MEMORANDUM

TO: WCCCD Faculty

FROM: Curtis L. Ivery, Chancellor

SUBJECT: Frequently Asked Questions (FAQs) for Faculty

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It is our pleasure to welcome you to the beginning of the 2020 Fall Semester. Because of the continuing challenges of the COVID-19 pandemic, this semester will be different than any other that we have experienced during our lifetimes.

As the District continues to move forward with the Fall Semester, we are truly appreciative of the dedication, resilience, and agility of our faculty. We are also mindful of the concerns that faculty members may have during this unprecedented time and appreciate the questions we have received. As a result, we have provided a list of frequently asked questions (FAQs) based on the input from members of the faculty. If you have questions or concerns about matters that are not addressed in the FAQs listed below, please contact the COVID-19 Special Unit in the Division of Human Resources at 313-496-2765 and ask for Mr. Ahmed, WCCCD Sr. Vice Chancellor and Chief of Staff.

Question One: What is the District’s position on faculty members who decide that it is not safe enough for them to teach face-to-face during the fall semester?

WCCCD is a healthy and safe place to study and work. The physical and emotional health and safety of our students, faculty, and staff is our top priority. WCCCD would not ask anyone to work under unsafe or unhealthy circumstances. WCCCD has taken extraordinary measures to protect the physical and emotional health and safety of students, faculty, and staff. Accommodations will be made for those who are at risk because of health or age conditions. The District will decide each case of a faculty request to not teach face-to-face in the fall semester based on the best interests of the District, the individual, and the program or service involved. We will strive to balance empathy for individual concerns with the need to maintain a continuity of programs and services.
Question Two: What are the alternative ways faculty members can fulfill their office hours?

It is important for Faculty to communicate to their students their office hour availability and method of contact such as email, phone and Zoom.

Question Three: Will WCCCD provide masks for students?

Students are expected to bring their own masks. Masks will be provided for those who forget.

Question Four: Will WCCCD provide masks and PPEs for faculty members?

Masks, gloves, and face shields will be available for all employees.

Question Five: What will be the District’s position if students refuse to wear masks? If faculty members refuse?

Those who refuse to wear masks will not be allowed in WCCCD buildings. If students refuse to wear masks while in the buildings, the appropriate Student Code of Conduct provisions will be considered. If faculty and other employees refuse, appropriate disciplinary action will be considered. Exceptions due to health conditions should be cleared with the special COVID-19 unit in Human Resources (313-496-2765).

Question Six: What is the process if students or employees test positive for COVID-19 or exhibit symptoms?

Individuals who test positive for COVID-19 or exhibit symptoms should immediately notify the Special COVID-19 unit in Human Resources so that appropriate action taken. Generally, the individual involved will be isolated and tested (or retested) for COVID-19 and, if indicated, enter a period of quarantine. The individual must then be certified to have tested negative and have the approval of the special COVID-19 unit to return to work or study at WCCCD. These are general guidelines; WCCCD will follow the specific executive orders of Governor Whitmer and the CDC guidelines.
Question Seven: What if a student or employee has been exposed to, or been around, someone who tests positive or exhibits COVID-19 symptoms?

Generally, such individuals are expected to observe a period of 10 to 14 days of quarantine, have a negative COVID-19 test result, and get the approval of the HR special COVID-19 unit to return to work or study at WCCCD. These are general guidelines; WCCCD will follow the specific executive orders of Governor Whitmer and the CDC guidelines.

Question Eight: What is the process at WCCCD for COVID-19 testing of students, faculty, and staff?

Testing of students and employees is not required but is recommended. Individuals may identify testing sites at the Michigan Department of Health and Human Services: https://www.michigan.gov/coronavirus/0,9753,7-406-99891_99912---,00.html

Question Nine: Who is responsible for implementing COVID-19 preventative protocols—entrance control, hallways and common areas, classrooms, labs, etc.

The WCCCD COVID-19 Response Team and the staff of the Michigan Institute for Public Safety Education have developed and implemented protocols and are continuously monitoring and adapting the protocols (also see Question Twenty-Three below). Click here for more information or visit our website at www.wcccd.edu

Question Ten: Will faculty members have access to Zoom and other virtual delivery formats during the fall semester. Will training be offered?

Faculty members may choose, and will have access to, the virtual delivery format that is best suited to their technology needs and capabilities. Blackboard training was offered to faculty members this summer.

Question Eleven: What will be the process for deep cleaning and disinfecting classrooms, labs, common areas, offices, etc.?

WCCCD follows the facility cleaning and disinfecting guidelines of CDC, OSHA, and MIOSHA. Click here for more information.
**Question Twelve: What is the District’s plan for supporting faculty in terms of curriculum development and teaching and learning technologies?**

During the spring and summer, the focus of the Division of Educational Affairs has been on increasing the capacity of the faculty to deliver instruction through various online and distance learning modalities. In addition, the District has allocated additional resources to the Faculty Hotline and the WCCCD Call Center in order to expedite responses to faculty inquiries about the fall semester, teaching and learning modalities, curricular changes, and other instructional matters. During 2020-21, Educational Affairs will be working with faculty members on a number of curricular and teaching and learning innovations.

**Question Thirteen: What ECE online courses will be offered in the Fall Semester?**

Please visit [Web-Gate](#) for all available courses.

**Question Fourteen: What Phase 1, 2, and 3 training on online teaching for full-time and adjunct faculty will be offered during the fall semester?**

There is currently no Blackboard certification training scheduled for the Fall Semester. Additional training could be offered based on identified needs.

**Question Fifteen: Will there be hybrid classes in the Fall Semester (face-to-face and online or other remote modalities)?**

Yes, the District will continue to offer hybrid courses which emphasize on online or virtual meeting instruction but with some face-to-face instruction.

**Question Sixteen: What is the best way to contact the Educational Affairs staff?**

Faculty Hotline: 313-496-2653 or email [facultyhotline@wcccd.edu](mailto:facultyhotline@wcccd.edu).

District Campus Support Services: 313-496-2345

**Question Seventeen: Will I be paid for attending the Faculty Convocation?**

Yes, but you must register prior to August 22 and complete on-site sign-ins on the day of the event to receive compensation. Eligibility to receive compensation will be verified, and the amount of compensation will be in line with that of previous convocations. Registration information has been emailed to all faculty members. The virtual Faculty Convocation will be held from 8:30 a.m. to 1:30 p.m. on Saturday, August 22.
Question Eighteen: How do I submit a syllabus?

Please submit your syllabus to the corresponding campus location:
- Downriver Campus: drffacultyoffice@wcccd.edu
- Curtis L. Ivery Downtown Campus: dtffacultyoffice@wcccd.edu
- Eastern Campus: eafacultyoffice@wcccd.edu
- Northwest Campus: nwfacultyoffice@wcccd.edu
- Ted Scott Campus: tsffacultyoffice@wcccd.edu

Question Nineteen: Can I come on campus and pick up things I left before the pandemic?

Yes, however, please note that social distancing practices must be observed.

Question Twenty: When will continuing education instructors be notified about Fall classes?

Please continue to monitor your college email and check the website for updates.

Question Twenty-One: Can I use the equipment in the faculty offices?

Yes, however, please note that social distancing practices must be observed. As well, regular cleaning of surfaces that are used is recommended.

Question Twenty-Two: What is the role of the special COVID-19 unit in Human Resources?

The Special COVID-19 Unit in the Human Resources Division was created by Chancellor Ivery to administer all the personnel matters related to the COVID-19 pandemic in cooperation with the COVID-19 Response Team. This special unit supports and guides faculty and staff in areas such as COVID-19 training, compliance with health and safety protocols, monitoring and documenting COVID-19 developments, communication on policies and procedures, time and leave reporting and management, and COVID-19 incident tracking and reporting. The WCCCD Employee Assistance Program is available to those who experience anxiety, mental health, and other hardships related to the COVID-19 pandemic.
Question Twenty-Three: How are the COVID-19 preventative protocols being managed and implemented?

The COVID-19 Response Team was created by Chancellor Ivery to provide leadership in managing and implementing COVID-19 preventative protocols in all WCCCD buildings. The team works with the staff of the Michigan Institute for Public Safety Education and the Human Resources Division to implement student and employee “personal responsibility” protocols, building entrance controls and screening processes, the reconfiguration of rooms to meet social distancing requirements, testing processes, employee training, the provision of masks and other PPEs for employee use, deep cleaning processes and schedules, and surveillance and containment processes.