

TO: All Faculty

FROM: Academic Affairs

RE: Coronavirus contingency planning

This message is to describe the preparations our district has made and faculty roles in the event that as many classes as possible will be moved into an online education platform. The determination to move classes online will be made by the Superintendent/President on the recommendation of the Monterey County Department of Health and Chancellor's Office advisories.

COMMUNICATION: Hartnell district updates, including any decision that would be made to convert face-to-face classes at some or all campus locations, **will be announced via campus-wide email and posted** at <https://www.hartnell.edu/about/safety/emergency/coronavirus.html>

Please refer to this site for the information you are seeking, before contacting an administrator or supervisor.

Chancellor's Office advisories are here:

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus>

Guidelines could change based on new developments. Currently, Monterey County currently has no confirmed positive tests.

INSTRUCTION

Under the current conditions, **faculty are expected to continue instruction, office hours, and attendance at meetings as regularly scheduled and in the format scheduled** (face-to-face, hybrid, or online). As the current conditions may change, **we encourage faculty to prepare in advance** to convert any class that is currently approved for DE or hybrid to a fully online format. Deans will have access to the list of courses meeting this requirement. With the prior written approval of your dean, faculty may request approval to offer these courses in a fully online format effective March 23, 2020.

In the event that classes are moved online, faculty are asked to maintain the high level of commitment to student success that HCCD has always shown. Faculty are asked to provide flexibility as needed in order to accommodate the best methods for continued student learning under challenging circumstances.

Please collaborate with your dean to obtain the assistance or any approvals you will need to provide the best instruction possible under the circumstances.

Faculty will work with their deans to convert courses to alternate forms of instruction as needed.

Alternatives include:

- 1) Online instruction through Canvas with a combination of posted lecture notes, assignments, and/or forums in asynchronous communication

- 2) Online instruction through Canvas with a combination of posted lecture notes, assignments, forums, and ZoomConfer real-time meetings in synchronous communication
- 3) Meeting at alternate locations, which could be local schools, other Hartnell campus sites, or public meeting spaces such as a library or government office, as approved by your dean
- 4) Other alternatives specific to the subject matter, as approved by your dean

Your dean will notify you if your course is among the small number that may be suspended if appropriate alternate means cannot be arranged.

Faculty are encouraged to schedule online activity for students at the regular meeting times of their classes.

Faculty can provide office hour support through Canvas during their regularly scheduled office hours

ASSISTANCE FOR MOVING COURSES ONLINE:

Please see the [Canvas web page](#) for the latest information on moving your courses online. You may also instantly enroll in the [Canvas quick-start online course](#).

Every course already has a course shell in place. Your class roster is already loaded in Canvas. Be sure to activate your course shell in [CANVAS](#).

California Virtual Campus - emergency preparedness provides specific resources related to the transitioning from on-campus to online instruction and student services. Resources are on the [website](#).

California Virtual Campus Webinar, Friday, March 13, 1:00-1:30 p.m. All faculty are welcome to join the webinar. *Getting Started in Canvas*; 1:00 PM – 1:30 PM; [Zoom information](#)

Use [Canvas announcements](#) to communicate with students.

Make sure to [set your Canvas home page](#) to have your contact information.

If you choose to post audio or video lectures or instructions in Canvas, the following tools are available:

Media Recorder in Canvas - [Learn how to use Media Recorder](#).

Consider using tools for collaborative activities and sharing files:

G Suite - G Suite enables access to Google Drive, Docs, Slides, YouTube, and other applications.

Lectures and discussions can be recorded and preserved.

If you would like to conduct “live” synchronous activities with students: [Learn how to use Zoom](#).

For strategies for communicating with students in an online setting, see: [The 7 Cs of Effective Communication in an Online Course](#).

COURSES AT OFF-CAMPUS SITES

Hartnell College offers instruction at several sites off-campus, including College Readiness courses through Dual Enrollment at local high schools, Adult Education sites, prisons, and jails. Please consult

with your dean or director as to whether instruction at these locations would be impacted, and refer to <https://www.hartnell.edu/about/safety/emergency/coronavirus.html> for current information.

FOR ALL STUDENTS

Assure students that the district is committed to helping them reach their educational goals. Students should be encouraged to continue their studies through alternative methods as arranged by the district. Dropping courses or requesting incompletes should be a last option after pursuing all other options. All students are advised to contact a counselor if they have questions about courses and their educational plans.

Faculty should communicate the plans for alternate instruction and expectations to students. Alert students by email or through P.A.W.S. that you will be changing course delivery, how they can contact you, where to look for assignments, readings, and feedback, and how you will communicate with them.

Ask students to [check their notification preferences](#) in Canvas.

Ask students if they have the appropriate technology to access your class. Not all students will have regular access to a computer. If this is a concern, direct students to request a Chromebook temporarily by contacting the circulation desk at the Main Campus library at (831) 755-6873.

FOR STUDENTS WHO NEED ACCOMMODATIONS

In the interest of serving students with disabilities, the district has prepared guidelines for developing Canvas materials that are accessible. These [guidelines](#) are posted for faculty. Faculty can contact the DSPS office at 831-755-6760 and via email at dsps@hartnell.edu for additional assistance in accommodating students.

FOR ANYONE SEEKING CRISIS COUNSELING

For information on how to access available Crisis Counseling services, please refer to the following: <https://www.hartnell.edu/students/programs/crisis-counseling-services.html>. Please contact Crisis Counseling for more information by phone at 831-770-7019.

TRAVEL AND MASS EVENTS

Please refer to <https://www.hartnell.edu/about/safety/emergency/coronavirus.html> for the latest information on travel planning and for the status of district events where large crowds are expected.

Department of State travel advisories are here:

<https://travel.state.gov/content/travel/en/traveladvisories/ea/novel-coronavirus-hubei-province--china.html>