

# *SMCCCD Academic Senate*

## *Standing Committee for Teaching and Learning*

### **Guidance for Spring 2022**

Even though many of us are returning to campus for the Spring of 2022, we all know that we are a long way from 'back to normal'. All of us—faculty, staff, and students—continue to cope with disruptive, challenging, and constantly changing circumstances in order to continue our work. We must continue to alter our approaches and adapt to our circumstances in order to offer our students the best possible experience we can.

Our new 'normal' includes COVID-19 variants, exposures, and quarantines, as well as other unexpected disruptions to instructional operations, like wildfires and power outages. While there are no finite answers to the question of how best to deal with all of these circumstances, District Academic Senate has compiled this series of considerations for faculty to consider as they begin building their Spring 2022 courses. These considerations aim to build on and update the Fall 2020 Guidance Documents on [Teaching](#) and [On-Camera Requirements](#), in order to help faculty set up courses that are flexible and adaptable to whatever this semester may bring.

#### ***COVID-19-Related Guidance for Spring 2022***

#### **Faculty and Course Management Guidance**

With respect to when instructors are feeling unwell, please consider the following:

- ***If faculty are feeling unwell, refrain from coming to campus. As soon as possible, instructors should contact their dean/supervisor (and/or division assistant) to inform and arrange for substitutes and alternatives, as well as other PTO protocol. Please follow the Spring 2022 MOU for the latest protocol updates.***
  - Report to supervisor, instructor, or appropriate college staff, and COVID-19 Health Officer (Ray Hernandez, MPH, RRT, RRT-NPS) [hernandezr@smccd.edu](mailto:hernandezr@smccd.edu) or (650) 738-7969 (from District isolation/quarantine)
- Additionally, if the instructor needs to be away from their course(s), please send out an announcement in Canvas to let students know that their instructor is impacted, what they can expect, and how best to proceed with the course plan.
- If the instructor is required to quarantine, is able to continue instruction and plans on continuing instruction: Like-format must be followed, i.e. If instructor is teaching F2F, they would need to do synchronous Zoom (not asynchronous). This has been outlined in the State Chancellor's Office [Memorandum on Attendance Accounting Guidance for Transitions to In-Person Instruction](#), and describes policies for this transition return-to-campus period.
- If the instructor is required to quarantine and unable to continue instruction: standard sick day protocol should be followed.
- Create a 'recovery plan' with students as needed, especially as more serious situations arise for everyone.

## Communications

With respect to initial communication to students leading up to the beginning of the semester, please consider the following:

- If there is a San Mateo County mask mandate at any given time during the Spring 2022 semester, then SMCCCD will follow current directives. However, there will be updates regularly, so please stay informed of the latest District directives.
  - Be aware of updates with respect to locations of masks, should a student come to class without one, and does not have an exemption from wearing a mask.
  - There could be cases where faculty have to have conversations with students regarding mask mandates and requirements. If that is the case, please do so with compassion and empathy. Use the [Adaptable Syllabus-Ready Language](#) at the end of the document about mask mandates/requirements.
- Create avenues for flexibility for students engaging in course work. Given the unpredictable nature of our times, allow for flexible submission dates and extensions as students need it. Provide explicit guidelines for students on what to do when special circumstances arise, and even specify what those circumstances might be. The more explicit the communication is, the less uncertainty students will experience in their courses.
- Maintain an active Canvas shell with materials, in case the class does need to go asynchronous. (It is good standard practice to maintain a Canvas presence regardless of modality.)
- Use the [Adaptable Syllabus-Ready Language](#) at the end of the document, as well as any college-specific ones regarding student services.
- Place [District guidelines](#) on the front page of your syllabus, and be sure to go over them in the first class meeting and/or orientation materials.
- Office hours should be moved online if there is an interruption of in-person instruction.

## Participation and Withdrawals

With respect to regular student participation and dropping of students who are non-participatory, we are in a transitional period. The Covid-19 Extended Withdrawal policy that was enacted in Spring 2020, and has continued through Fall 2021, is not going to be in place for Spring 2022. As such, please consider the following guidance:

- If students are non-participatory in the course (both online and in-person) for more than 2 weeks, the instructor should attempt to contact the student through various means (email, Pronto, Canvas message). They should also use the Early Alert system in Canvas if there is no response.
- If students continue being non-participatory after 3-4 weeks, they can and should be withdrawn from the course via WebSMART.

That being said, since we are still in the pandemic scenario, it is essential that instructors show flexibility. Use as many avenues of communication as available before deciding to withdraw the student from a course. Students can petition for an Excused Withdrawal through pre-Covid procedures outlined at each college's Admissions and Records site.

## Student Communication and Support Guidance

With respect to what we would expect students to do, please consider the following:

- ***Please indicate clearly to students that if they're feeling unwell, they should refrain from coming to campus, and should maintain communication with faculty.***
- Encourage students to maintain contact with faculty as much as possible through official channels, such as Canvas Inbox, Pronto, and mySMCCCD email. In doing so, provide students with a reasonable expectation of response time—for example, "I will respond to your email/text/etc. within 48 hours of your sending it, Monday-Friday." Make sure to put this language in your syllabus and on your Canvas course shell.
- Encourage students to have a 'contact buddy' to get information, notes, etc., in case students have to miss class.

- For courses where group-work is typically used, there will be many students who may feel uncomfortable doing so. Meet the students where they are; gauge the situation, and offer alternatives when necessary. It may be necessary to reconsider some of the assignment formats; reach out to the Instructional Designers for some ideas.
- Participation credit in a course may have to be reconsidered, especially if a given student (or group of students) have to miss significant time away from class. Continue to meet the students where they are, and consider alternative ways for students to participate. If you are in need of suggestions, reach out to the Instructional Designers for some ideas.

## ***General Disruption of Instruction Guidance for Spring 2022***

'General disruption' includes any events that would require a number of courses to be cancelled, if not an entire campus closure. This could be due to natural disaster and/or its effects—for example, wildfires and excessive smoke, electrical outages, or earthquakes. It is important to have our courses ready to go—no matter the modality—so that if we need to make a switch to online-only instruction, we can do so with relative ease.

The guidance below is meant to help the instructor make that switch. It also helps to create a positive, inclusive learning environment for all students.

## **Faculty and Course Management Guidance**

We are recommending that all faculty, regardless of the modality in which they are teaching their course(s), continue to use the assigned Canvas course shell for those courses. There are a variety of reasons why their continued use should be considered—even if it is at a minimal level (e.g., announcements to class(es), grades, dissemination of documents). With respect to general disruptions, consider continued use of Canvas shells for the following reasons:

- It helps to maintain course materials, handouts, lecture materials, etc., and minimizes paper use.
- It creates easy communication avenues with students (i.e., automated Announcements, Inbox) when notifications are enabled.
- It facilitates collaboration and ensures engagement outside of physical classroom (i.e., Canvas Groups, Discussion Boards).

## **Student Communication and Support Guidance**

Because of the recommendation of continued use of Canvas for all courses, it is important to convey to students the technological requirements and needs for their courses. The following information should be conveyed to our students:

- Students will have access to campus computer labs and libraries for the Spring semester. Hours will be posted on the respective college websites; see the [Resources](#) page below.
- It may be necessary for students to have access—if they don't have their own computers/laptops, there are options. (See the [Adaptable Syllabus-Ready Language](#) below.)
  - Borrow Campus Library Technology:
    - Cañada: [Technology Services, Library](#)
    - CSM: [Technology Services, Library](#)
    - Skyline: [Technology Support, Library](#)
- Smartphones are not going to be sufficient; encourage students to have consistent access to laptop/computer, even if it's on-campus.

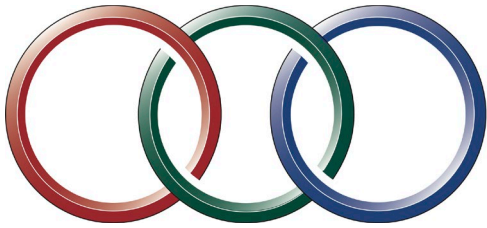
Additionally, in our syllabi and Canvas course shells, as well as any other place that we discuss the particulars of our courses, please consider outlining the following information:

- Specify when students should need to use Zoom or a webcam (office hours, proctored exams, group work outside of class, video assignments).
- Specify if computers or laptops are needed and, if required, how they will facilitate the learning experience (digital book, materials in Canvas, etc.).
- Specify if they will need to regularly use a webcam to do video recordings, and in which ways they will have to do so.

- If there is a disruption to F2F classes, and students need access to technology to continue the course, specify that students should contact the library for checking out technology devices.

In communicating with our students, please consider the following guidelines:

- Meet the students where they are. We are all experiencing this semi-post-pandemic/semi-return to campus differently. We've all gone through a lot in the last two years. Be prepared to offer the students grace, flexibility and support in the ways that they need it as individuals.
- Encourage open communication.
- Provide guidelines for how they should communicate with the instructor and access course content/updates.
- Have language about what happens in terms of due dates when there are power outages, since students will not have access to Canvas or email.
- Provide students with a minimum of 3 ways to reach the instructor, in case of a disaster (ex. Pronto, Google Voice number, Canvas app, etc.).



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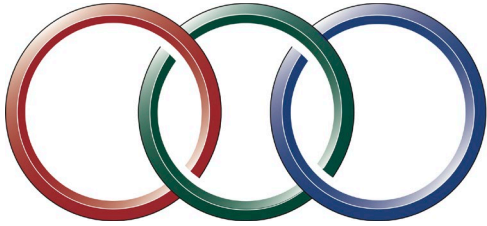
### Adaptable Syllabus-Ready Language

Below we have syllabus-ready language, ready for you to add to your syllabi and customize as needed. All pieces highlighted in **yellow** are elements that need to be customized for each course and respective to the campus at which it is being taught. For specific resources highlighted, please refer to the [Resources](#) section below.

- On usage of Canvas
  - **Fully online courses:** This course is delivered completely online. We will not meet synchronously (unless for office hours), and Canvas will be the main platform for communication and engagement. All assignments, activities and assessments will be completed in Canvas by the corresponding due dates. You are expected to review the course site regularly in order to check due dates, access materials, and stay on top of all course-related communications. These are some ways in which I will help make our Canvas site easy to navigate: [enter bulleted list for your course, e.g., Weekly announcements with overview and to-do list, similar structure for all modules, Pronto chat for synchronous communications, etc.]. Please review the [resources module] for detailed information on Canvas use, common questions, and support resources.
  - **Hybrid/HyFlex courses:** This course will be delivered in a hybrid modality, which means there will be a combination of synchronous [online or in-person] meetings and asynchronous components. Canvas will be the main platform for communication and engagement for *all asynchronous components* of the course, including [list asynchronous components of the course]. Additionally, course materials such as [list course materials provided in Canvas] will be provided via Canvas. Please remember that completing online work is as important as participating in the synchronous meetings. Thus, you are expected to review the course site regularly in order to check due dates and stay on top of course-related communications. These are some ways in which I will help make our Canvas site easy to navigate: [enter bulleted list for your course].
  - **F2F courses:** As a face-to-face course, most engagement and communication will take place in our weekly, in-person meetings. In this course, Canvas will be used to access course materials such as [list course materials provided in Canvas]. We will also use Canvas to post announcements and [list any activities, assignments or assessments that take place in Canvas]. You are expected to review the course site regularly in order to check due dates and stay on top of course-related communications.
- On usage of technology and being prepared
  - All students are expected to have consistent access to a working laptop or desktop computer and good internet connections. This is part of preparing for class, and it includes using Canvas, reading material online, and communicating with class colleagues and instructors. Another part is to regularly check your my.smccd.edu email--at least once a day. If you need help learning how to use these tools, please let me know, or let the folks in the Library and/or Learning Center know.
- On how to get access to technology, on-campus or via loaner program
  - We know that **many** students need help with getting access to the technology that they need--either they only have their smartphone, or they have an old computer that doesn't handle Canvas or other apps and software well. We have campus computer labs open; you can check out the hours. [see links below for Campus Library/Learning Center]. Our library also has a technology equipment and services page, with more information [see links below for Campus Library Technology pages]. You should also consider

signing up for a district-issued Chromebook and/or hot spot; they are free for all students! [see links below for Virtual Campus Technology pages]

- On what students should do if they test positive
  - ***If you test positive for COVID-19, please stay home--do not come to campus.***
  - ***Please email me.*** I will send the information to Ray Hernández, the SMCCCD COVID-19 Health Officer. We must perform contact tracing by law; your information is protected by HIPPA.
  - ***If you think you have been exposed to COVID-19, please let me know.*** Again, I will report this to Ray Hernández, as part of our contract tracing duties. You can also get [free testing from the District](#).
  - More information can be found on the [SMCCCD Return Information for Students](#) site.
- On wellness resources for students in distress (food, housing, mental and physical wellbeing)
  - We're here for you; we have resources to help you. Go to our Canvas page to the [resources module](#) for more links and information. Also, please check out the Virtual Campus link in Canvas or [the Virtual Campus website](#) for more resources and information.
- On use of email communication:
  - You must be able to access Canvas in this class. I will respond to emails within 48 hours (Monday-Friday) unless I inform you of any exceptions. The same response time is expected from you. Email will be sent to your [@my.smccd.edu](mailto:@my.smccd.edu) email address, and if you'd like to forward your student emails to your personal email, please follow the [Redirecting Email Guide](#). You are expected to check both your college email and Canvas regularly (e.g., multiple times per week) for important updates or messages from me.
- On mask mandates/requirements:
  - The SMCCCD follows San Mateo County Health orders for determining when a mask is required to be worn indoors, and by whom. Mask requirements as part of the County health order and falls under Standards of Student Conduct, Prohibited Actions and Disciplinary Procedures (number 32 of AP 7.69.1). Please follow the mask requirements as appropriate (unless you have a documented accommodation from the DRC). This is for the safety of everyone in our class and our community; thank you for your cooperation.



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## **Resources**

- [SMCCCD Isolation Quarantine Decision Tree](#) (PDF)
- Return to Campus website - [Employees](#)
- Return to Campus website - [Students](#)
- Campus Library/Learning Center links:
  - Cañada Library: [Home | Library | Cañada College \(canadacollege.edu\)](#)  
Cañada Learning Center: [Welcome to the Learning Center | Learning Center | Cañada College \(canadacollege.edu\)](#)
  - CSM Library: [College of San Mateo Library](#)  
CSM Learning Center: [Learning Center at College of San Mateo - Overview](#)
  - Skyline Library: [Skyline College Library | Library | Skyline College](#)  
Skyline Learning Center: [The Learning Center | The Learning Center | Skyline College](#)
- Campus Library Technology pages:
  - Cañada: [Technology Services | Library | Cañada College \(canadacollege.edu\)](#)
  - CSM: [Technology | Services | College of San Mateo](#)
  - Skyline: [Skyline College Technology Support | Technology | Array](#)
- [Campus Alert System](#)
- Pronto: [How-to Guide for Students](#)