

Subject: District Senate Update re: COVID-19 District Response
Date: Wednesday, March 11, 2020 at 7:10:46 PM Pacific Daylight Time
From: Wallace, Jeremy
To: All Faculty
CC: Claire, Michael E., Moore, Jamillah, Lopez, Kim, Jackson, Jannett, Taylor-Mendoza, Jennifer, Holtzclaw, Mike, Robinson, Tammy, Mitchell, Karrie, McVean, Aaron, Reed, David, Lacefield, Hyla, Carranza, James, Pouncil, Matais, Hartman, C. Max, Chapple, Tarana, Ridgway, Kristi, Diamond, Heidi, Demsetz, Laura, Wolf, Andreas, Frontiera, Charlene, Duncan, Krystal, Moe, Rolin, Kane, Michael, Morello, Jr., Joseph, Gibson, Chris, Hernandez, Raymond, Redding Lapuz, Danni, Escobar, Luis, Schwarz, Karen, Rojo, Richard
Attachments: image001.png

Colleagues,

As you already know from Chancellor Claire's email, we will be transitioning to a digital platform for all face-to-face courses starting on Tuesday, March 17th. All face-to-face classes will be cancelled Thursday, March 12th to Monday, March 16th to give faculty time to make this transition. I'd like to reiterate that these steps have been taken in order to slow the community transmission of the novel coronavirus (COVID-19) and **not** because there have been instances of the coronavirus on campus. Most bay area institutions of higher education have taken these steps or are about to as well.

I'd like to provide some guidance on what this new mode of instruction could look like:

1. Ideally, **all face-to-face courses should be moved to Canvas** since it can act as a repository for handouts, readings, etc. It also has Zoom functionality so instructors can give lectures via video and it has the capabilities for giving quizzes and uploading homework. However, I know that some of you are not comfortable with this platform and creating a Canvas course would be extremely difficult in such a short timeframe. As a result, it would be acceptable to **maintain instruction via email**. Neither of these options are ideal, but this will hopefully be a short-term solution to get us through spring break. I think this is the most important question that we must ask ourselves as we make this transition: **"is student learning happening?"**
2. Faculty have the option of working from home or coming to campus. Our offices will still be open, so if you prefer to work from home, please do so.
3. Faculty who teach **labs, art, music performance, auto, kinesiology/dance, and other hands-on courses** have a few options. First, you can give the students activities to be completed at home (e.g. videos, worksheets, readings, etc.). I know these can't replace hands-on learning, but can they provide short-term learning opportunities for the students in your disciplines? Second, labs can be granted exemptions from the face-to-face cancellations, so labs and studios can remain open. But if you utilize this option, make sure students follow hygiene protocols and maintain social distancing (in fact, you may want to meet with students in smaller groups or even one-on-one). Third, you could try to make up missed labs and studio time once the campuses fully reopen (this seems like the least viable option). No matter which option you choose, students should not be penalized for not coming to campus during the cancellation or for not having the time to make up labs when we return. Please work with your dean to explore the best option for your lab course and to make arrangements for lab instruction. With that being said, **no lectures should be conducted in person**.
4. The senate is still awaiting guidance on tutoring services and counseling appointments. At this time, all tutoring and counseling appointments are cancelled from March 12-16. If you have questions or

concerns about this, please contact your dean.

5. Flex day activities have been cancelled on March 27th. In fact, these next three business days are impromptu flex days meant to help you prepare for transitioning your class to a digital platform (and should be recorded as flex time at the end of the semester). The district will be sending an email out with online resources for Canvas, Zoom, etc. and Skyline's CTTL will be conducting in-person and virtual office hours that every member of the district's faculty is welcome to utilize.
6. Computer labs, learning centers, and libraries will remain open, so direct students to these spaces if they need computer and/or internet access.
7. Committee meetings can still take place at the discretion of the committee chair, but committees should consider utilizing Zoom for essential gatherings only. If in-person meetings do take place, make sure you follow social distancing protocol. The local curriculum committees, academic senates, and institutional planning committees should still meet (but again, consider Zoom). The district academic senate will continue to meet as scheduled in April.
8. As mentioned in my March 10th email, faculty should **not** drop students from courses during this time. Under these extraordinary circumstances, we need to be flexible with our students' attendance and participation.
9. The senate is currently working with the AFT to adjust the evaluation procedures and timelines. I believe I can speak for the senate and union when I say that face-to-face courses that transition to a digital mode should not be observed as part of a performance evaluation. The district senate and AFT will issue joint guidance on spring evaluations.
10. Spring break will still be observed. Faculty should not conduct classes or collect assignments from Monday, March 30th to Saturday, April 4th.

I know these face-to-face cancellations are extremely inconvenient for members of the faculty and the students. But as I have mentioned in previous emails, we have an obligation to ensure that our students continue to receive instruction. These are extraordinary circumstances, and the only expectation is that we continue to offer instruction to the best of our abilities. As I mentioned yesterday, many of our students rely on us for consistency, especially in a world that is currently in chaos, so please continue to provide that stability and learning space. I will send out more information as needed, but please refer to all past and future district communications (I apologize for so many long emails). This pandemic has happened quickly, and I can assure you that the administration and faculty leadership is working hard to get you answers and solutions as quickly as possible.

Finally, let's support each other through these trying times. It is heartening to see our colleagues assist one another in setting up Canvas pages or to hear professors in the hallways discussing the most effective ways to offer their courses digitally. In the Umoja Community, we see teaching and learning as a communal effort, or "everyone's business." As the Umoja practices state, "We are a village, acting in accord, and unafraid to be seen and heard as we do our work, leveraging every voice and source of information to do our best by our students." If you need help, ask. If you can offer help, speak up. This is going to be a tough few weeks, but the district's professoriate will come out of it stronger and more unified.

In community,

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