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Educational Affairs

SPECIAL WEBPAGE FOR WCCCD FACULTY MEMBERS TEACHING IN THE 2020 SPRING SEMESTER

WCCCD faculty members teaching in the 2020 spring semester: The general guidelines below are intended to support you as you restart and complete the courses you are teaching during the spring semester. This webpage contains the following sections:

- Introduction: A review of the context of teaching and learning during the spring semester.
- Summary of guidelines for faculty members.
- Summary of suggestions for teaching and learning methods within the alternative instructional delivery model.
- Additional general guidelines for teaching during the spring semester.

Introduction

A reminder and a “thank you”: 2020 spring semester classes will restart on April 17 and will end, with a four-week extension of the schedule, on June 9. If you were teaching courses featuring face-to-face interaction with students before the semester was disrupted by the COVID-10 pandemic, you now have the daunting challenge of converting to an alternative instructional delivery model utilizing a variety of teaching and learning methods that enable you to teach from home or another remote site and enable students to study at home or another off-site location. *If you were teaching distance learning courses before the COVID-19 disruption, you will now continue as usual within the April 17 through June 9 timeframe.* To all faculty teaching in the spring semester, a heartfelt “Thank You” for your resilience, creativity, and patience as we together complete the spring semester and navigate through this crisis.

An unprecedented experience for all of us: As a WCCCD faculty member teaching in the 2020 spring semester, you are participating in the totally unprecedented experience of teaching in a semester disrupted by the COVID-10 coronavirus and the related economic turbulence. All WCCCD students, faculty, and staff have had their lives, and that of their families, dramatically disrupted with the end of the crisis unknown. The stress and uncertainty that everyone is experiencing calls for approaching the completion of the spring semester, with its inherent delimitations, with compassion, patience, flexibility, and hopefulness.

Being equity-minded: You are aware that many of your students do not have access to computers, Internet, and adequate data sources. In an equity-minded spirit, please assure that all your students have the fullest possible opportunity for a meaningful learning experience and the successful completion of their courses.

Flexibility in Course Requirements: Faculty members will wish to assure the integrity of the courses they are teaching during the spring semester while making prudent adjustments regarding course requirements, evaluation, and grading. Focusing on essential learning outcomes and modifying course completion expectations may be necessary given the challenging circumstances faced by your students. They have had their classes abruptly disrupted and must adjust to a teaching and learning model with which they are not familiar. Please take whatever measures are possible within excepted standards of excellence to enable your students to complete their spring courses successfully and therefore continue progress toward their college and career goals.

Summary of Guidelines for Faculty Members

1. Check your faculty email and visit <http://www.wcccd.edu/coronavirus.html>
2. Faculty hotline: 1-844-245-0358 or facultyhotline@wcccd.edu
3. Student Services hotline: 313-496-2634
4. Human Resources inquiries: 1-313-496-2765
5. WCCCD main number: 313-496-2600 (for Student Services, Faculty Hotline, IT, financial aid, and other district offices)
6. Password reset: Faculty may call the IT Help Desk: 313-496-2666
7. General guidelines for teaching in the spring semester:
 - a. Weekly Student Interaction Tracking Form: to be submitted weekly to facultyhotline@wcccd.edu. The first submission is due April 8 and every Friday starting April 24
 - b. Positive attendance reporting in Web-Gate must be completed for all terms.
 - c. Communicating your plan for the completion of the course to your students:
 - (1) Make clear your instructions to students regarding class meeting times, course assignments, evaluation, and grading.
 - (2) Be clear on the expectation for consistent weekly student participation; report as required in the faculty weekly Student Interaction Tracking Form.
 - (3) Communicate to students the days, time, and methods you are available for remote office hours.
 - d. To the extent possible, maintain the same course schedule as you did for your face-to-face sessions to promote consistency and build on the established time structure for students.
8. Maintain records of student contacts and engagement.
9. Additional resources:
 - a. Academy for Teaching and Learning on WCCCD's website
 - b. Khan Academy
 - c. YouTube.edu
 - d. Resources and videos by discipline
 - e. Networking with other WCCCD faculty members.

Summary of Suggestions for Teaching and Learning Within the Alternative Instructional Delivery Model

Faculty Members: The extraordinary circumstances of the 2020 spring semester present major challenges to creating meaningful learning experiences for students, but there is also the opportunity for creativity based on a unique partnership with your students. For example, you could engage students in designing individualized learning experiences that will be the most meaningful to them. Some students may prefer a project-based approach that empowers them to construct their own learning plan. Summarized below are suggestions for teaching and learning within the alternative instructional delivery model:

- Discussion boards and chat rooms to discuss reading assignments.
- Emails with attachments to delivery essential course content (students must use their WCCCD email).
- Independent study
- Writing assignments, including research papers.
- Live video lectures using WebEx, Zoom, Skype, or other teleconferencing tools.
- Telephone office hours.
- Weekly learning package emailed or mailed to students.
- Project-based assignments, either for individual students or pairs/triads.
- Conference calls and video conferencing for one-on-one assistance.
- Use of YouTube videos and online resources.

Additional Guidelines for Teaching in the Spring Semester

1. Communication with students; contact the Faculty Hotline if students:
 - can't be reached,
 - have technology problems, or
 - are not engaging or participating in class instruction.
2. Access to library services: http://www.wcccd.edu/dept/learning_resource_center.htm
3. Access to bookstore services: <https://www.bkstr.com/wcccdstore>
4. Referring students exhibiting anxiety or mental health issues: Student Assistance Program CALL 1-855-59WCCCD (1-855-599-2223) www.theinfocenter.org
5. Grades are due by: 4:00pm, on June 11

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