FALL 2020 CLASS OFFERINGS FORMAT   1

Status: **Information**

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                      Superintendent/President

Issue
On recommendations from the Governor's Office, Chancellor's Office, and local health officials, the District will extend its remote classroom environment through the fall 2020 term. Lecture-only classes will be offered online while some lab or demonstration classes will be offered hybrid (part online and part face to face).

Recommended Action
This information is provided for information only.

FALL 2020
IN THE MIDST OF COVID-19

OUR COMMITMENT

The following document was created by the COS Academic Services Department to provide a framework for instruction at COS, as we prepare to open for business in the Fall 2020. While this guidance is not perfect, it should, nonetheless, provide the opportunity for our nearly 16,000 students to continue their academic journey and move closer to meeting their transfer or occupational goals.

We recognize and appreciate the extra burden that goes into altering instructional modalities by our faculty and staff. But, like the COS Accreditation Show Cause of 2012 and the budget crunch of 2010, there has been one common denominator that has stayed true with the faculty and staff of COS--we have rolled up our sleeves and found a way to persevere.

We are asking COS to respond again as we battle the worldwide pandemic known as COVID-19!

In accordance with the COS District Mission, and as aligned with the Chancellor's Office Vision for Success, COS will continue to focus on student learning and help our diverse student population meet its transfer and occupational goals.

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Framework was created considering:

- *The increasing number of cases in Tulare and Kings Counties, both, of which, are on the State's Watch List, as of the writing of this document.*
- *It is difficult to unexpectedly change instructional modalities mid-semester. With current rates and an anticipated "second wave" this Fall, the District is better aligned to provide consistent student learning by making semester-long instructional delivery modalities changes.*
- *Compliance with National, State, and local authorities including, but not limited to, Center for Disease Control, California Community College Chancellor's Office, CCCCO Safe Campus Reopening Workgroup report, and the Tulare and Kings Counties Public Health Departments.*
- *Higher Education remains in Stage 3 of the State's Re-Opening Plan. At the time of writing, no target date has been identified by the State.*

Guiding principles:

- **Health and Safety:** The health and safety of all COS students, faculty, and staff are paramount in all decisions made.
- **Equity:** Through an equity lens, we will implement best practices for remote learning and equitable assessment, thereby continuing to close the achievement gap for disproportionately impacted groups.
- **Student Access:** Through available resources, we will provide our students the tools they need to be successful.
- **Faculty Support:** We appreciate our faculty and their ability to change instructioinal modalities in Spring 2020. The District will provide support and resources, as we continue to teach remotely through the Fall 2020.

Instructional Plans for Fall 2020:

- Mitigate face-to-face contact wherever possible
- Ensure equity:
  - Course modality should be consistent
  - Students will be notified in advance of the method of instruction
  - Implement online methodology that supports student success
  - Provide student access to technology
- Provide students equal access to content and modality
- Flexible enrollment practices that support student success
- Implement increased faculty support through:
  - Additional instructional support
  - Lab aides
  - Workshops and training, especially focused on equitable online teaching practices
  - Necessary software and programming to support transition to online teaching
- Provide increased technical support for faculty and students.
- Develop assessment that is equitable.
- Make available additional instructional support resources, including training/workshops for students regarding online tools, Canvas, and how to be successful in online classes.
- Encourage and support the use of Open Educational Resources (OER) to increase access for students
- Explore options for student access to printing, study space, increased wi-fi access, and face-to-face individual/group tutorial.
- Provide clear resource numbers and access for faculty and students for support.

Fall 2020 Planning Guidelines for Faculty

- Classes that were scheduled 100% online in advance of COVID-19 will remain as originally scheduled.
- All lecture classes will move to the online instructional modality for the Fall 2020 semester.
- Faculty determine synchronous or asynchronous instruction.
- A fully synchronous class must be held at the time listed in the approved class schedule, but may include asynchronous elements. Asynchronous classes may include synchronous elements as long as they are recorded and available to students who cannot attend those sessions.
- While Canvas is the official District Learning Management System, other approved methods of authenticating students are acceptable. We urge faculty to post a notice in their Canvas course shells directing students to the software system for the class.
- Develop access to assessments that is equitable for students.
- At the beginning of the semester, faculty will contact students through the course's Canvas shell or COS email.
- For all courses, online instruction is the preferred method, however, courses involving lab components may be offered in a hybrid format. The following provides the framework:
  - Components that can be taught online with modifications will be taught online
  - Essential labs, specifically CTE, will have priority consideration for face-to-face instruction, with a plan approved by the appropriate dean and subject to space availability that allows for social distancing, proper PPE, and safety.
  - Courses that require a face-to-face performance assessment of essential labs will require a plan and approval from the area dean.
  - Other labs, will be considered for face-to-face instruction on a department basis, in consultation with the appropriate dean.
  - Face-to-Face lab components must be held during the time listed in the approved class schedule.
- There are special circumstances for the following programs, based on legal and accreditation compliance: Fire; Police; Nursing and Allied Health; Child Development; and Education. Plans must be approved by the area dean.
- Work experience and observations will follow the guidance of the Chancellor's Office.
- Athletics and IA courses will follow the guidance of the CCCAA COVID-19 plan for Re-socialization.
- Field trips or other travel is restricted based on State guidelines.
- Dual enrollment classes will follow the above guidelines, except in the case of a faculty member who teaches as part of his/her regular high school teaching day. In those cases, instructional modalities will follow the high school district's teaching modality.

Face-to-Face lab and/or assessment plans for student and faculty safety plans will include:

- How many essential/required labs are being proposed to teach face-to-face?
- Be prepared to discuss/address the topics and why it is necessary to be face-to-face.
- For each proposed lab, faculty will need to complete a plan that addresses the following:
  - Safety requirements to include: screen prior to entry; social distancing; hand-washing; gloves and masks; disinfecting equipment and disinfecting area.
  - How the class will be divided during the lab meeting to ensure a reasonable number of students in an area.
  - How faculty will communicate the hybrid model to students in the pre-semester notes sent to students and on the first day of class, so students are aware of the modality, each student can decide whether continuing in the class is appropriate for them.
  - Exact lab meeting dates and desired rooms to ensure space and supplies are available. (Work with Dean to complete a facilities request.)
  - Provide a list of resources you will need to complete the face-to-face lab/assessment and ensure safety.

Student Notification: In collaboration with Division Chairs and Faculty, Deans will work to identify Fall 2020 instructional modality changes. A *Fall 2020 Instructional Quick Guide*, announcing all new course modalities, will be published on July 6. So students can plan, by July 24, each online course will also identify instructional means of sychnronous or asynchronous, and each hybrid course will identify the approved delivery plan.

Synchronous Instruction: Learning that occurs in real time, but not the same place (typically via Zoom or Canvas Conference).

Asynchronous Instruction: Learning that occurs without real-time interaction.

Fall 2020 | JULY INFO
IN THE MIDST OF COVID-19

All lecture-only classes will move to the online instructional modality for the Fall 2020 semester. Courses with lab components may be offered in a hybrid format (lectures will be online, and selected laboratories that cannot be taught at a distance will be face-to-face with protocols for masks, social distancing and sanitation).

Classes that were scheduled 100% online prior to COVID-19 will remain as originally scheduled.

Additional information will be available no later than July 24 regarding asynchronous, synchronous, and face-to-face requirements.

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Asynchronous Instruction: Learning that occurs without real-time interaction.

What is the method of instruction for courses for Fall 2020?
All lecture-only classes will move to the online instructional modality for the Fall 2020 semester. Courses with lab components may be offered in a hybrid format (Lectures will be online; selected laboratories that cannot be taught online, will be face-to-face with protocols for masks, social distancing and sanitation).

Classes which were already scheduled 100% online (prior to COVID-19 changes) will not be altered.

While general information is available now on the Fall 2020 Instructional Changes Website, details will be added for each course no later than July 24. Check back often, but details will include asynchronous, synchronous, and specific lab/assessment requirements.

How will I know which of my courses will be delivered face-to-face or online in the fall?
A list of all courses' instructional modality changes is available at cos.edu/fall2020.

Additional information about all classes will be available on this website no later than July 24. Hybrid courses will have a hyperlink to specific instructions, including the how and when the laboratory component is scheduled. Online courses will include information about synchronous or asynchronous instruction.

Note: All face-to-face labs/assessments are scheduled during the original timeframe of the class, so students will not have schedule conflicts.

Will the College offer online versions of the hybrid face-to-face labs?
The list of essential labs which are meeting face-to-face was developed with significant input and consultation with Academic Deans, Division Chairs, and faculty teaching the courses. These laboratories, specifically those in Career Technical Education (welding, industrial maintenance, environmental control technology, allied health, animal science, etc.) are considered essential, meaning they need to be held face-to-face because they cannot be effectively delivered online.

Additionally, a few courses that require a face-to-face performance assessments were also approved for a limited number of meetings.

Please note: there are courses (Fire, Police, and Nursing/Allied Health) which have required face-to-face or clinical meetings based on legal and accreditation compliance.

Do I need to wear a mask on a COS campus while attending my face-to-face laboratories?
Yes, when on a COS campus, everyone is required to wear a face covering to reduce possible exposure to COVID-19 and to help prevent the spread of the virus. This is consistent with the Governor's order and updated State public-health guidelines. So, please be sure to bring and wear a face covering each time you come to campus!

Can I get a laptop or hotspot to assist me with online learning?
The Library/LRC has a program that allows students to check-out laptops and hotspots free of charge. To request a hotspot, laptop, or the renewal of devices already checked-out, fill out the Laptop and Hotspot Request Form. If you have questions about this program, call 730-3825; email library@cos.edu; or visit the website.

What services are available for students who need help now?
The operations of the three campuses are OPEN, however, staff are serving students remotely.   With the exception of a few approved face-to-face laboratories, the campuses will remain closed to student traffic through August 3. An update will be provided at that time. Visit the website for current contact information.

A wide array of services are available to students to ensure their success, well-being and engagement. Please visit the Remote Resources webpage for more information.

GIANT STRONG

cos.edu

RESOURCES

How do I access my student email?

1. Visit COS.EDU
2. Top right hand corner select orange button MyGiant
3. Login using your student email and password
4. Locate and select icon for Office 365 & Email
5. Select icon and select Work/School Account
6. Select email icon to open your student emails

CLICK HERE FOR A VIDEO ON HOW TO ACCESS YOUR STUDENT EMAIL.

How do I access Canvas?

1. Go to COS.EDU
2. Click on MyGiant - Orange button at the top right-hand corner of the screen
3. Login using your student username and password
4. Click login
5. Look for the icon labelled Canvas
6. Click on Canvas to open
7. Your Canvas Dash Board will open
8. Use the navigation tool bar on the left-hand side of the screen to view your account, courses, calendar, inbox, and more.

CLICK HERE FOR A VIDEO ON HOW TO ACCESS CANVAS.

Need more Canvas help?

Click here on this link; and then click on the box entitled "Canvas, Email, Zoom and Tech Resources"

Need 24/7 Canvas Help? Canvas Support phone lines for both FACULTY (833-221-7459) and STUDENTS (877-894-3392). Spanish speaking staff is available.

Canvas Guides are very helpful. Click on STUDENT Canvas Guides

An example of a link under Student Canvas Guides entitled: "How do I view Discussions as a student?" is available here

same instruction | same services
offered differently

cos.edu/fall2020