

March 5, 2020

Memorandum For: CCM Instructional Faculty

CC: Academic Deans, Department Chairs, and Academic Administrative Assistants

From: John Marlin, Vice President of Academic Affairs, and Patrick Enright, Vice President for Professional Studies and Applied Sciences

Subject: CCM Response to COVID-19 with respect to Teaching and Learning

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Dear Colleagues:

As you read in President Iacono's memo regarding the COVID-19 outbreak, to minimize disruption of teaching and learning we would like to provide the following guidance to department chairs and faculty.

- Students, staff, and faculty should not come to campus when sick. Please make accommodations for students who cannot attend class due to illness.
- Please be alert to, and report to your chair or dean, any major changes in absentee patterns in your classes. This could be valuable information for public health officials.
- Prepare for the possibility of remote teaching should public health authorities determine that CCM needs to close for some period of time, or if instructors or students are placed under quarantine.

To assist you to prepare for remote teaching, face-to-face workshops and online tutorials are available to support you in using resources like:

- Blackboard, the College's Learning Management System, where you can post readings and assignments, and where students can submit their homework.
- Shindig, the College's videoconferencing system, that gives you the opportunity for face-to-face meetings with your students.
- TechSmith, which allows you to create a voiceover lecture with your PowerPoint slides.
- ProctorU, which observes student behavior during exams and reports any irregularities to the instructor.
- Smartthinking, which provides students with online tutoring.

All of these software platforms (except ProctorU) can be accessed by any mobile device. However, some of our students may not have Internet, computer, or device access. Therefore, please grant appropriate accommodations in such cases.

The Center for Teaching and Learning (CTL) is offering workshops to learn how to use the available technology. To register for workshops, please use the following link:

<http://www3.ccm.edu/cte/WorkshopRegistration.html>

If you are unable to attend any of the workshops, please visit the Blackboard Users Group (BUG) course in Blackboard and select Remote Learning Options on the course menu. If you do not see the course in Blackboard, please contact CTL (ctl@ccm.edu) or Virtual Campus (vclearning@ccm.edu). To access Blackboard directly, please use the following link <https://courses.ccm.edu/>

Vice President Simmons will be providing guidance to students in a separate communication, which will be posted on the CCM website's COVID-19 Information Center.