments have implemented

Faculty Cadre:

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- Amy Carrattini (Anthropology – RV) - amy.carattini@montgomerycollege.edu
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- Tracey Smith-Bryant (Interim Chair – RV/TPSS. Will operate primarily on TPSS campus) - tracey.smith-bryant@montgomerycollege.edu
- Lavena DeLaRosa (Psychology – RV) - levena.delarosa@montgomerycollege.edu
- Bonita Parker (Psychology – TPSS) - bonita.parker@montgomerycollege.edu
- Frances Raphael-Howell (Psychology – TPSS) - frances.raaphael-howell@montgomerycollege.edu
- Sonia Pruneda-Hernandez (Chair – Collegewide. Will operate primarily on RV campus) - sonia.pruneda-hernandez@montgomerycollege.edu
- Katya Salmi (Sociology – RV) - katya.salmi@montgomerycollege.edu
- Ginger Robinson (Criminal Justice – TPSS) - ginger.robinson@montgomerycollege.edu

Academic Support Cadre: A dean or representative will convene a leadership cadre of academic support center managers, instructional associates, and librarians to develop a plan to provide on-campus and remote support for students.

Resources for Faculty: **I have developed a One Drive library for remote teaching support and support documents that chairs will have access. This will permit chairs to better control the “flow” of information to faculty and staff.**

Resources for Students: Libraries and academic support centers will provide alternative communication options for students, faculty, and staff. On-site, the Libraries and academic support centers will be able to provide students and faculty with technology and internet access. Libraries and support centers identify leads who will communicate to provide consistent services.

Implement a phased approach to course delivery once a decision is made to move to remote teaching. Ideally, each phase will last one week, but phases can be extended if necessary.

Phase 1: All courses move to remote teaching. Faculty and students do not have on-campus classes.

- Academic support units such as Learning Centers and Libraries remain open on campus and provide assistance to students.
- Deans and chairs identify the phases of converting their courses to remote teaching. Courses that cannot be converted are identified.
- Chairs have contacted faculty to identify courses that cannot be converted:
- ECE Field Observations are being converted to video and asynchronous content
- Elementary Education and Secondary Education faculty have reached out to MCPS and MSDE for direction for field placements in K-12 settings.
- Deans and chairs identify the barriers and issues identified in the transition. They work with the chairs, coordinators, and faculty experts to mitigate and overcome the barriers.
- Faculty will begin transitioning face-to-face courses on 3/12/20. Chairs have reached out to all faculty to identify who will need additional support in preparing their classes to transition to remote instruction. Chairs have established support hubs in HS138 (GT), MT218 (RV), and NP220 (TPSS) to provide in person support by appointment if needed 3/16-3/27.
- ELITE staff deploy resources to support the remote teaching transition and maintain virtual communication options to support faculty members moving into remote teaching.
- Non-credit courses that cannot be taught remotely either adopt synchronous delivery of instruction coupled with exchanging assignments via U.S. mail, or, are cancelled.
- ECE Chair is collaborating with colleagues in WD&CE to support remote instruction for CDA classes.

Phase 2: Limited student return to campus for face-to-face classes that include clinicals, labs, art, or music studio requirements.

- Academic support units such as Learning Centers and Libraries remain open on campus and provide assistance to students.
- Deans, chairs, coordinators and faculty experts identified by disciplines or part of the Faculty Cadre are available for support.

- ELITE staff are available to support faculty members currently offering their classes through or phasing in to remote teaching mode.

Phase 3: All face-to-face courses are delivered on campus as scheduled.

- All support units are operational.
- Non-credit courses return to normal delivery.

Academic Affairs leadership will need at least 2 days prior to the switch to remote teaching to prepare students and faculty:

- Deploy a student and faculty “hotline” to address instructional or technical issues that may arise when they initiate asynchronous instruction.
- Create a faculty checklist to use to ensure all the instructional components are available in their asynchronous environment.
- Identify faculty experts in remote teaching delivery, in each discipline, by the Academic Unit Leadership Teams.
- Through the Office of E-Learning, Innovation and Teaching Excellence, identify a general Faculty Cadre to work with Deans, chairs, coordinators and in direct service to faculty colleagues
- Through Academic Learning Centers, identify Collegewide leads to plan for consistent Collegewide support to students. Virtual communication options deployed or expanded.
- Through the Libraries, deploys virtual services to support students.

Design and implement a communication plan through VPPs to deans and faculty.

- Provide standard emails to keep deans and faculty informed of suspension status.
- Field concerns, questions, and issues from faculty and students.
- Provide a conduit of information from deans and faculty to the central leadership cadre for actions or decisions.
- Additionally, the Center for Early Education Lab School will continue to function as long as College operations continue. I have instructed the Program Director to develop a list casual temps who can provide coverage in the even that existing staff are unable to report to work.
- We will be postponing all external events to effect social distancing and to allow faculty and staff the ability to prioritize the transition to remote instruction.
- Admin Aides in Education and Social Sciences will be permitted to work remotely after 3/13. There will be at least one AA present collegewide to address critical functions.