

MPC Instructional Continuity Plan - Spring 2020

In response to the COVID-19 situation, all MPC classes, learning support services, and student services are transitioning to be offered fully online as possible. The following criteria should be used to make decisions about instructional continuity to support student success:

- 1) **Primarily lecture-based courses that CAN be converted to online/virtual delivery or other alternative remote delivery:** Faculty are encouraged to transition instruction online and be prepared to continue remote instruction through the end of the semester. Faculty may choose to remain online or transition back to the classroom if the College is able to reopen for face-to-face instruction.

- 2) **Activity, studio, lab, and other hands-on instruction that CAN be converted to online/virtual delivery or other alternate remote delivery:** Faculty are encouraged to transition instruction online and be prepared to continue remote instruction through the end of the semester. Faculty may choose to remain online or transition back to the classroom if the College is able to reopen for face-to-face instruction.

- 3) **Activity, studio, lab, and other hands-on instruction that CANNOT typically be converted to online/virtual delivery or other alternate remote delivery:** Faculty are encouraged to transition to online instruction to keep students engaged until one of the following plans can be established:
 - a) **Use a virtual lab platform:** Consider the appropriateness of virtual lab platforms. Labster has been licensed by the Chancellor's Office for our use and supports the following disciplines: Biology, Chemistry, Engineering, Medicine, and Physics.

 - b) **Temporarily postpone the class:** Determine the number of class hours that must be postponed and develop a plan to reschedule class time when it is safe to resume instruction, *but before June 19, 2020*.

Criteria for considering postponing class meetings:

- i) Is the amount of remaining class time reasonably able to be scheduled, completed, and have grades submitted by June 19, 2020?
- ii) Will the faculty member and students be available to resume scheduled classroom instruction at a later date?
- iii) Will postponing class meetings until a later date create conflicts with other courses and/or instructional activities?
- iv) Will completing the class at a later date allow students to still complete certificate/degree requirements?

- v) Will completing the class at a later date support students current or future employment opportunities?
 - vi) What are the short-term and long-term impacts to the College and the program for postponing class meetings?
 - vii) What is the plan if the postponed meetings cannot be held and the class must then be cancelled?
- c) **Cancel the class:** After assessing the criteria below, and with approval of the Division Chair, Dean, and VPAA or designee, a class may be cancelled. OAA will communicate cancelled section information to A&R. DOMs will communicate class cancellation information to students

Criteria for considering class cancellation:

- i) Is it possible for students to access required materials/equipment remotely (i.e. virtual labs, send home kits, etc)?
 - ii) Can the learning objectives still somehow be met remotely?
 - iii) How would students' ability to graduate or complete a certificate be impacted by cancelling the class?
 - iv) How would cancelling the class impact students' employment in light of the current economic context?
 - v) What are the short-term and long-term impacts to the College and the program for cancelling the class?
- 4) **Critical training for first responders and future healthcare professionals:** Faculty are encouraged to transition to online instruction to keep students engaged until one of the following plans can be established:
- a) **Continue face-to-face instruction as permitted by Department of Health guidelines and other required safety precautions.** Determine a plan to resume class time based on current guidelines and program-specific criteria.
 - b) **Temporarily postpone face-to-face class time:** Determine the number of class hours that must be postponed, and if possible, determine a plan to reschedule class time when it is safe to resume instruction but before June 19.

Options for Students During Transition

Students should discuss options with their instructor and/or a counselor before making any decision to drop a class:

- 1) **Students may continue the course in its new format** (online, remote instruction, etc) in order to complete the course and earn a letter grade (for those who selected that

option).

- 2) **Students may remain enrolled in a course that has been postponed** and resume learning when it is safe for face-to-face instruction to resume. If no grade is submitted prior to the end of the official spring semester, students automatically receive a report delayed (RD) mark. After completing instruction and determining final grades faculty will submit final grades by June 19, 2020 which will replace the RD grade with the final grade submitted by the faculty member.
- 3) **An individual student who is unable to continue a course due to the current situation and does not wish to withdraw should follow existing procedures to work with their instructor to petition for an incomplete** and plan to resume their learning at a later time when it is safe and possible to do so.
- 4) **Students may choose to withdraw from a course, receive an excused withdrawal (EW) grade/mark, and receive a refund.** This option provides a record of the attempt but would not count toward course repetition restrictions and therefore students could still take the course again in the future.
- 5) **Students will receive an automatic refund for any course that has been cancelled** and no grade or mark will appear on the student transcript and the attempt will not be counted.

Options for Faculty Load

Faculty will continue to receive compensation based on existing, approved spring 2020 Load History Sheets/existing NOES. Special circumstances will be addressed as follows.

- **If the faculty member, Division Chair, and Dean determine that a current course assigned CANNOT be sustained online, then we may pursue one of the following options:**
 - **OPTION 1:** Teaching assignment may be postponed until a future term within the next year (i.e. summer, fall, early spring, spring) to balance/make up load for spring 2020. (The District and MPCTA will discuss how to address scenarios where postponed class sections are also cancelled) *Refer to MPCTA/CBA 15.3.1.1 for guidance.*
 - **OPTION 2:** Faculty members may be reassigned to non-instructional duties in lieu of original assignment and continue to receive equivalent TLU/hourly compensation for the remainder of spring semester. For full-time faculty members, non-instructional duties shall be those outside of their normal faculty responsibilities. Adjunct faculty have the right to turn down non-instructional duties options and not continue receiving compensation, if desired.

- **If a course is already in progress and the faculty, Division Chair, and Dean determine a course CAN continue and/or be completed online and the faculty member does not want to teach online** then we may reassign the course to another faculty member (if available) or long-term sub. We may offer the assignment to an existing full-time or part-time faculty member who is available and willing to take on the assignment. If necessary, we may conduct an emergency hiring process for a long-term substitute faculty member. We may offer non-instructional duties/special projects in lieu of original assignments for the remainder of the semester.
- **If a course has not yet started and the faculty, Division Chair, and Dean determine a course cannot continue and/or be completed online and will be cancelled.** If the assignment is/was part of a full-time faculty member's load then the teaching assignment may be postponed until another term (as indicated above) or be reassigned to non-instructional duties in lieu of the original assignment.

