Colleagues,

As you may know, a COVID-19 Planning Committee is meeting and consulting regularly, developing contingency plans and monitoring advice from the CDC and the health departments in our region. As of this writing, the only confirmed case of the virus in the state is in St. Louis.

Though there are no confirmed cases of the virus in our region, we believe the college should be prepared for alternative instructional delivery methods for our on-ground classes. To facilitate this preparation, during the week of March 23-27 the college is suspending on-ground and online classes to give faculty and staff the opportunity to develop alternative delivery methods for programs and services should circumstances warrant. During this week:

- The campus will be open and all faculty and staff will be expected to come to work unless on leave. Faculty will be expected to work a full eight-hour workday.
- Classes in the secondary school Career and Technology Center will meet as scheduled.
- Dual Credit classes on high school campuses will meet as scheduled.
- Dual Credit students enrolled in SFCC classes not on high school campuses, including online classes, will not be in class.
- Students enrolled in health science clinical courses may be expected to participate in clinicals during this week. Communication will come from program directors.
- The LearningForce will make decisions about non-credit training classes on a class-by-class basis. Non-credit classes taught by full-time faculty should be cancelled to allow these faculty to prepare alternative delivery methods.
- We are sending communication to students through email and through Canvas. We will let them know that deadlines built into Canvas course shells will be adjusted by faculty at some time during the week. Student work will not be due during this week.
- During this week, we will prepare resources to assist faculty in this transition.
- Faculty and staff need to consider their home digital access and whether or not they are able to conduct business from home.
- Students need to take course materials home and be prepared to work from home.
- Students also need to assess their home digital access and make preparation for transmitting or receiving alternative delivered courses, including online or Zoom.

At this time, we plan for the class schedule to resume starting March 30. The COVID-19 Planning Committee is meeting regularly. After consulting with health officials, if we conclude that conducting classes or other college business on ground poses a risk to our students,
faculty, staff and community for exposure and spread of the COVID-19 virus, we will move all classes to alternative methods. We also may take other actions, ranging from closing campus buildings and asking employees to work from home, to closing campus, suspending all classes and maintaining only essential services. Actions may be of short duration or may be extended to the end of the semester. Due to our regional service, those decisions may be limited to specific sites or may be college-wide.

Other actions that we are taking:

• Through the end of the semester, the college is halting all conference and training related out-of-state travel. Any other travel will be considered on a case-by-case basis, with requests submitted to your dean, director or vice president, who will submit to the president for approval.
• College events and other events on our campus will be considered on a case-by-case basis, and any changes will be announced as early as possible.
• We are not changing end-of-semester dates at this time; however, financial aid disbursement and possibly other student deadlines may be shifted as necessary.

If you are teaching an on-ground class, we recommend that you begin thinking about how you would deliver your course through an alternative format. We know alternative formats are difficult especially for faculty who teach studio, lab or clinical courses, but we ask you to think creatively as we change from seat time to outcomes based. Are there ways to design at-home work that supports the course outcomes attainment? Those faculty who believe their course cannot be converted temporarily for online delivery, or who believe they do not have the technical skills to deliver their work online should immediately alert their program director, division chair and/or dean.

There are many resources available to help faculty in this transition.

• The Canvas Section Instructor Training course includes directions related to the creation/management of discussions, quizzes, and other module activities. All current instructors are enrolled in Canvas Section Instructor Training. The college’s instructional designer, Brandon Henderson, would be glad to assist faculty who have issues. Contact Brandon at bhenderson3@SFCCMO.EDU.
• There was an article about moving to online quickly in the Chronicle this week. It might provide some useful tips: https://www.chronicle.com/article/Going-Online-in-a-Hurry-What/248207?fbclid=IwAR3H8AJskrl6us96wOvA4SnC6d8xDzpRoFmqapt02sLUkAVmFufRwB_bCo

Other steps to consider:
• Lead instructors should help section instructors prepare for this transition. The lead instructor should provide information to section instructors and should be available for consult during the week of March 23-27.
• Faculty should review their syllabus and think about elements that would need revising. Do you need to adjust your schedule? Do you need to adjust your grading and points system? What about the attendance policy? Whether or not we move to alternative delivery, we strongly encourage you to adjust your attendance policy if that policy would cause students to attend class even if he or she was sick. We want to encourage students to stay at home if they are sick, and we do not want to punish them if they are isolated or quarantined.
• Clearly articulate your expectations to students, including your communication plan. How will they contact you? How will you contact them?

To be clear, there are no known cases of COVID-19 in our service region and officials are not encouraging us to close. However, it is vitally important that we are prepared. For up-to-date information about the college’s preparation, see www.sfccmo.edu/COVID-19. Should a decision about closure occur, it will be announced through multiple channels, including email and the college’s SFCC Alert text and email communication system.

Please have a safe and happy spring break and consult the CDC travel advisories if you have any travel plans.

Thank you,

Dr. Joanna Anderson                         COVID-19 Planning Committee
SFCC President                             State Fair Community College