



Pia Bhatia &lt;pb919@georgetown.edu&gt;

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**Fw: COVID-19 Action Plan - additional notes for faculty**

1 message

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Jared Ciocco <jciocco@ccm.edu>  
To: "pb919@georgetown.edu" <pb919@georgetown.edu>

Fri, Apr 3, 2020 at 8:57 AM

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From: John Marlin  
Sent: Thursday, March 19, 2020 1:58 PM  
To: Adjunct Faculty  
Subject: COVID-19 Action Plan - additional notes for faculty

Dear Colleagues:

We hope by now you have received and read President Iacono's email setting out our COVID-19 Action Plan (CAP). We'd like to take this opportunity to provide further details as they pertain to teaching and learning.

We know you have been working hard to move your teaching online over the past few weeks. We've seen the urgency and attention you've given to this situation, and we are most grateful for your labor for the benefit of our students. Please know we stand ready to assist you in any way possible.

We do not expect that you have materials posted for the entire term. You should, however, have at least two weeks of materials posted, and you should be ready to post more. We must operate under the assumption that the campus will not reopen this semester (although it may still if circumstances change).

As you know, we have asked that all instruction be moved to a distance learning format by March 23 if possible but no later than March 25. We ask that your course be available to your students, regardless of the platform you are using, by 8:30 a.m. on that date. In addition, for those instructors who need it, the Academic Term will be extended to May 21.

We also ask that you communicate with your students via CCM email not later than 3 p.m. on Monday, March 23 to inform them that your course will be available no later than March 25 to be viewed and explored.

In this communication we ask that you include:

- \* When you will officially begin instruction.
- \* Where students can locate your course.
- \* Where students can find tutorials and other support - "the 411": (<https://www.softchalkcloud.com/lesson/serve/vLTHfycj7eKhpd/html>)
- \* Any instructions germane to your course.
- \* That students may get additional support from [TASC+@ccm.edu](mailto:TASC+@ccm.edu) <mailto:TASC+@ccm.edu>.

For the week of March 23-29:

- \* 15-week online classes that are already ongoing may continue.
- \* Late-7 online courses may begin as scheduled.

- \* Instructors may begin online instruction as soon as March 23 but must begin it not later than March 30.
- \* Many students will be unfamiliar with the online environment. Instructors for face-to-face courses now converted to online should use this week to familiarize their students to these new conditions with low-stakes or no-stakes learning activities.

We recommend that no high-stakes assessments be assigned during this week.

Continued support for faculty is available from the Center for Teaching and Learning ([CTL@ccm.edu](mailto:CTL@ccm.edu)<mailto:CTL@ccm.edu>, <https://softchalkcloud.com/lesson/serve/aTFgAvilyVr1ID/html>) and for students through the virtual campus (<https://www.ccm.edu/vclassrooms/>).

Many of your students will approach you with questions about billing, registration, or other student service issues. Please direct them to [TASC+@ccm.edu](mailto:TASC+@ccm.edu)<mailto:TASC+@ccm.edu>.

Students have free access to Microsoft Office365. Virtual Campus and CTL will host instructions on how it can be accessed. You may, however, consider allowing students to use alternative systems like Google Docs (which downloads documents in MS-Word format) for writing assignments; in addition, students may compose some assignments directly in Blackboard.

Tutoring will be available for your students both from CCM-based tutors and from SmartThinking. A separate communication will explain how we'll do this.

Some of you may wish to offer proctored examinations. CCM has contracted with ProctorU for these services, and CTL can help you learn how to use this service. At present, the expense of proctoring is borne by the student (from \$6 to \$26 per examination, depending on the options selected by the instructor). CCM is exploring ways to bear that expense directly, and we will provide more details as soon as they become available.

We know that some of our students have documented disabilities that affect their ability to study and learn online. You will soon receive a separate communication from Accessibility Services addressing these matters. For some students you will be asked to extend examination time for students with documented accommodations; in other cases, you may be asked to admit sign-language interpreters or note-takers to your course. The staff at CTL can show you how to accomplish these fairly simple actions.

If you have students in your class with visual or auditory impairments, contact the Virtual Campus ([VCLearning@ccm.edu](mailto:VCLearning@ccm.edu)<mailto:VCLearning@ccm.edu>) for assistance. They have apps that can help you and your students in these circumstances.

We also recognize that some students will have limited or irregular access to a device or to an Internet connection. In addition, most of your students will be moving into an unfamiliar learning environment. Therefore, we ask that you be flexible and understanding with respect to deadlines and extensions, to include granting the grade of Incomplete (I). Please know, however, that you will need to follow up with any students receiving an I for up to a month after the term ends (and in some cases, longer).

Please know that we are exploring how we might be able to support some limited number of these students. If you have students who express a lack of access to the technology necessary to be successful in the course, please refer them to TASC+.

We know that some students, feeling uncomfortable in this new environment, will wish to withdraw from one or more of their classes. Please engage these students in a serious and frank discussion, as withdrawals could have adverse consequences for academic progress and financial aid. Please apprise students of the resources in place to assist them in meeting their goals, and refer them to TASC+ ([TASC+@ccm.edu](mailto:TASC+@ccm.edu)<mailto:TASC+@ccm.edu>).

And please reach out to students who are not logging in or participating in class, as this is often a prelude to withdrawal or failure. Please direct them also to TASC+. We will be providing additional guidance on this on March 23.

Finally, we understand that we are, in many ways, in uncharted territory. Everyone at CCM, including you, are doing the best they can to adapt. There will be more uncertainty and frustration as we move forward. We're all in that situation. So be patient, kind, and understanding with each other, and with us.

We thank you for your support of our students in these unusual and difficult times.

John Marlin

Vice President of Academic Affairs

Patrick J. Enright

Vice President for Professional Studies

and Applied Sciences



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