

Dear Faculty Colleagues:

Academic Affairs, the Academic Senate, the Department Chair Council, and the All Faculty Association (AFA) have prepared this FAQ for the faculty. In dealing with the complications that arise due to the recent fires and their impact on faculty members' instructional and allied work, we encourage you to use your best judgment to make decisions that are in the best interest of students and that respect the integrity of your academic disciplines. If you need advice in dealing with the scenarios described below, we encourage you to talk with your Department Chair, Supervising Administrator and senior colleagues.

If you have questions that are not addressed here, please email me and I will be happy to direct your question. Questions related to the Contract should be directed to AFA.

STATUS OF THE COLLEGE CLOSURE

1. When will the College be open?

The College will be closed for classes until Monday, October 23, but there will be some allied services beginning Wednesday, October 18.

Wednesday, October 18th through Friday October 20th, the College will have a “soft opening” for students. Libraries and Student Services on both the Santa Rosa and Petaluma campuses will be open from 9am to 4pm. Students and staff will have an opportunity to access Wi-Fi, use computers, charge their phones, use showers in the gym, etc. There will also be student support services available.

On Thursday, October 19th, there will be a Community Gathering called Healing Together, to which everyone is invited. The college will announce this via e-mail in case you'd like to attend that.

2. Is it possible that the semester might be extended to make up for the two weeks we were closed?

No, the semester will not be extended. It is not possible for us to extend classes beyond the start, end, and final exam dates originally published in the Schedule of Classes. It is not possible for the College to make demands of students beyond the published dates they committed to when they registered for their classes. This rule applies to all courses, whether they are short courses or semester-length courses.

3. Can I come into my office and work if I want to this week?

Yes, you can come in if you want to. Keep in mind that, while electronic communication with students is encouraged, there are to be no instructional meetings with students.

4. I am interested in meeting with the colleagues in my department. Can we do this?

Yes, you are encouraged to meet with your departmental colleagues if that would be helpful to you. If departments are meeting, it is important that they invite all their faculty, both contract and adjunct.

As for where to meet, please note that only a small number of buildings will have been prepared for use this week. Facilities is working hard to change air filters in HVAC systems and other tasks so that all buildings are ready for use by Monday, October 23. But by Wednesday of this week, only the libraries, student centers, gyms, and Bailey Hall will have been prepared. *If your department is meeting, you may choose to meet off campus.* If you would like to meet on campus, please contact Dr. Mary Kay Rudolph's office (707.524.1514) for help with locating a meeting space.

5. I am a club advisor. Can I meet with my club this week?

Please contact your Department Chair and Supervising Administrator for approval.

6. What should my department do in order to prepare for labs on Monday, October 23rd?

Departments that teach labs are encouraged to discuss preparation plans this week so that lab classes are ready to resume when classes resume.

QUESTIONS ABOUT STUDENTS

7. Can I communicate with my students even though the College is technically closed?

Yes, you can communicate with your students. In fact, you are encouraged to get in touch with your students. However, based on prior communications from the College to our students, they have been told that they are not expected to be working on their studies during the College closure.

8. Can students drop or withdraw from their classes even though the deadlines for dropping and withdrawing have already passed?

If students cannot complete their courses, or if they are not passing short courses and do not want to take an Incomplete (see below), they may drop or withdraw. Due to these extraordinary circumstances, the California Community Colleges Chancellor's Office will allow SRJC to extend drop and withdrawal deadlines; these details are still being determined. Refer them to Counseling and Admissions & Records.

9. If a student asks about changing his or her grading status from “grade” to “P/NP,” even though that deadline has passed, to whom should I refer the student for an answer to this question?

Please refer these students to a counselor so they understand the implications and consequences of this option.

10. Students who are parents have contacted me to say that their children’s childcare centers are closed and to ask whether they can bring their children to class. Is this permissible?

Board Policy and Procedure 7.16 allows children visitors to class with the instructor’s permission and identifies circumstances when it is inappropriate (linked below).

<http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A7TRDA6CE476>

ADJUSTMENTS TO THE SYLLABUS AND ASSIGNMENT SCHEDULE

11. What do I do if I have a less-than-semester-length course and my students have missed the last week of class and the final?

In this situation, faculty members will need to evaluate their students’ learning and performance to date, and weigh that alongside the Student Learning Outcomes in the Course Outline of Record. Based on what your students have learned and the level of their performance, you will use your professional judgment and your disciplinary expertise to determine whether it is appropriate for you to assign a passing grade (A, B, or C) for them.

Please refer to the Grading Policy and Procedure 3.10 and 3.10P (linked below)

<http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A9CMYV5D94CD>
<http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A9CN465E0FB4>

For Incompletes also see instructions on the Admissions and Records Incomplete Petition.

12. Having lost two weeks in the middle of my class, what should I do about the assignments that my students missed?

All faculty members will need to evaluate the impact of the College’s closure on the courses they’re teaching. If, in your professional judgment, you determine that the syllabus and remaining assignments need to be adjusted so that you are teaching to the Course Outline of Record (COR), you will need to adjust your course accordingly. It may not be possible to cover everything listed in the COR, and in such instances we recommend that you weigh

individual items in the “Topics and Scope” against the Student Learning Outcomes (it may be possible for students to achieve the SLOs even though some topics were omitted from the assignment schedule). Please consult with your Department Chair or senior faculty members in your department if you need help with this.

All such adjustments to the syllabus and assignment schedule must be published and communicated to your students. Please note that a faculty member is not permitted to modify a syllabus or assignments to the detriment of students—for example, by making requirements more stringent than initially published, or increasing students’ time commitment outside of class.

13. How will we make up two weeks’ worth of missed coursework? Is this an individual faculty member’s decision or a departmental one?

Individual faculty members—and, in some instances, departments—will need to make these determinations. Each faculty member has a professional responsibility to the Course Outline of Record (COR), and academic freedom protections support faculty members’ rights to make essential decisions that pertain to course content. If your course is a prerequisite for another, you may need to consult with colleagues familiar with the subsequent course. If you are in doubt about whether to make these decisions on your own or in collaboration with your departmental colleagues, we encourage you to contact your Department Chair or program director.

You must bear in mind that your assignment schedule must be reasonable for students. The Carnegie Unit applies: Students expect that their courses will require two hours of study and homework time outside of class for every hour that they spend in class. So it would not be appropriate to take all of the missed assignments from the days that the College was closed and simply add them to the remaining weeks of the semester as this would significantly and unfairly increase the students’ study time outside of class during the remaining weeks of the semester.

14. I am teaching a late-start or short class that was originally scheduled to begin during the two weeks that the College was closed. How shall I handle the change in the number of class meetings?

The date of the first regularly scheduled class meeting after classes resume will become the start date of your class, and the originally posted dates for the last class meeting and the final exam are unchanged. Therefore, if your class was originally scheduled to begin during the week of October 9 or October 16, your class now has fewer scheduled class meetings. Working with the Course Outline of Record (COR), you will need to adjust your syllabus and assignment schedule so that you can, as much as possible, teach to the COR and help students achieve the Student Learning Outcomes within the reduced number of class meetings.

You must also bear in mind that your assignment schedule must be reasonable for students. The Carnegie Unit applies: Students expect that their courses will require two hours of study and homework time outside of class for every hour that they spend in class. So it would not be appropriate to take all of the missed assignments from the days that the College was closed and simply add them to the remaining weeks of the semester as this would significantly and unfairly increase the students' study time outside of class during the remaining weeks of the semester.

15. I teach a face-to-face class. If I can't return to the College but would like to continue teaching my class, can I convert it to a hybrid and complete the course online?

If your class is fully face-to-face (F2F), then all of your remaining meetings must remain F2F.

16. If my class is a hybrid, can I shift more of my assignments and lectures to an online format so that my students aren't missing the lessons planned for the two weeks of closure?

No, you can't change the ratio of F2F and online meetings as originally published in the course schedule.

17. Can I have my students work on assignments the two weeks that classes are canceled?

No.

18. Does this include online courses?

Yes – online courses, too, are “off the clock” during this time.

19. What about courses that require students to complete a certain number of contact hours in order to earn course credit and satisfy licensing regulations?

If this is true for your course or program, you will need to talk to your Department Chair and/or program director.

QUESTIONS ABOUT GRADES, ROSTERS, MIDTERM PROGRESS REPORTS

20. How should faculty handle changes to their course grading policies since the students may no longer be doing all of the assignments and exams originally planned?

It is important that adjustments to the course syllabus have minimal adverse impact on students. Refer to the COR for weighting requirements. Any adjustments in assignments, the overall scale needs to remain in compliance with the COR.

21. Will midterm progress reports for semester-length courses still be due November 19th?

Yes.

22. Is it possible to extend the deadline for filing final grades?

No.

FACULTY PAY, ABSENCES BEYOND OCTOBER 23rd, REPORTING ABSENCES, AND LEAVES

23. Are we getting paid for the two weeks that classes were cancelled?

Yes. Dr. Chong sent an email about this on Saturday, October 14th, at 12:44 p.m.

24. If I can't return to the College when classes resume, October 23rd, do I have to submit a Notice of Absence (NOA)?

Yes, you must submit an NOA through your faculty portal if you are absent when classes resume.

25. If I can't return to the College right away, can I use sick leave or other leave?

Yes. See Article 18 of the District/AFA Contract (linked below).

<http://www.afa-srjc.org/Contract/Articles/art18.pdf>

DEPARTMENT BUSINESS: MEETING, SUBSTITUTES, EVALUATIONS

26. If I can't return to the College when classes resume, can my classes be covered by someone else?

Yes, and your Department Chair and Supervising Administrator will take care of that. Please notify your Department Chair or Program Director as soon as possible if you are unable to return. See Policy and Procedure 4.7.1, 4.7.1.P and Article 29, linked below, respectively).

<http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A6HSNZ7382B7>

<http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A6HSPV73AB2C>

<http://www.afa-srjc.org/Contract/Articles/art29.pdf>

27. Can faculty cover the classes of a colleague in another department?

Minimum Qualifications apply to substitute assignments. The faculty member would have to be added to the adjunct pool via an emergency hire.

28. If a faculty colleague is unable to return when the College reopens and there are no faculty members available to serve as substitutes, will it be possible to hire replacement faculty?

Yes, this may be possible. Department Chairs who do not have enough faculty to cover classes should speak with their Supervising Administrators as soon as possible.

29. How will the college closure affect this semester's faculty evaluations? Will the timelines be extended?

No. Mandatory deadlines must be observed as they are contractually defined. Recommended deadlines are flexible. Discuss with your evaluation team.