

## March 13, Update to Faculty

March 13, 2020; 6:00 pm

### **All Reedley College Faculty:**

As you know from President Buckley's email of this morning, as a result of the spread of the COVID-19 virus, Reedley College will modify standard operating protocols starting on March 16, 2020. Administration has conferred with leadership from the Academic Senate, the Classified Senate and Associated Student Government on campus measures to slow the spread of COVID-19 and reduce the number, frequency and duration of face-to-face contact among students, faculty and staff. Accordingly, Reedley College has submitted the required documentation to the California Community College Chancellor's Office (CCCCO) for a Temporary Blanket Distance Ed approval. We anticipate receiving approval of the request by March 20, 2020. Our plan, as described in Dr. Buckley's email, is to suspend face-to-face instruction and use the period March 16 to March 19, 2020 to move face-to-face classes to remote learning modalities.

### **Expectations for Week of March 16**

Our intent in suspending instruction between March 16 and 19 is to allow every instructor in all instructional areas to genuinely assess how to move as much course content as possible to the remote learning modality. *During this period (March 16 to 19), courses that are already delivered 100% online will continue without interruption.* By March 23<sup>rd</sup>, all instruction will resume with as many courses as possible converted to remote delivery.

### **Dual Enrollment**

The status of dual enrollment courses will be determined in discussion with our high school partners as the high schools' short-term operating status becomes clearer over the next few days. More information on our plan for dual enrollment courses will be forthcoming.

### **Respond to the Faculty Survey**

The College is continuing work on our instructional continuity plan, part of which is the move from face-to-face to remote course delivery. We are using a survey to get the input of every faculty member to assess what resource gaps exist (training, equipment, web access, etc.). The survey can be accessed at <http://bit.ly/RCPlan20>. All faculty must complete this survey.

### **Will All Classes be Delivered Remotely?**

As indicated above, starting March 23, all face-to-face and hybrid classes will be offered remotely with the exception of a limited number of lab-based courses, some skills-based CTE courses and other courses not easily converted to remote modalities. As soon as possible, faculty should discuss with their dean whether their courses fall into this exception and then notify students of the plan for delivery. Please note, we may have individual students that, due to exposure to or contraction of COVID-19, cannot participate in a face-to-face course for multiple class meetings. Whenever possible, alternatives must be provided for these students.

For all face-to-face course sections, instructors are expected to implement “social distancing” protocols wherever possible, providing 6 feet of separation between students. Where applicable, work stations, counter tops and other common surfaces should be disinfected between uses (consider having students do this) and thoroughly cleaned overnight (to be done by custodial staff). You may need access to additional cleaning supplies to accomplish this; please contact facilities maintenance (Mike Kaiser) to get these supplies.

### **Work Hours for Faculty, Week of March 16**

Next week is a scheduled, standard work week. Accordingly, and per the applicable collective bargaining agreements, all Reedley full-time faculty are expected to be available for their standard 40-hour work week, an average of 5 hours of which may be devoted to participatory governance and service to the campus and District. For part time faculty, we would expect them to be available at least as many hours as they would normally devote to their class and we are scheduling trainings and meetings in evenings specifically to accommodate their non-teaching schedules. It is not anyone’s intention to “take attendance” here on campus, but as noted above, it is our expectation that all faculty will genuinely assess the option of how to move as much course content as possible to the remote learning modality. Therefore, work will need to be done to have their classes ready to deliver in that remote modality starting on March 23<sup>rd</sup>. In addition, we have already scheduled some mandatory Area meetings, additional meetings are possible, and the faculty may need to attend Canvas training sessions or lend their Canvas expertise to colleagues. There should be many ways to productively work 35-40 hours for every full-time instructor next week.

### **Mandatory Meetings, Week of March 16**

All Department chairs will meet on Monday, March 16 (see invitation from the Office of Instruction). Dr. Buckley will attend (subject to changes in his schedule) to answer your questions directly.

Your dean’s office should already have reached out to you about mandatory Area meetings to be held at various times on Tuesday, March 17. President Buckley (again subject to his schedule) and I will be at each meeting to answer your questions about this evolving situation and update our plans. All faculty should attend their scheduled Area meeting.

### **Travel**

In general, per the direction of the SCCCDC Chancellor, all travel is suspended for the immediate future. Requests for exceptions will be reviewed on a case-by-case basis; please contact your dean.

Thank you in advance for your willingness and flexibility in meeting this challenge. Let me know what concerns or questions you have. We’ll respond as soon as possible and continue to communicate as the situation evolves. Your patience is appreciated.

A handwritten signature in blue ink, appearing to read "Dale A. ...".