

# BEdA COVID-19 Message Digest

## March 5th through March 19th

This document will be used as a digest to catalogue all messages sent from the BEdA office at SBCTC to the ABEDir listserv.

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# Grants

## March 10 - Grant Allowances Due to COVID-19 Emergency Campus Operations

College Grant Staff,

Some of you have asked about the status of FY21 grant applications in the wake of COVID-19 emergency campus operations. The attached document shows how each of the current FY21 grant applications will be impacted. The majority of our grant applications will continue to be due by their original deadlines. However, SBCTC will allow some content to be completed after the deadline. See attached for more details.

We also recognize that you may not have the ability to have assurances documents signed if remote work is necessary. If you have the ability to print documents but do not have a scanner, a high quality photo of a signature page taken with a cell phone may suffice. If that is not an option, simply upload a document stating you do not have the ability to have the assurances document completed and signed at this time but will do so before your application is approved.

FY20 Grant Invoicing: Monthly and quarterly invoicing deadlines for each grant remain unchanged. If your college or organization is implementing alternate emergency campus operations in response to COVID-19 that impacts your ability to submit invoices, we will allow late invoicing. Please notify SBCTC grant fiscal staff at [educontracts@sbctc.edu](mailto:educontracts@sbctc.edu) regarding the need to submit late invoices. Grantees not implementing emergency campus operations are still required to meet invoicing deadlines. Note that we will not likely be able to accept invoices after the fiscal year billing deadline of July 15, 2020.

If you have questions, please let me or any of the SBCTC grant managers know. You can find additional details about each application, guidelines, deadlines, and contact information on the SBCTC website.

Michele

### Attachment: SBCTC FY21 Grant Applications

#### Basic Education for Adults Grant Applications

Grant Application	Grant Released	Grant Due	Allowance due to COVID-19 Emergency Campus Operations
			<b>No change to deadline. Submit all applications no later than 3/19/2020.</b>
<b>Basic Education for Adults (BEDA) Master Grant</b>	02/06/20	03/19/20	<b>Application Content:</b> If there are answers you absolutely cannot answer due to COVID-19 emergency campus operations, please enter "TBD due to emergency campus operations" in those answers. You will have an opportunity to complete your answer after your submitted application has been reviewed by SBCTC.  <b>Assurances:</b> If colleges impacted by COVID-19 need to delay submitting assurances due to staff being unavailable to sign, please upload a Word document to your application stating that. As soon as you are able, upload your completed, signed assurances document to your application.

**No change to deadline. Submit all applications no later than 3/19/2020.**

**Integrated English  
Language Civics  
Education (IELCE)  
Grant**

02/06/20 03/19/20

**Application Content:** If there are answers you absolutely cannot answer due to COVID-19 emergency campus operations, please enter “TBD due to emergency campus operations” in those answers. You will have an opportunity to complete your answer after your submitted application has been reviewed by SBCTC.

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**No change to deadline. Submit all applications no later than 3/19/2020.**

**BEDA Leadership  
Block Grant**

02/06/20 03/19/20

**Application Content:** If there are answers you absolutely cannot answer due to COVID-19 emergency campus operations, please enter “TBD due to emergency campus operations” in those answers. You will have an opportunity to complete your answer after your submitted application has been reviewed by SBCTC.

**Assurances:** If colleges impacted by COVID-19 need to delay submitting assurances due to staff being unavailable to sign, please upload a Word document to your application stating that. As soon as you are able, upload your completed, signed assurances document to your application.

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**No change to deadline. Submit all applications no later than 3/19/2020.**

**Community-Based  
Organizations (CBO)  
State Grant**

02/06/20 03/19/20

**Application Content:** If there are answers you absolutely cannot answer due to COVID-19 emergency campus operations, please enter “TBD due to emergency campus operations” in those answers. You will have an opportunity to complete your answer after your submitted application has been reviewed by SBCTC.

## [March 16 - Grant Allowances Due to COVID-19 Emergency Campus Operations](#)

Hello to You All,

I hope you are well.

As we approach the BEdA Grant submission deadline, I want to resend our guidance document from last week concerning the grants during the novel coronavirus emergency.

The BEdA Master, IELCE, and Leadership Block Grants can be submitted with unsigned assurances and with some questions answered “TBD due to emergency campus operations”. Programs will then have the opportunity to complete these answers during the normal revision period in April. The due date will remain 3/19/20. I have included a screenshot of the relevant section of the attachment below:

Please let me know if this will work for you. Also, please do not hesitate to reach out to me if you have questions or need assistance.

Please stay safe.

Troy Goracke (he|him|his)

## Contact Hours/CASAS/Compliance

March 5th - Guidance on CASAS Testing after Suspended Operations

Good morning,

I hope this message finds you in good health and good spirit. I know many of you are facing tougher than normal decisions about program operations. Some programs were already required to suspend operations and others are reviewing their procedures. Our office is being asked about post-testing when days of instruction are missed and fewer attendance hours are possible. Please find our guidance attached here.

Let me know if you have any questions.

-Scott

Guidance Note: Testing after Suspended Operations CASAS Testing Students with Less Than 45 Hours [Link to Guidance](#)

The WA State Assessment Policy PY2019-20 states, “Post-test students at the end of a quarter if the students have persisted for 45 or more hours of instruction.” (p. 13) Occasionally suspended operations (weather or emergency conditions) limit the amount of attendance hours possible for a student to earn. When this happens, the following criteria can help a program determine whether post-testing is appropriate and are consistent with our policies:

- If the current quarter is Summer, Fall, or Winter, and a student is planning to continue taking classes the following quarter, they should NOT be post-tested.
- o Students who continue taking classes can be post-tested as soon as they earn the rest of the hours needed to reach 45 hours of instruction.
- Students who will NOT continue taking classes the following quarter are considered to be “Exiting the Program” so providers should follow the normal Post-test Exception Request process (excerpt from Assessment Policy below).
- If the current quarter is Spring AND there is evidence of a possible gain, submit a Post-test Exception Request citing Suspended Operations as the “Reason” for the request.

Post-test Exceptions (excerpt from WA State Assessment Policy PY2019-20, p. 14-15)

When seeking an exception to post-test before 45 hours of instruction, first update attendance hours in the WABERS+ program, then follow these steps:

1. Identify a valid reason for the exception. [Use “suspended operations”]
2. Document any evidence of a possible gain (see examples on Post-Test Exception Request Form).
3. Complete the paper copy of the Post-Test Exception Request Form and attach your evidence. Send to your director for initial review and signature.
4. Once the director has signed the form, make the official request for an exception utilizing the WABERS+ program (the WABERS+ Specialist at your site must complete this step).
5. The WABERS+ Helpdesk will reply to your request either officially approving it or asking for additional information.
6. Once approved, proceed to administer the post-test.

Technical assistance is available by contacting Scott Toscano, BEdA Program Administrator, [stoscano@sbctc.edu](mailto:stoscano@sbctc.edu).

### [March 5 - Update on Counting Hours: Coronavirus](#)

Greetings All,

Due to the Corona Virus here in Washington state, OCTAE has approved our office's request to temporarily adjust how we count instructional hours for face-to-face instruction during the crisis. Therefore, we are able to allow all BEdA Programs experiencing suspended on-site operations and programs suffering a significant drop in attendance to count instructional hours for face-to-face BEdA classes no matter the mode in which students receive instruction.

So, effective immediately, programs that have directives for instruction to continue may count and report those instructional hours in WABERS+. The program should document their method for tracking this instructional time, keep a copy on file, and send a copy to Troy Goracke at the SBCTC BEdA office at their earliest convenience. Programs will receive notice when this temporary adjustment for the crisis ends.

Let me know if you have questions.

Stay healthy.

Cheers--Jon

### [March 5 - Guidance on Suspended Operations](#)

Greetings All,

I hope this finds you all well. We in the BEdA Office would like to provide you with the following guidance concerning suspended operations during this challenging time.

In the event that programs are unable to post-test students due to significantly reduced or suspended operations this will be taken into consideration when our post-test rates are reviewed for monitoring and federal reporting. If this should be the case, we will consider data from quarters not affected.

If this affects the testing of new students, we suggest temporarily placing students using other measures available to your program that could be delivered online (high school transcripts, local assessments, student interviews, etc.). Then once students are able to be tested, test results could be used to adjust placement as needed.

In terms of the 3-quarter rule, if your college or CBO determines an excess of instruction has been missed and does not allow a student to have access to instruction, the program can choose not count the quarter with suspended operations as one of the 3-quarter counts. If this option is used, programs will want to document this and have it approved through the proper channels at your agency. We will be sending this to the Instruction and Student Services Commissions as well.

Please don't hesitate to reach out to us if you have any additional questions or concerns. Thank you all for your continue dedication to our students and programs.

Best,

Jon

### [March 13 - Update on Counting Hours: Coronavirus](#)

Greetings,

I hope you are all well.

As the situation around COVID-19 progresses, the need to alter and suspend operations expands. As this impacts students, staff and faculty, it also complicates programs' ability to in-take and test students. Based on questions we have been asked, BEdA is providing additional information and guidance below:

### **Programs Not Currently Impacted by the Novel Coronavirus**

For all programs who are open for operation and not currently directly impacted by the novel coronavirus, please continue to pre and posttest students as normal.

### **Programs Impacted by the Novel Coronavirus**

Currently there are no [remote proctoring options approved to deliver the CASAS test at a distance](#). For continuing students, track attendance and post-test them once CASAS testing is available. [For new students, we recommend using a local assessment to place students unable to come to take the CASAS due to altered or suspended operations, then test those students as soon as possible once normal operations resume.](#)

At this time we will not be altering the assessment policy or post testing threshold of 50%. That being said, we will take the situation into consideration in future monitoring of programs and annual reports.

Please don't hesitate to contact us if we can be of assistance.

Please do all you can to stay safe and healthy.

Troy

### [September 11- Electronic Signatures for Intake Forms & Attendance Sheets](#)

(Although this guidance is not directly related to COVID-19, you may find the reminder useful)

Good morning,

I'm following up on SBCTC's "Use of Electronic Signatures" statement and what it means for BEdA programs wishing to use e-signatures on Intake Forms and attendance sheets. As stated, "we will only accept an electronic signature if it meets the requirements of the State of Washington and follows the guidance provided by the Washington State Office of the Chief Information Officer (OCIO)." I am attaching the OCIO's Electronic Signature Guidelines and you can find more information on the OCIO's website.

If you are interested in using e-signatures on Intake Forms and attendance sheets, please work with your organization to establish a policy that meets the OCIO's requirements. SBCTC does not approve or disapprove of any specific method of electronic signature. Adoption and use of digital/e-signatures requires a business and risk assessment from each agency to determine the feasibility of use of these instruments, assessment of the technology and the adoption of policies and procedures on how, when, and on what documents which form of digital/e-signatures will be accepted. SBCTC program office staff will not take part in the process for gaining approval or meeting state requirements for adoption and/or approval of digital and e-signatures.

Please let me know if you have any further questions. I'll make sure to bring this up at the fall CBS meeting so you can ask questions then as well.

Cheers!

-Scott

# I-BEST

## March 12 - Online I-BEST Instruction

Good afternoon colleagues,

My mind is with you all during this time of rapid response and adaptation. As colleges are looking at various online options for instruction and coursework in response to COVID-19, I would like to address questions regarding the team-teaching component of I-BEST.

Colleges are permitted to deliver I-BEST fully or partially online as part of college-wide shifts toward online instruction and coursework. No specific approval from the SBCTC is needed. Approved applications do not need to be updated to signal this shift.

Since permission is not an issue, the questions will more likely turn to “how?” The following is a brief, introductory guide to help ensure that equitable and integrated team teaching occurs in a hybrid or fully online I-BEST program. Many of these practices may already be occurring in your programs.

- The requirement remains that 50% or more of the instruction delivered in an I-BESTed course is done through integrated team teaching, regardless of whether this overlapped instruction is delivered face-to-face, hybrid, or fully online.
- Online team-teaching can take a variety of forms. This list is meant to suggest and affirm good practices; it is neither meant to be comprehensive nor restrictive. Some of the more common forms of integrated team teaching include:
  - Discussion boards – Both instructors provide feedback and engagement with student work.
  - Assignments – Both instructors provide feedback and engagement with student work.
  - Video/audio lessons – Instructors can provide short videos or audio delivered jointly or otherwise including the teaching of both faculty members.
  - Live chats – Instructors can hold live chat sessions where students can interact with both faculty members.
  - Email correspondence – Both instructors can provide feedback to a student question.
  - Technology assistance – Both instructors can provide assistance to students with the skills needed to participate and learn successfully in an online format.
- In short, “overlap” does not have to be construed as “simultaneous,” so long as students have the same opportunity to interact with and learn from both faculty members’ expertise, just as they would in a face-to-face team-taught class.

There are a plethora of resources for online instruction available in our system. I will not list them all here, but resources that are meant for “one-teacher” courses can in most cases be utilized by team teachers as well. This includes training in Canvas, Open Educational Resources (OER), Accessibility, and Quality Matters.

As there is no state-level policy governing team-teaching in an online format, I encourage all colleges to work with their local policies and eLearning departments in adopting this format.

I am available and most happy to work directly with faculty seeking further assistance with online team teaching. Please don’t hesitate to reach out if I can provide greater detail or more guidance regarding a shift to online team-taught instruction.

Best,

Will

# I-DEA

March 16 - I-DEA Guidance During COVID19 Outbreak

Greetings,

I hope that this email finds you well, and that you everyone is adjusting to our current instructional climate without too many bumps along the way!

I have been fielding many questions about how to offer I-DEA in an online only/remote instructional format over the coming months and wanted to provide guidance on this so that programs can begin to plan accordingly for spring quarter 2020. Attached you will find a guidance document that offers guidance and suggestions on how to provide remote I-DEA instruction for both Full and Tailored I-DEA classes which are offered in either a hybrid (fully flipped) or web-enhanced format.

The guidance in this document covers the following:

- options for remote face-to-face instruction
- providing access to face-to-face instructional materials
- considerations for technology access/training for faculty and students
- recording/reporting attendance and proxy hours for hybrid classes, and
- recording/reporting attendance hours for web-enhanced classes
  - *Please remember per BEdA Guidance - programs can continue to report attendance hours as face-to-face hours for any courses currently set up as face-to-face but that are now being delivered through any other mode of instruction during the COVID19 crisis.*

The suggestions in the document may also be helpful and applicable to other ELA, ABE, and HS+ offerings. Please feel free to use them and if you have any questions about how to apply them to other programming, please contact the Program Administrator for that program.

I am also looking at the possibility of offering a series of web-based trainings on I-DEA in the coming weeks. These trainings would be open to anyone who needs training in order to move to and offer I-DEA in the spring quarter. They would also be open to any current I-DEA instructors who might like a quick refresher. Once the details are in place, I will send an email out with times and dates.

If you have questions about the information included in this document, training options, or need additional I-DEA support, please don't hesitate to contact me.

Stay safe & healthy,

Jodi

[Guidance Document Link](#)

# GED

March 16 - Pearson VUE COVID-19 March 16 Update

Dear GED Administrators and State Directors,

The following communication will be sent to all GED testing centers later today. GED testing centers are strongly encouraged to implement these new guidelines on distancing measures between test-takers. GED testing centers are able to make changes to their test center schedules which will allow for fewer test-takers in a testing room at any one given time allowing for more distance between individual test-takers. Please reach out to your State Relationship Managers with any questions or comments.

Thank you,

GED Testing Service

[Click here for attachment](#)

Contact Lou Sager with questions at either (360) 704-4321 or [lsager@sbctc.edu](mailto:lsager@sbctc.edu)

## Technology/Open Educational Resources

March 18 - Calling all Washington CTC faculty who teach online!

Forwarded from Jodi Ruback

Calling all Washington CTC faculty who teach online through Canvas!

Your new-to-Canvas colleagues need online content NOW! Let's help them out so they can get online quickly and be ready to teach without needing to reinvent the wheel.

Will you share your course to Canvas Commons? You can share your content strictly inside our system and set the licensing however you'd like. See our [How to share your Canvas Course to Commons](https://tinyurl.com/share-to-commons) for step-by-step instructions (URL: <https://tinyurl.com/share-to-commons>).

Notes on sharing:

- Choose either Consortium or Public level access
  - Consortium: Only faculty at our WA CTC's will see it
  - Public level: Anyone with a Canvas account will see it
- Select the terms of use of your choice.
  - Select Copyrighted if you would like to be contacted for permission when someone wants to use your course beyond adopting it for the upcoming quarter.
  - Select Creative Commons or Public domain to grant permission in advance; you don't need to be contacted in order for someone to use your course content.
- Add 'WACTC' as one of the tags along with your course name and number.
- Share a whole course, or selected portions of a course, such as a lab, single module, an assignment, or a quiz.

And, our team is here if you have any questions. Send your inquiries to [bchae@sbctc.edu](mailto:bchae@sbctc.edu).

## March 18 - Call Alyssa: Course Design Lab

Forwarded from Jodi

Good evening,

This week I am offering two drop-in open lab times for answering online course design related questions. I will also be answering how-to Canvas questions as needed. This is unstructured time dedicated to answering course building questions and I'd like everyone to feel comfortable asking those questions, so I won't be recording these sessions as IGNIS webinars, but I will be using the IGNIS Zoom room since so many people already have that link. Please note that the sessions will not be live captioned. Depending on the interest in and the success of these sessions, I will plan to do this again sometime next week.

What:

- Ask Alissa - Course Design Lab
- This is drop-in style open lab time for asking online course design and Canvas how-to questions.

When:

- Thursday, March 19th from Noon – 1:00 PM
- Friday, March 20th from 10:00 – 11:00 AM

Times:

- Drop in anytime between Noon – 1:00 PM on Thursday and/or between 10:00 – 11:00 AM on Friday
- Stay for the entire hour or just until your question has been answered!

Where:

- [Join Me in Zoom](#) at the designated times – no registration required.
- Full Zoom invite with call-in info is below my signature line.

Who should drop in?

- Anyone with an online course design question and especially those with questions about quickly transitioning their courses online!

Please send your faculty and colleagues my way and please feel free to pop-in and help answer questions. All are welcome and extra helpers are greatly appreciated.

Thanks,

Alissa Sells

[asells@sbctc.edu](mailto:asells@sbctc.edu)

## March17 - DISTANCE LEARNING SUPPORT SITE

Dear Colleagues:

I am sharing the following message from Judy Mortrude at World Education:

**EdTech Center Launches New Website for Distance Education Support**

In response to the need for adult educators to transition from in-person to distance teaching, the EdTech Center @ World Education has created a new website called [Tips for Distance Learning](#), with resources to help adult basic skills programs scale up or launch distance education programs.

The site includes guidance on the first steps to take in planning, successful implementation (recruiting, onboarding, teaching, and assessing learners), and locating and evaluating online learning resources. We include information on how to meet virtually with students, links to offers for free or reduced online courses or curricula from publishers known to provide quality ABE learning resources, and a professional development events calendar

Join us for the first of weekly webinars this Friday at 10:00 Pacific, 12:00 Central, 1:00 Eastern. The first webinar, designed for administrators, professional development leaders and other practitioners, will cover a preview of the support site. We will feature lightning talks about LINCS resources and guidance on choosing online curricula. We will offer break out discussion on these and other topics participants have about getting started with distance education.

The link to register and join the webinar is the same: <https://jsi.zoom.us/j/398236460>.

Judy Mortrude | Senior Technical Advisor

## **WORLD EDUCATION, INC.**

From--Jon

### [March17 - Panopto Creator Training](#)

Panopto Creator Training

When: Thursday, March 19th at 10:00 AM (Pacific)

Where: [Join Us in Zoom](#)

This webinar will cover the basics of:

- Creating Panopto Recordings
- Ensuring your course is properly provisioned via Canvas
- Webcasting
- Basic editing (if time allows)

Please click the link below to join the webinar:

<https://panopto.zoom.us/j/507135990>

Or iPhone one-tap:

US: +16468769923,,507135990# or +16699006833,,507135990#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 876 9923 or +1 669 900 6833

Webinar ID: 507 135 990

Thanks,

Alissa

Forwarded by Jodi Ruback

## March 13<sup>th</sup> - Technology Information - Distance Education/Remote Meeting Options During COVID-19 Outbreak

Greetings All,

We hope that this message finds you all well! As more and more programs move to online instruction, we wanted to provide some information about some online tools that can be used to provide remote instruction during this time.

In addition to campuses having access to Zoom as a remote teaching tool, It looks like Cisco is offering free 90-day WebEx licenses due to coronavirus.

<https://www.bleepingcomputer.com/news/software/cisco-offering-free-90-day-webex-licenses-due-to-coronavirus/>

[https://blog.webex.com/video-conferencing/cisco-webex-supporting-customers-during-this-unprecedented-time/?CAMPAIGN=WebEx&REFERRING\\_SITE=Twitter&dtid=esotwt000260](https://blog.webex.com/video-conferencing/cisco-webex-supporting-customers-during-this-unprecedented-time/?CAMPAIGN=WebEx&REFERRING_SITE=Twitter&dtid=esotwt000260)

If you find that Zoom licenses are limited, you may want to connect with your campus eLearning/IT departments to see if it is possible to obtain these licenses as a tool.

Additionally, Office 365, the Big Blue Button in Canvas and Google Hangouts are other tools you could explore in order to remotely meet with students while campuses are closed.

### **Office 365**

If you have Office 365 with an A3 tier, you have access to Skype and Microsoft teams which could possibly be used to meet with students.

### **The Big Blue Button**

In Canvas there is a tool called the Big Blue Button, that works similar to Zoom/WebEx. Programs interested in exploring this as an option should connect with their eLearning/IT department for assistance.

### **Google Hangouts**

If you use the G-Suite (have Google accounts) or Google Classroom, Google Hangouts is a free and easy to use video conferencing tool that requires no downloads on a computer and is mobile friendly. In response to COVID-19, [Google is rolling out free access to premium features for G-Suite Education customers](#). The free services will be available through July 1, 2020.

As always, if there is anything we can do to offer support, please don't hesitate to contact us.

Stay safe and healthy!

The BEdA Team

## March 11 - BEdA Open Educational Resources Available for Programs Moving to Online Instruction

Greetings,

I hope this email finds everyone well and that you are all staying safe and healthy in the midst of the COVID 19 outbreak here in Washington. As more and more programs are moving to online only instruction due to safety concerns during this outbreak, I wanted to take a moment to remind everyone that SBCTC BEdA has open educational resources available for instructors to use.

Currently, we have both [I-DEA](#) and [HS+](#) curriculum that is available for instructors to use. Both curriculum can be accessed via Canvas Commons, and instructors are free to use all or part of the material to create online instructional materials for their students. Additionally, instructional videos for I-DEA are available on YouTube via the [TheProjectIDEA](#) channel.

I have attached the email guidance from BEdA on reporting hours sent last week for your reference. If you need assistance accessing any of these materials, or need further information on reporting hours, please don't hesitate to reach out to the SBCTC team.

Best,

Jodi

## Rendezvous

### March 12 - Rendezvous Registration Update

Greetings,

I hope you are all doing well.

I am reaching out with a Rendezvous 2020 registration update. Given the variety of challenges facing our system due to COVID-19, we are postponing registration for Rendezvous 2020 until Monday, April 20th. This date will align with the second week of spring quarter for most providers. At this time we anticipate the rest of the registration timeline remaining the same, with registration closing June 17th and the final day to cancel registration and receive a refund being June 30th.

Please do not hesitate to let me know if you have any questions.

Best,

Monica