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Date: Fri, Mar 20, 2020 at 9:55 PM

Subject: COVID-19 - Faculty transitioning to virtual instruction update

Dear Colleagues,

As a follow-up to the Chancellor's email today, I would like to express my gratitude to faculty and staff who are working together to reorient their approaches to teaching and learning as we transition to virtual instruction. This is a new environment for many of us but we will get through this together, and the Pima Community College family will come out stronger. I want to reiterate our top priority now is the health and safety of ourselves and the community.

The Office of the Provost is working closely with Campus Leadership, Student Affairs and Academic Support. Our teams meet separately and jointly on a daily basis. We continue to monitor the developing situation and align ourselves with local, state and federal directives to determine what is best for our students and employees. I appreciate your flexibility and patience as we continue to respond to the rapidly changing environment.

We have about 1200 faculty, most who are transitioning into virtual instruction. As of today, more than 500 faculty have participated in D2L webinars, coordinated jointly by the Teaching & Learning Center and PimaOnline. I am extremely appreciative of the faculty and staff who have stepped up to facilitate these training opportunities this past week and part of last week. The webinars will continue next week, as well.

In these unprecedented times, the expectation is that we do the best we can. We are a compassionate community and our collective goal is to make sure our students get to the finish line. Your guidance will bring our students calm and stability as we accommodate the particular difficulties they may be experiencing during this unexpected and sudden transition. Please be forgiving and flexible with your students, and most importantly, with yourselves.

**List of important dates** (please keep in mind these dates are subject to change):

#### **March 25**

- PimaOnline classes that started prior to Spring Break will resume (16-week courses, 14-week courses)
- PimaOnline 2nd 8-week courses will begin
- Please communicate with your students prior to the course resuming/beginning

#### **March 30**

- All remaining courses that started prior to Spring Break and have transitioned to virtual instruction (16-week, 14-week courses) will resume
- 2<sup>nd</sup> 8-week courses that have transitioned to virtual instruction will begin
- Please communicate with your students prior to the course resuming/beginning

#### **April 13**

- Summer registration begins

**May 4**

- Fall registration begins

**May 18**

- Last day of the spring semester

**May 22**

- Deadline to submit final grades

**May 25**

- Deadline to submit Course Level Outcomes (CLOs)

**Alternative Proctoring**

With the loss of face-to-face options for our testing staff to proctor exams, the College will struggle to provide a proctored testing environment for the current virtual load. Research is ongoing on how we can use our staff with virtual systems to meet the demand. However, we now have over 1600 CRNs moving from face to face to online. For these reasons it is imperative that faculty look to alternative assessment options to complete the spring semester. The links below provide great information on alternatives.

<https://teaching.berkeley.edu/resources/improve/alternatives-traditional-testing>

<https://offices.depaul.edu/center-teaching-learning/assessment/assessing-learning/Pages/non-traditional-assessment-models.aspx>

<https://ctl.indiana.edu/teaching-resources/assessing-student-learning/alternatives-traditional-exams-papers/index.html>

<https://ctl.byu.edu/using-alternative-assessments>

Math Specific:

<https://www.tandfonline.com/doi/full/10.1080/10691898.1994.11910462>

**Registrar and Financial Aid Virtual Office Hours Meeting Room**

In an effort to support our College family during these challenging times, the Registrar and Financial Aid teams will be available via a Virtual Office Hours Meeting Room. Registrar staff will be connected from 8:00 am to 5:00 pm, Monday through Friday.

Financial Aid staff will initially be connected 8:00 am to noon, Monday through Friday. Our Q and A service will continue during the facilities suspension at a minimum.

Registrar and Financial Aid Virtual Office Hours Meeting Room (copy and paste this link if needed: <https://bluejeans.com/957600836>) - please bookmark this link!

You can also call, if that is easier: 1-408-317-9253 - Enter Meeting ID: 957600836

Due to privacy concerns, these Virtual Office Hours are intended for faculty and staff only. We are happy to help answer questions in this manner however, we cannot serve students directly due to the nature of this open meeting, where others can freely drop in.

### **Faculty Evaluation**

The next steps in the full-time faculty evaluation have been postponed. The MyCareerCenter evaluation system has been adjusted so no automatic emails will be sent. I will ask the co-chairs of the Faculty Evaluation Workgroup to make recommendations to me about how we should proceed with this semester, if at all, with full-time and adjunct faculty evaluations.

Please take care of yourselves and your loved ones as we all work together to mitigate the impact of COVID-19. The safety and security of faculty, staff and students continue to be a top priority of the College. Next week, I will send additional updates.

With gratitude,

Dolores

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