SET Area
COVID 19 Continuity of Instruction Plan

In our transition to remote instruction, the SET area is committed to:
- Maintaining clear and continued communication with our students, faculty, and staff
- Prioritizing the care of our students and each other
- Being creative and flexible

Our COVID19 Continuity of Instruction Plan is organized in the following parts: Area Level, Disciplines Level, Courses Level, Program Advising, Potential Obstacles, and Positive Thoughts.

1. Area Level

At our SET area level we have created a Blackboard Community site called "SET Area". Faculty and staff were asked to self-enroll in this Blackboard Community. During our remote work period in preparation of our remote teaching period, we have been posting useful resources and announcements through this Blackboard Community site. Faculty and staff have also been posting useful remote teaching resources both general in nature, and specific to particular disciplines and even courses. Faculty and staff are showing great creativity and generosity as they help each other to provide the best possible continued instruction to our students during this pandemic.

Since the College's announcement of our transition to remote instruction during the COVID19 pandemic, our approach in the SET area has been to brainstorm together on what we can do, test our ideas, review, and improve our planned approach. Faculty and staff worked tirelessly in person on Thursday, March 12, and Friday, March 13 with our in-house faculty Blackboard experts to bring everyone up to speed with remote instruction possibilities. When Spring break started, faculty and staff continued to work together remotely through Zoom and Blackboard Collaborate, testing the available technology, practicing creating and taking exams, conducting virtual science laboratories, delivering discussion sessions, and most importantly supporting each other to ensure that everyone is ready for the start of remote classes on March 23.

We plan to communicate daily with our faculty and staff by posting announcements through our SET Area Blackboard Community and continuing to share helpful resources. Our SET area prides itself on having strong human connections and we plan on continuing these strong connections through our virtual means to ensure that everyone is receiving the support they need.

These are the SET area online teaching faculty experts who have volunteered to provide support:

Faculty	email
Alla Webb	alla.webb@montgomerycollege.edu
Carrie Fitzgerald	carrie.fitzgerald@montgomerycollege.edu
Greg Grinberg	grigoriy.grinberg@montgomerycollege.edu
Gary Thai	gary.thai@montgomerycollege.edu
Janet Joy	janet.joy@montgomerycollege.edu
Margaret Tseng	margaret.tseng@montgomerycollege.edu
Silvia Vargas	silvia.vargas@montgomerycollege.edu
Monica Mellini	monica.mellini@montgomerycollege.edu

2. Disciplines Level

At the disciplines level in our SET area, we use a combination of discipline-specific Blackboard Communities for faculty (AOSC, CMSC, PHYS, NWIT-Cybersecurity), and students (CMSC, PHYS, ENES-CMSC advising). We now also use discipline folders and groups in our SET Area Blackboard Community. All sharing and communications are made available through these modes.

We also have discipline level coordinators. Our faculty discipline coordinators plan to remain in constant communication with our full-time and part-time faculty in their discipline, reach out to them and help them develop templates of communication for the students.

Discipline	Faculty Coordinator	Email
AOSC	William Krayer	william.krayer@montgomerycollege.edu
ASTR	Carrie Fitzgerald	carrie.fitzgerald@montgomerycollege.edu
CMSC	Alla Webb	alla.webb@montgomerycollege.edu
ENEE	Lan Xiang	lan.xiang@montgomerycolleg.edu
ENES	Alex Hou	chiennanalex.hou@montgomerycollege.edu
GEOL	Alan Cutler	alan.cutler@montgomerycollege.edu

NWIT-Networking	CK Chiang	ck.chiang@montgomerycollege.edu
NWIT-Cybersecurity	Silvia Vargas	silvia.vargas@montgomerycollege.edu
PHYS	Helio Zwi	helio.zwi@montgomerycollege.edu
PSCI	Diane McDaniel	diane.mcdaniel@montgomerycollege.edu

Discipline coordinators will continuously solicit feedback from faculty on their experience with remote teaching. The coordinators will document this feedback so that it may be reviewed to help generate improvements and adjustments moving forward. Lessons learned and suggestions for improvement will be documented and shared to help other faculty.

3. Courses Level

We have generated a SET area Course Table. This document lists all courses - including all sections offered college-wide - along with faculty designated as points of contact for each course. This will give instructors a point of contact for support and help for each course. Due to its length, this table is included as a separate Appendix and will be posted on the SET Area Blackboard site.

Faculty workgroups are working together to ensure a continued, unified approach to teaching courses operating under a common syllabus with common exams. They have set up daily virtual meetings and are practicing all the parts of the courses: lecture components, discussions, laboratories, and even exams. Several physics laboratory courses are making use of already existing virtual laboratory software, and for some more advanced level courses, access to specialized software has been purchased so that students may have as close as possible to a hands-on laboratory experience. Faculty and staff will develop new instructions for students one week ahead of each laboratory.

Course coordinators will continuously solicit instructor feedback on their experiences with remote teaching so that they may assist with the review, reflection, and adjustments. Most importantly, we do not want any of our instructors to feel they are alone in their efforts.

We have 76 unique courses in our area, therefore rather than including a table here with the list of our designated course coordinators, we have included it as an appendix in this document.

In order to solicit feedback from students, template questions are posted on our SET Area Blackboard community which instructors can import directly into their course Blackboard site as a survey for their students. We want our students to understand that we care about them and will do everything in our power to help them succeed.

4. Program Advising

Program Advising for students is embedded in the curriculum in the SET area. During this period of remote teaching, we have planned to continue efforts remotely for our students. In order to assist our program advisors, we have created dedicated program email boxes for advising our majors. In addition, we have a dedicated Engineering and Computer Science Advising Blackboard community site so that our program advisors may work together to best support our students.

We will continue to embed program advising in our curriculum. We already require that our students complete online their academic degree plans through the MyMC SAPC application in the following classes:
For Computer Science majors: CMSC140, CMSC203, CMSC204, CMSC207
For Engineering ENES100, PHYS161, PHYS262, PHYS263
For Cybersecurity majors: NWIT173, NWIT127, CMSC 135
For Networking and Cloud-Computing majors: NWIT101, NWIT105

These SAPC plans will be reviewed in preparation for Summer 2020 and Fall 2020 registration.

Dedicated email boxes:
Computer Science program: cs@montgomerycollege.edu
Cybersecurity program: MCCyberAdvising@montgomerycollege.edu
Engineering program: engineering@montgomerycollege.edu
Networking program: networking@montgomerycollege.edu

Our SET website includes a list of advisors and program specific information:
https://www.montgomerycollege.edu/academics/stem/science-engineering-technology/index.html

5. Potential Obstacles

We face the same general obstacles as other higher-education communities. The first few that come to mind are:
- Not all students may have access to computers and internet
- Not all students and instructors may have access to web cameras
- Limited bandwidth

Our instructors have sent out surveys to their students to assess their access to technology. Instructors will reach out individually by phone to the students who do not answer the survey.
We are committed to helping our students, faculty, and staff to overcome obstacles.

6. Positive Thoughts

We now have many lessons learned that will help us become more efficient in our work. For example we have learned that it is important to require all our newly hired instructors to complete a Blackboard training and ensure they have access to computers away from campus.

Through these trying times, our faculty and staff have come together, and helped each other in amazing ways. This demonstrates that our SET area is a strong team working together in all aspects of our academic functions to support our students.

7. Appendix

Course	Coordinator
AOSC100	Krayer, William R.
AOSC105	Krayer, William R.
ASTR101	Fitzgerald, Carrie
CMSC100	Joy, Janet E.
CMSC110	Webb Alla / Thai, Gary /Joy, Janet E.
CMSC135	Webb Alla / Tseng Margaret
CMSC140	Grinberg, Grigoriy/ Webb, Alla/ Monshi, Khandan/ Thai, Gary
CMSC141	Grinberg, Grigoriy A.
CMSC201	Grinberg, Grigoriy A.
CMSC203	Alexander, Robert S./ Monshi, Khandan/ Grinberg, Grigoriy A./ Webb Alla
CMSC204	Alexander, Robert S./ Monshi, Khandan/ Thai Gary
CMSC207	Webb Alla/ Tarek, Ahmed/ Dong Zhou (CMSC 207 H)
CMSC214	Grinberg, Grigoriy
CMSC216	Kuijt, David / Alla Webb
CMSC220	Alla Webb

CMSC222	Joy, Janet E.
CMSC226	Grinberg, Grigoriy/ Kuijt, David(EC)
CMSC243	Joy Janet/ Webb Alla
CMSC246	Grinberg, Grigoriy A.
CMSC253	Tseng, Margaret/ Vargas, David A.
CMSC260	Thai, Gary C.
CMSC269	Webb, Alla / Roundy, Joseph A.
ENEE140	Mellini, Monica A. (GT)/ Xiang, Lan(RV)/ Kuijt, David(NWHS)
ENEE150	Xiang, Lan
ENEE207	Xiang, Lan
ENEE222	Catravas, Palmyra E.
ENEE244	Catravas, Palmyra E.
ENEE245	Xiang, Lan
ENES100	Garrison-Mogren, Craig T.(RV)/Hou, Chienann Alex(All)/ Mellini, Monica A.(GT)
ENES102	Hou, Chienann Alex/ Garrison-Mogren, Craig T.
ENES104	Hou, Chienann Alex
ENES120	Rappaport, Aaron G. (RV) /Al-Adhami, Mustafa M.(TP)
ENES206	Hou, Chienann Alex / Garrison-Mogren, Craig T.
ENES220	Hou, Chienann Alex
ENES221	Garrison-Mogren, Craig T.
ENES232	Kung, Charles C.
ENES240	Haghani, Sasan
ENES272	Garrison-Mogren, Craig T.
GEOL101	Cutler, Alan H

GEOL101 HC	McDaniel, Diane K.
GEOL102	Cutler, Alan H
NWIT101	Tseng, Hui-Mei Margaret
NWIT105	Chiang, Chiyun-Kwei
NWIT127	Chiang, Chiyun-Kwei
NWIT130	Wu, Hsi-Mien B.
NWIT151	Wu, Hsi-Mien B.
NWIT170	Chiang, Chiyun-Kwei
NWIT173	Vargas, Silvia M.
NWIT203	Shen, Chu-Li
NWIT204	Shen, Chu-Li
NWIT230	Roundy, Joseph A.
NWIT245	Vargas, Silvia M.
NWIT246	Vargas, Silvia M./ Vargas, David
NWIT247	Vargas, Silvia M.
NWIT252	Wu, Hsi-Mien B.
NWIT263	Vargas, David A.
NWIT264	Roundy, Joseph A.
NWIT275	Vargas, David A.
NWIT291	Vargas, Silvia M.
PHYS010	De, Tania
PHYS105	Cabrera Carnero, Iraida
PHYS110	Williams, Hollis Edward

PHYS161	Lui, Kristine P (GT) / Zwi, Helio R.(RV) / De, Tania(TP)
PHYS203	O'Connor, Patrick K. (RV)/ Teodorescu, Raluca E.(TP)
PHYS204	Nam, Max Sang (TP)/ O'Connor, Patrick K.(RV)
PHYS262	Cabrera Carnero, Iraida (GT)/ Zwi, Helio R.(RV)/ De, Tania(TP)
PHYS263	Lui, Kristine P (GT)/ Cetina, Catalina(RV)/ Nam, Max Sang(TP)
PSCI101	McDaniel, Diane K. (GT)/ Cutler, Alan H(RV)
PSCI102	McDaniel, Diane K. (GT)/ Cutler, Alan H(RV)