

**English and Reading
Covid-19 Contingency Plan
March 2020**

The following information outlines steps the Department of English and Reading has implemented.

Leadership Team

Leadership Position	Name	Email	Phone Number
Dean of English and Reading	Rodney Redmond	Rodney.Redmond@montgomerycollege.edu	240-567-5030
Department Chair, Germantown	Sharon Anthony	Sharon.Anthony@montgomerycollege.edu	240-567-7769
Department Chair, Rockville	Teri Hurst	Teri.Hurst@montgomerycollege.edu	240-567-7409
Department Chair, Takoma Park/Silver Spring	Charmaine Weston	Charmaine.Weston@montgomerycollege.edu	240-567-1680
WRLC Manager, Germantown	Elysse Meredith	Elysse.Meredith@montgomerycollege.edu	240-567-2146
WRLC Manager, Rockville	Lucy Grinnell	Lucinda.Grinnell@montgomerycollege.edu	240-567-9042/7771
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Administrative Aide to the Deans	Christine Hunt	Christine.Hunt@montgomerycollege.edu	240-567-5030
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Concern: Some faculty and students may not have computers or access to appropriate technology to deliver remote instruction. Dean and chairs will address this issue as it arises on a case-by-case basis.

- No computer
- No Wi-Fi
- No smart phone

Solution Option 1: Lend one of the department laptop computers to the faculty member for this time. Faculty member will return the laptop to the department when face-to-face instruction begins.

Solution Option 2: Check with General Studies chair to inquire if she has available student loaner laptops. Students will need to return laptops to department/General Studies, per loaner agreement

Solution Option 3: Inquire if IT has laptops that may be loaned to students who need technology access during this period. Student will need to return laptop to IT or designee per loaner agreement.

Instructional Information/Resources Available to Faculty for Remote Instruction:

Most faculty are comfortable with online instruction. The faculty have several options to providing remote instructions:

Use any of the OER materials developed by the department. They are housed on the Bb community site. The faculty member of record would upload the materials from the Bb community site and load them into their course shell, provide students with the instructions for completing the assignment, monitor work and respond to students' questions.

Use a unit from the Common Course for instruction. Common Course Coordinators can upload the unit to the faculty Bb site. The faculty member teaching the course will only need to set deadlines for the activities, monitor the work online (remotely), provide feedback, and answer students' questions. They will not need to create the assignments, upload them, etc.

Faculty can upload any materials they have already developed into their Bb course shell and use those materials with students, providing remote instructions. Faculty would upload the materials, getting help from the department cadre (coordinators, other teaching faculty mentors/volunteers) to upload and learn to use Bb for remote instruction.

Faculty who wish to conduct their class by email with their students, may use this option.

- Chat via Email
- May use Google Voice accounts to talk with students via phone, if not using Collaborate
- Using the ELITE tutorials

Faculty members are continuing their student contact via apps such as Remind and GroupMe. This app allows students to contact their professor and classmates with questions or concerns without reliance on e-mail. They prefer texts to email. Our faculty have been supporting students in this manner for a few years.

Department will offer face-to-face tutorials and open labs in Bb use, especially for PTF

- Tutorial on each campus by coordinators and faculty mentors/volunteers who teach online routinely
- Show how to access announcements in class, if you have SIWS or computer classroom
- Post homework/ information in announcement section, especially for developmental students or new to Bb students
- Could submit homework via email if not using Bb or if it's easier for the students

Department staff can scan documents for faculty and email the documents to faculty for posting in Bb or for sharing with students via email.

Faculty may come to campus for computer/technology access but are not required or expected to come to campus

If faculty members need to come to campus for technology access, they should not plan or expect to meet face-to-face with students during this time. The contact and communication with students should be done through remote means

ATPA/ Embedded Support

- Coaches and tutors will be provides Bb access to continue supporting the classes of students they work with weekly
- Professor will request appropriate level of Bb access for embedded coaches and tutors in their classes
- Tutors/ coaches can hold Bb hours to work with students, per program guidelines

Limited numbers of students may need to come to campus if they don't have access to technology. They will likely want to use the services in the computer lab, libraries or even the computers in the WRLC. Learning Centers and WRLCs, pertinent to this area, will also offer e-tutoring for students. The WRLC will also promote the use of SmartThinking as another writing support for students.

Libraries and computer labs may have limited hours on each campus where students may go for technology access to complete their course work

Dean and Chairs will provide routine updates to faculty via email RE: status of college operation

OER information available online for all Full-time and Part-time faculty members to use. The information is housed in the English and Reading Bb community site

English and Reading Area Cadre

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Dean of English and Reading	Rodney Redmond	Rodney.redmond@montgomerycollege.edu
Department Chair, Germantown	Sharon Anthony	Sharon.Anthony@montgomerycollege.edu
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Faculty volunteers to assist students and teachers during the remote teaching/Covid-19 pandemic

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