



# Wayne County Community College District

## District Office

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Educational Affairs

April 3, 2020

Dear WCCCD Faculty,

Together we are undertaking the very formidable task of rapidly transitioning face-to-face courses to a remote learning experience for students through an alternative instructional delivery model. We realize that the alternative instructional delivery model we have chosen may present many challenges, but it is our best option for assuring that our students can complete the spring semester successfully. We are deeply appreciative of your commitment to your students and of your patience and understanding as we navigate together in these unprecedented and very trying circumstances.

As you are aware, all WCCCD face-to-face courses are transitioning to an alternative instructional delivery model on Friday, April 17, 2020. An alternative instructional delivery model could include a variety of innovations, such as email, teleconference, video conference, texting, independent study, phone office hours, and weekly learning packages. Online class instruction will also resume on April 17. The spring semester will be extended by four weeks with a completion date of June 9.

- Lecture components of courses should be maintained.
- Courses with a lab component are exercising flexibility and the use of lab simulations and/or other strategies.
- Accredited career programs are following program guidelines and utilizing flexible options as communicated by Faculty Program Leads.

We appreciate faculty members who have maintained contact and communication with their students during this challenging time. If you have not already done so, please contact your students for each of your classes and assist them with understanding the alternative instructional delivery method to be used, along with the required course work and due dates.

### **TRACKING STUDENT INTERACTION**

In order to track student interaction and engagement, and to ensure you have been able to communicate with all your students, you are asked to complete and submit the attached **Student Interaction Tracking Form** on a weekly basis. This form will track student interactions and responses through the alternative instructional delivery modalities and activities you implement, as well as provide information on students you may have difficulty in connecting with remotely. **You will continue to enter positive attendance reporting in Web-Gate.** The first Student Interaction Tracking Form submission is due no later than **Wednesday, April 8, at 8:00 a.m.** Please compile all your forms into one email and send to [facultyhotline@wcccd.edu](mailto:facultyhotline@wcccd.edu).

## **FACULTY SUPPORT**

- Phone: Use the Faculty Hotline toll-free at 1-844-245-0358 as a resource for faculty questions. Calls will be responded to within 24 business hours.
- Email: [Facultyhotline@wcccd.edu](mailto:Facultyhotline@wcccd.edu)

## **SUGGESTED STRATEGIES**

- ***Course assignment completion plan:***
  - Please communicate the plan for the remainder of the term with your students.
  - Include clear instructions to your students regarding meeting times, course assignments, and requirements.
  - Be clear on how weekly participation is used towards tracking attendance for the course.
- ***Schedule to engage students remotely:***
  - Provide students with expectations for consistent class session engagement.
  - Include the day, time and method you are available for remote office hours.
  - Maintain the same course schedule as your face-to-face class in a remote delivery to promote consistency and build on the current established structure of time for students.
  - Suggested modalities may be email sessions, dialoging and sharing documents, educational activities and exercises, and/or using various resources.
- ***Attendance record keeping:***
  - Regularly maintain and keep accurate documentation of student contact, interactions, and engagement
  - Continue to enter positive attendance reporting in Web-Gate.
  - Again, be clear on how weekly participation is used towards recording attendance for the course.

## **RESOURCES**

A resource list is available at The Scholar's Corner: [Academy for Teaching and Learning](#) on WCCCD's website. Resources include:

[Khan Academy](#)

[Resources & Video's by Discipline](#)

[YouTube.edu](#)

Networking with other Faculty

COVID-19 and the related economic collapse are wreaking havoc on our society and are causing emotional stress for our students, faculty, and staff. We know that you will reach out in caring concern to your students and enable them to have a meaningful learning experience even during these trying times. Please take care of yourself, your family, and those around you.

Sincerely,

**CharMaine Hines, Ed.S**  
**Vice Chancellor, Academic**  
**Accountability and Policy**

**Patrick J. McNally, Ed.D.**  
**Vice Chancellor, Curriculum**  
**and Distance Learning**