

**From:** [Laura Hope](#)  
**Subject:** Changes in Instructional and Support Delivery Due to Covid-19  
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## Dear Campus Community:

As all of you in the campus community know, the College has begun the planning and messaging process regarding COVID-19 concerns. As has already been stated in Dr. Shannon's previous messages, the health of faculty, staff, and students is our primary concern. At the same time, we must also deliver on our educational promise to students. On Thursday, Governor Newsom published guidelines minimizing large gatherings that can enable the community spread of the virus.

**As a result, Chaffey College will begin the process of transitioning toward remote learning options and student support services to the greatest extent possible by the end of March 2020.**

### Transitioning to Distance Learning

**The College will provide two full weeks of training to ensure that our transition to online instruction and student support services goes smoothly by extending spring break from March 16-27.** All faculty who participate in this formalized training (March 16-27) will be compensated in accordance with the Bargaining Agreement with the Chaffey College Faculty Association. The College appreciates the flexibility required by all of us to continue serving students during a state-declared crisis.

Classes will not meet during the week of March 23-27 in order to further support the transition to distance learning. That week will include platform and tool training as well as open "labs" in a variety of areas to help faculty with hands-on support during the transition.

### Available Tools

Currently, all faculty, full and part-time, have access to Canvas "shells" as a platform to deliver instruction. The District recommends this as the most preferred method of delivering learning remotely because of the support that accompanies Canvas, and because of the ease of use for students. While faculty can also use Zoom as another alternative delivery, the College is advocating that faculty use the videoconferencing feature of Zoom in coordination with Canvas use, even if it's just to house syllabi and assignment transactions. For those who wish to rely on Zoom, the College is in the process of acquiring web cameras for faculty who need them in order to conduct instruction. A full list of trainings (both face-to-face and Zoom) is available at:

<https://canvas.chaffey.edu/courses/12997/pages/calendar-of-trainings>.

### Next Steps for Instruction

Beginning March 30, Chaffey College will resume instruction, and all lecture classes will be conducted in a distance learning modality, with nearly all students being taught off campus. By this point, all faculty will be expected to continue to deliver instruction using the Canvas platform, a combination of Zoom and Canvas, or Zoom. Faculty may also wish to supplement their materials using YouTube or publisher supplements. It is also expected that all faculty will have used the resources available by the College to transition to remote instruction so that students can continue to learn and master the material outlined in the Course Outline of Record.

### What Does This Mean for Lab or Activity Instruction?

Activity and laboratory courses are more challenging to transition in such a short time. Some lab instructors may not be able to use these methods because materials and planning may not be in place or the online modality simply will not work for some content. The College plans to have all lecture classes, even if lecture is only a portion of the classes, transitioned to remote deliveries by March 30<sup>th</sup>, but the activity or laboratory portion of the class will continue as usual in order for learning to continue. This is a safe option since these classes tend to be smaller with fewer students at a time. However, if some laboratory lessons or activity plans can be accomplished remotely, the College urges faculty to do so in order to limit community contact. If they cannot, then face-to-face sessions will continue for now as usual. If classes do meet, even on a limited basis, the College is urging all faculty to practice and remind students of the hygiene protocols outlined by the [Center for Disease Control](#).

Unless your classes are specifically designated as labs or activity, you will not be permitted to meet your classes face-to-face, per the District's decision to limit community contact as much as possible.

### Student Services and Learning Support

The College is committed to continuing to serve students outside of the classroom environment. The College is currently planning to provide student services via online delivery. Training for staff and non-instructional faculty will be provided during the same window (March 16-27) so that they can continue to provide essential support for students during this period. Counseling and some support services will be shifted to online modalities, using tools either already in use or available. The Success Centers, library, Counseling, Admissions, and Financial Aid support will be operating exclusively in remote methods. These services will not be physically open to students during this period. Meetings will be scheduled with classified professionals to help answer questions as plans evolve. Look for more communication about how arrangements from us will be created to maintain the best continuity of support that can be created as soon as possible. When you receive this information, please share it with your students so that they are also aware of how to seek help when they need it.

College leaders are also sensitive to the reality that some students do not have adequate access to technology to engage remote learning approaches. As a result, a plan is being developed to loan and distribute computers and/or video cameras to students most in need. Additionally, the College is purchasing web cameras to loan to faculty and students in case they are in need of these accessories in order to transition instruction to remote deliveries. More on this plan will also be circulated soon as more details are available.

### How Will Students Know About These Changes?

The College has been and will continue to communicate directly to students through social media, Chaffey-issued email addresses, and the emergency notification system. However, the College expects that all faculty will communicate electronically with their students by March 27 to inform them about their individual plans to provide instruction remotely. That way, by the 30<sup>th</sup>, students will know what to expect and what to do to continue their learning.

### How Long Will Remote Instruction Continue?

The duration of these changes is currently unknown. The situation with COVID-19 is dynamic, and the College has a responsibility to act in accordance with state and federal guidelines that support the health of students, faculty, and staff. As the situation evolves, more information will be distributed about changes. The most important aspect of the situation is to make efforts to stay informed by reading all communication from the College and to communicate clearly and often with students, so they are also informed.

#### Future Communication

This is undoubtedly a time when we will need to work together and be our most creative, most flexible, and most patient. But we will get through this challenging and unprecedented period. Please rely on the College, your dean, coordinator, and peers to support you now, and extend your best self to students who need you more than ever. Faculty influence students more than anyone else, so please assist us in helping them to remain calm and be prepared. Thank you, in advance, for your mindfulness and attention to these issues during this transitional time.

Thank you,

Laura Hope

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