

From: [Laura Hope](#)
To: [Faculty](#); [Adjunct Faculty](#)
Cc: [Staff](#)
Subject: Covid-19 Impact on Spring
Date: Friday, March 20, 2020 3:04:16 PM

Greetings Faculty,

Every week, the College will endeavor to provide updated information to you in order to support your work. To keep you informed, here are a few issues that we want to address:

First, over the past week, the Distance Education team has been providing training to dozens of faculty in order to get ready for March 30, when instruction and student support services will resume primarily through online delivery. We have had contact with many faculty during that period, and we want to thank all of you who have been working to transition your courses. We are extremely proud of our Panther faculty! Your dedication, positive attitude, and willingness to change are such a tribute to your professionalism. **Thank you for all of your hard work to make the remainder of the semester productive for students.**

Governor Newsom's Stay at Home Order:

On March 19, 2020, Governor Newsom issued a statewide "stay at home order." The College was preparing for this eventuality by shifting almost all instruction to online delivery. However, this order has made some prior planning more urgent.

All three campus sites, Rancho, Chino, and Fontana, are not being staffed, except by critical staff to provide basic infrastructure like police and limited maintenance. All support for students, like instruction, is in the process of shifting to online platforms. As a result, faculty should not come to campus. That means that governance will continue online; office hours will be conducted online, and all instruction will be delivered online. **Do not come to campus to convene with students or colleagues. Instead, use the technology available to communicate, serve, and teach.**

Training Questions:

Over the past week, some faculty have engaged their online modality training: Canvas, Zoom, and Cranium Café. Training opportunities will not end, though. Next week, the Distance Education team will continue to provide online training access to all faculty who seek support.

Just to clarify, **all training will only occur online.** As a result of the COVID-19 virus and advice from health officials to refrain from meeting in groups, Chaffey's training will only occur through online platforms. Despite prior communication from CCFA, **faculty should not come to campus expecting to train.** Consult this updated training schedule for opportunities in the near future: <https://canvas.chaffey.edu/courses/12997/pages/calendar-of-trainings>. In preparation for training, faculty should also access the quick guide, which will maximize your learning in the training sessions: <https://canvas.chaffey.edu/courses/12997>. **All faculty must engage in training during this next**

week, either self-directed or guided by a trainer. If they are already trained, they can spend the time developing their instructional content.

The most important aim of the training is be ready to deliver instruction when students resume attendance on March 30, 2020. **The College has informed students that they will hear from their instructors on or before March 30, 2020, to notify them how their course material will be delivered.** That means that faculty should email students to let them know what tools they need: Canvas, or Canvas in combination with Cranium Café and/or Zoom.

The College will be revising the home web page simplicity and to tools to help students prepare for these deliveries, so they are ready to learn.

Additional training support will also be provided throughout the semester, so don't despair if at the end of March, you feel like a pro, but by the first of April, you feel like a novice again. The College will continue training infrastructure to support you.

Compensation Questions:

Many faculty have asked questions about the continuity of their compensation this semester because of interruptions resulting from the virus. Part-time faculty are generally paid by course, and the hiatus from instruction and services next week will not interrupt that compensation. **Part-time and full-time faculty will be paid at the training rate, per the District's Agreement with CCFA, for any training in which they participated during spring break.** Faculty will be provided a form to self-report their training time so that they can be compensated. Faculty trainers will also be compensated throughout the term at the training rate, unless the training is conducted as part of a special assignment.

At this time, faculty will not receive additional compensation during the week of March 23-29, 2020, as they are relieved of their previous assignment, serving students in and/out of the classroom, in order to prioritize training in preparation of the March 30 date when instruction resumes. The District arranged for all instruction and student support to cease until that date, so please **do not expect students to engage in classes until March 30, 2020.**

Faculty who continue to provide instruction and service this semester will continue to be paid in accordance with the contracts they signed. We hope this provides some solace during what is a very stressful time for everyone.

Evaluation Questions:

Some faculty who are on evaluation committees or being evaluated are asking questions about how these will be completed. The District will be working with Chaffey College Faculty Association to comply with the current Agreement to the extent possible. To that end, evaluations in which the observations have already been completed will be relatively simple to conclude. However, others may need more flexibility. Any modification, however, much be negotiated with the Association.

Technology Questions:

Faculty have also been asking about technology availability for students. This question demonstrates the care and compassion our faculty have for the students we serve, many of whom are first-generation or from disadvantaged communities. As a result, **the College has purchased a large quantity of laptops for students to borrow for the remainder of the semester. This will happen at all three campus sites.** Additionally, we will be providing a resource guide to students, so they know how to access no-cost and/or low-cost options for a wireless network. The laptops are equipped with cameras and speakers, so students can use them for Zoom and Cranium Café as well as Canvas.

Some have also asked about the stability of the Canvas platform, citing technological instability at the beginning of the spring 2020 semester. **Chaffey's IT department has been working with Instructure, the Canvas company, to develop a backup system if the College experiences instability with the platform.** As a result, the proposed plan, which will be finalized next week, will provide users with uninterrupted service if problems occur.

Lab/Activity Questions:

As discussed in last week's communication, lecture classes or the lecture portion of lecture/lab courses will all go to online delivery beginning March 30, 2020. Originally, the College had planned to sustain activity/lab courses as face-to-face. However, with the Governor's order for all Californians to stay at home, the College has had to reconsider that direction.

Labs or activity sections that can be shifted to online delivery may continue, but those sections that cannot will be cancelled. Part-time faculty whose classes are cancelled will not continue to be paid since that instruction has ceased. Full-time faculty will be required to load-average and make up any load shortfalls per the Agreement with CCFA. All faculty should work with their Deans to confirm whether or not their classes will continue, based on the capacity to shift to online instruction. The College will not schedule events that require people to gather and behave contrary to the Governor's direction.

Support for Students:

Preparing our students for this shift is one of our most important tasks next week. As a result, **the College's primary web page is being redesigned with instructions and experiences to help students learn how to navigate their Chaffey online toolkit: Canvas, Zoom, and Cranium Café.** Please urge students to use these orientations throughout the remainder of the term to ensure they are more successful, and familiarize yourself with these tutorials so that you are more informed about what students are being given.

Further, the College is poised to continue to provide incrementally-scaled services on which students rely: financial aid, admissions, Success Centers, GPS Centers, counseling, supplemental instruction, and PALs (in English composition courses). These supports will be converted to virtual modalities over the next week. If students indicate they are having difficulty with any of these, please direct them to the Student Services Hub in Canvas. Chaffey has a strong reputation for high

support and high expectations, and this challenging circumstance will not dissuade the continuation of that commitment. Look for more information about how students can access this support and urge them to use it.

More than any other time, Chaffey's students will need all the support the College can provide. Be patient and encouraging, even when frustration or anxiety are high, and amplify your influence in students' capacity to succeed by urging them to use the services that make our students such high achievers.

Also, continue to stay informed about changes and share information with students. The College has developed a website on the impact of the virus and the communications issued thus far. The site can be found at <https://www.chaffey.edu/coronavirus/>. You can also call the College's emergency phone line at 909.652.6117. Most importantly, **check your Chaffey-issued email regularly so that you can stay up to date.**

Thank you, again, for everything you do to support and teach our students, so they can have a better life.

In solidarity,

Laura Hope
Associate Superintendent, Instruction and Institutional Effectiveness

Dr. Eric Bishop
Associate Superintendent, Student Services and Legislative Engagement