

**To:** Cerritos College Faculty  
**From:** Rick Miranda, Vice President, Academic Affairs/Assistant Superintendent  
Dr. April Bracamontes, Faculty Senate President  
Dr. Bobbi-Lee Smart, CCFF Co-President  
**Date:** March 12, 2020  
**Subject:** Conversion to Online/Distance Education Learning Format

Dear Cerritos College Faculty,

As you are aware, President Fierro has issued a communication regarding the College's response to coronavirus (COVID-19). In an effort to assist faculty in planning for the upcoming transition, the following summarizes the current state of the College's operations and provides additional guidance specific to faculty.

To reduce the community transmission rates of coronavirus, the College is implementing strategies to minimize the physical presence of students on campus. The College is committed to providing safe, flexible learning options to our students, so they can successfully complete this semester and mitigate exposure to coronavirus. For this reason, the College will move lecture courses to a remote learning format. Here is what to expect during this transition.

## **Conversion to Online/Distance Education Learning Format**

### *Timeline*

**3/16/2020 – 3/22/2020** (*Spring Break*) – The campus will recess to spring break as previously scheduled. There will be no instruction, and operations will continue as normal. Faculty should implement social distancing measures (remaining out of congregate settings, avoiding mass gatherings, and maintaining distance—approximately 6 feet or 2 meters—from others when possible). Some hours may be adjusted.

**3/23/2020 – 3/29/2020** – Classes are cancelled during this week. Faculty will utilize this time to transition to online instruction. **NOTE:** Any short-term classes (e.g., 2<sup>nd</sup> 9-week classes) scheduled to begin during this week will **not** meet; such classes will begin the week of March 30.

**3/30/2020 – 5/23/2020** – Classes will resume in an online learning environment or in modified format through the end of the term.

### *Lecture Classes*

**All** lecture classes must move to a remote learning format (e.g., online, distance education) starting March 30. Campus will be open for administrative business during the week of March 23 to March 29. During this week, the College will not hold instruction and instead will utilize this time to prepare for remote learning.

### *Non-Lecture Classes*

Some courses will need to continue in person if alternative instruction is not possible (e.g., laboratory, performing arts, and physical education courses). Social distancing options, such as maintaining a six-foot distance between individuals, should be considered in these courses. Non-lecture courses are currently being identified and discussed with your area deans. As some courses may not be able to be taught in a remote learning environment, the College will work with faculty to find a solution (e.g., keeping the class in a traditional format, hybrid, or other alternative format). The goal is to reduce the presence of students on campus as much as possible in order to reduce the chances for community transmission of coronavirus without harming students' academic progress. Please work with your dean to determine which courses need to be maintained in an in-person format.

### *Off-site Course Offerings*

The College is in the process of consulting with local high school and industry partners to determine how to facilitate instruction via dual enrollment and Adult Education through the remainder of the semester.

### *Transition Support for Faculty*

Some faculty may not feel prepared to quickly transition into an online/distance education teaching format. We also understand that these modifications in the middle of a semester will prove challenging for you (and your students). However, we want to let you know that you can do this! We are not advocating for perfect online courses instead we want to continue to provide instruction to our students. The College will provide ongoing support and training to faculty, including from Media Services and the Center for Teaching Excellence. The primary Cerritos College support for remote learning resources is [TNfacultyhelp@cerritos.edu](mailto:TNfacultyhelp@cerritos.edu). In addition, the College is in the process of identifying fellow faculty who are willing to assist their colleagues with Canvas and online/distance education learning resources will be shared out with faculty. More information is available at <https://www.cerritos.edu/ic/canvas/canvas.htm>. The College will provide further guidance about remote learning environments in the upcoming days.

### *Services for Students*

Some students may not feel prepared for online instruction. The Library and Student Computer Lab plan to maintain regular hours and in-person services from March 23, 2020 to the end of the term. The Success Center will maintain remote tutoring services starting March 30 to the end of the term. Student Services plans to remain open for students throughout the semester, including spring break and preparation week. Student support operations plan to continue, with heightened awareness around social distancing, hand-washing, and staying home when sick.

### **Campus Meetings**

While the College remains open at this time, committees must be converted to alternative meeting formats, ***effective immediately***. The take advantage of existing tools, such as ConferZoom. When using ConferZoom, please access via Canvas. Information regarding support and other resources is available at <https://www.cerritos.edu/ic/canvas/canvas.htm>.

### **Travel**

Faculty, staff, and students are strongly discouraged from travel to protect community health. If you need to cancel a planned work trip, please discuss with your manager or area Vice President for guidance.

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### STAY CONNECTED



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