California Community Colleges

TO: Chief Executive Officers
            Chief Instructional Officers
            Chief Student Services Officers
            Academic Senate Presidents

FROM: Marty Alvarado,
            Executive Vice Chancellor, Educational Services & Support

RE: EMERGENCY PLANNING FOR INSTRUCTIONAL INTERRUPTIONS

Planning for Instructional Interruptions

In the event of a campus closure due to COVID-19 or other emergencies and disruptions to face-to-face instruction, we recommend working directly with the Chancellor's Office to minimize the impact to students. A district will need to assess the overall impact to instruction and identify contingency plans that account for the variety of active course offerings, including credit, non-credit, and not-for-credit contract and community education.

For courses that can readily be converted to an online format the OEI team is ready and available to provide direct support. Available resources and recommendations from the OEI team are included below. Please contact Jory Hadsell jhadsell@cvc.edu for additional information.

For colleges considering this option we also recommend reviewing the recently posted US Dept. of Education Guidance for interruptions to study related to COVID-19. This guidance specifically addresses temporary flexibility for converting instruction to distance education and for financial aid restrictions.

For courses that may not easily convert to an online format, such as labs or practicum courses, districts will need to work with faculty to determine potential alternative meeting locations, taking into account the impact to students. Districts will need to monitor class-meeting cancellations to determine if the related class hours for course sections fall below the minimum to properly award a unit of credit as provided by Title 5, section 55002.5. If that occurs, a district will need to consider methods to make up lost instruction to at least that minimum level. If districts anticipate substantial lost instruction time they can request an accommodation to make up the instruction time. To make this request contact Marty J. Alvarado malvarado@cccco.edu or Raul Arambula rarambula@cccco.edu in Educational Services and Support Division.

OEI Resources & Recommendations

In the event of an emergency when all or some face-to-face classes cannot take place and/or all or some students cannot attend face-to-face classes, here are some actions to take:

INSTITUTIONAL

- Create local criteria for activating "emergency status", enabling faculty to utilize online options for instructional continuity.
- Create Canvas shells for all courses. This will enable faculty to post course content and facilitate interaction should a class need to convert to an online format. Basic information should be added including communication protocols during a crisis, the course syllabus, and contact information.
- Ensure all faculty, staff and students have profiles loaded into Canvas so colleges can communicate with them in an emergency.
- Enable the Zoom LTI integration with Canvas to minimize confusion for students and faculty due to manual entry of zoom meeting room IDs. Zoom is an available resource for office hours and instruction.

INSTRUCTION

- Consider drafting a blanket Distance Education Addendum (will require Chancellor's Office guidance and approval) for emergencies (create protocol for faculty to transition on ground and hybrid courses to the Canvas environment).
- Colleges may want to consider whether in the event of an emergency they want to convert on-ground classes to synchronous or asynchronous online modalities for the duration of the emergency. (Note: Synchronous option may more readily address regular substantive interaction concerns for faculty with limited training, though asynchronous options may also be used)
- Colleges may need to waive local approval of instructors to teach online during emergencies. State approval is not required and colleges are encouraged to exercise their local approval authority during an emergency.
- Colleges should consider internet connectivity limitations for students and take this into account; instructors should also be mindful that many students might choose to access Canvas and course materials via mobile devices.
- The CVC-OEI and @ONE provide guidance and resources on moving face-to-face courses into Canvas and best practices for teaching online via https://cvc.edu/about-the-oei/resources/.

STUDENT SERVICES

- Student services staff can provide online student support services through the ConexED/Cranium Cafe platform. The CVC-OEI can help facilitate training. Face-to-face appointments can be converted to online via SARS or other scheduling system
- The CVC-OEI purchased the Pisces online tutoring platform for all 114 colleges. Training is available to assist local college tutors with moving their appointments online.
- Consortium colleges can continue to make use of the NetTutor hours provided by the CVC-OEI. Colleges can request NetTutor (tutoring service) scheduling functionality to handle student tutoring appointments.

Additional Resources

CVC-OEI Online Instruction & Student Support Resources: https://cvc.edu/about-the-oei/resources/

WCET Disaster Preparedness Webinars: http://bit.ly/39pCkh9, http://bit.ly/2vGZdxI

cc: Eloy Ortiz Oakley, Chancellor
        Daisy Gonzales, Deputy Chancellor
        Raul Arambula, Dean