

3/17/20

RE: Communication to Faculty #3 – COVID-19 Instructional Continuity Plan and Communication

From: Jaqueline Kineavy, Ed.D., Senior Vice President for Academic and Student Affairs

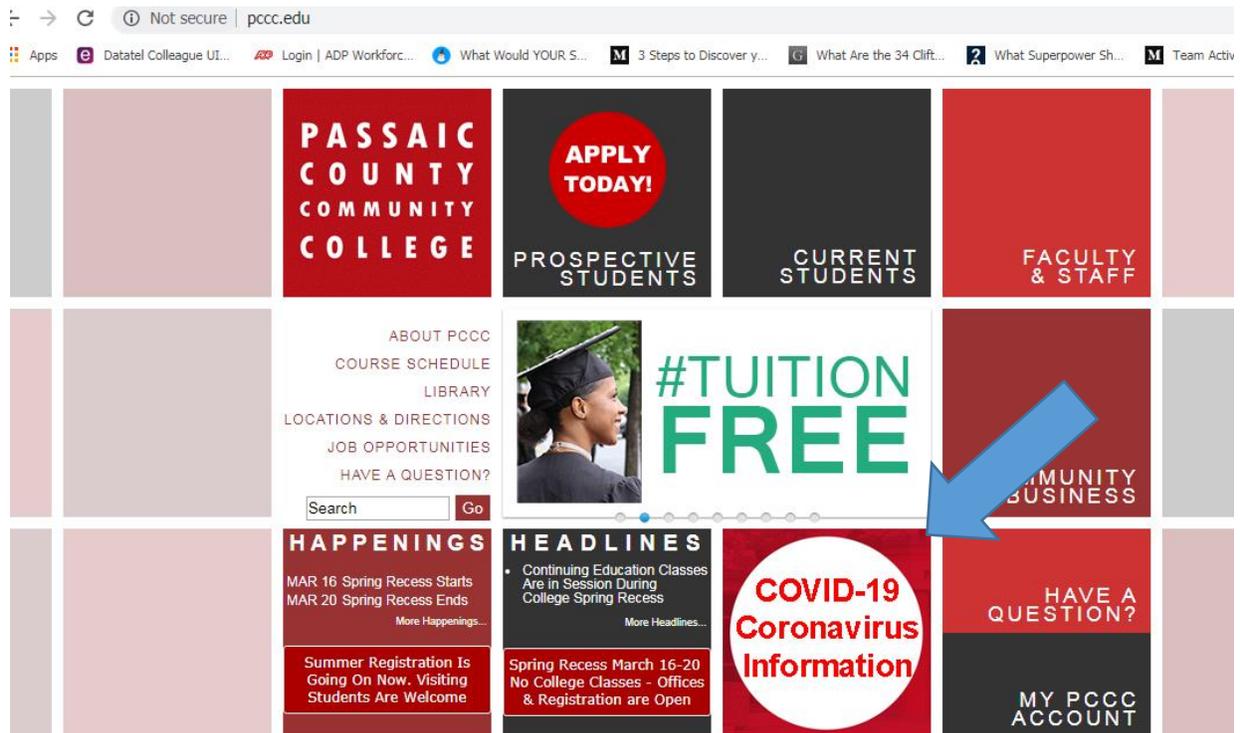
Dear Faculty:

Thank you for your continued cooperation as PCCC responds to the unprecedented events related to COVID-19 in our area. Your cooperation and collegiality has been exceptional. You are what makes PCCC and why our graduates continually say their experience at PCCC has been positive! PCCC is determined to succeed under these unusual circumstances.

This communication covers several key points. It is broken down in a few categories.

A. Continuous PCCC COVID-19 information on the College Website

1. If you have not already seen it, PCCC has created a COVID-19 information page on the college's home page, where information will be posted regularly. Please check this site regularly for updated information. A direct link to the PCCC COVID-19 page is found here: <https://newweb.pccc.edu/coronavirus/> If you typically rely on the college's home page, you can also navigate to the PCCC COVID-19 information page by clicking on the big white circle, see the screen shot below.



B. Continuous Focus on Students

While we are experiencing extraordinary times, PCCC continues to strive to make the current learning environment as familiar as possible.

1. Our focus is to keep students engaged with the college and with their courses. Please stay in contact with your students and respond to their emails. Remaining engaged with each will help continue and maintain the sense of community that our faculty has already established, and that students need during this stressful time.
2. Tutoring remains available at Tutor.com Please encourage students to access that resource in addition to the resources you develop for your own courses.

3. If students experience IT issues, the Help Desk remains available as a resource for IT issues only. helpdesk@pccc.edu or call (973) 684-6464. (24/7)

C. Spring Break Extension

1. Spring Break has been extended for one additional week, ending Friday 3/27/20, with the schedule resuming on 3/28/20.
2. If students are already in an online course, that course will continue as Spring Break ends. Reminder: Spring Break ends as of Fri March 27; resume on March 28, all courses resume but this time in an online format.

D. Testing

1. Currently, the Testing Center is closed. All faculty are asked to consider
 - a. Converting tests to projects, essays or other diagnostics as they deem appropriate; or
 - b. Open book tests as they deem appropriate; or
 - c. Postponing exams until PCCC reopens, with the understanding that staging of exam administration will need to be explored until further notice.
2. Administration of the CWE will be postponed until PCCC reopens. Once PCCC receives word that it will reopen, graduating seniors will be given priority to take the CWE. However, if students have taken the CWE prior to PCCC's closing, those exams will be graded and results will be communicated to the students.

E. Department Chair & Academic Coordinators

1. Department chairs and academic coordinators have been advised to remain in contact with all their faculty. There are "technology expert faculty" in each department who have graciously volunteered to support their faculty colleagues with advice and strategies for transitioning to the online environment. Your department chair will identify technology faculty experts for you. We thank all of them for their collegiality and care during these extraordinary times.

F. Transition to Online

1. Elizabeth Pachella continues to offer trainings. She distributes emails with training dates and access on a regular basis. Please continue to check your emails for these updates.
2. Nancy Silvestro has accumulated resources relating to online instruction. Please contact her for guidance and advice as we transition to online at the remarkable time. She can be reached at nsilvestro@pccc.edu
3. For STEM departments, student SI leaders will be able to continue their work via BlackBoard and Zoom. The IT Department will grant them access. The SI Students will be able to participate in BlackBoard and Zoom training offered by Elizabeth Pachella.

G. PCCC Child Care Center

1. Please note that the PCCC Child Care center is now closed, at the direction of the City of Paterson. It will reopen once the City of Paterson provides an opening date.

H. 7B Semester

1. The 7B semester for ELS is suspended until the college until further notice. All current ESL and Developmental Ed courses will continue. Nancy Silvestro and Ruggiero Manente are available for guidance and support to the faculty who teach these courses.
2. The 7B semester for Culinary Arts is suspended until PCCC reopens.

I. Facilities

1. Facilities has already started to clean the campuses. We thank them for their continued efforts in keeping us as safe as possible.
2. Beginning Monday, March 30, 2020, several computer labs in Hamilton Hall will be open to students without computers or internet access. The hours of operation will be Monday, Tuesday and Thursday 10 am to 2 pm and 3pm to 7 pm. Those students who are without computers or internet access are given priority.

J. **Shuttle Buses**

1. The PCCC Shuttle buses are suspended until further notice. Please keep checking the college website for updated information.

Please keep checking the college website and your email for regular updates. Thank you for your efforts!