Dear BC3 Faculty,

As you know, the safety and security of our college community is a top priority at BC3, as well as the upholding of our College's Mission and promise to students. I am writing to share with you an update on BC3's response to the novel coronavirus, known as COVID-19, and our plans for the continuity of instruction in the upcoming weeks. The Academic Affairs team has been in contact and consultation with faculty leadership regarding the appropriate next steps and to discuss the **Remote Instruction Plan**.

At this time, the College will resume instruction and essential operations **remotely** on March 23, 2020. The expected duration of this mode of delivery is through the spring 2020 semester. All currently scheduled online courses are to resume immediately and continue through the regular semester schedule.

What is "remote instruction"?
For the purpose of continuing instruction while BC3 physical facilities are inaccessible, BC3 defines "remote instruction" as:

> *The delivery of instruction and instructional content from a distance while maintaining regular and substantive communication with students. Faculty may utilize College-supported technologies such as email, Blackboard, GoToMeeting, Respondus, NBC Learn, publisher supplemental websites, or other third-party technologies deemed appropriate for the instructional strategy the faculty member has chosen to implement. Remote instruction **does not** mean that the faculty member must develop and facilitate a fully-online course.*

Prior to the date above, we are requesting that faculty begin planning for the transition to **remote instruction** for all courses that can feasibly be delivered from a distance. During the time of remote instruction, face-to-face labs will not take place. Alternative instructional experiences for courses that require the use of a laboratory, specialized equipment, or other uncommon classroom situations and students currently

participating in fieldwork (clinicals, practicums, etc.) will be identified through consultation between individual faculty and their respective dean.

By March 20, 2020, please notify your students of your plan for how your course will run remotely, and your expectations of students for the duration of the remote instruction period. Students are expected to have a lot of questions. Please be available for communication with students during your regularly scheduled class time and office hours (full-time faculty). Please respond to student inquiries promptly.

How you deliver your instruction remotely is ultimately up to you. We highly recommend using Blackboard as your primary platform. All faculty and students have easy access to Blackboard through the MyBC3 Portal. A course shell is already in place for every course currently on the BC3 Spring semester schedule, and students enrolled in your course(s) have access to your Blackboard shell(s). To maintain confidentiality (FERPA), student grades or graded work cannot be emailed. **Blackboard is the only source to be used for posting student grades**.

If using email as your primary source of communication, you **MUST USE YOUR BC3 EMAIL ACCOUNT** or the email feature within Blackboard that is connected to your BC3 email account. Students **MUST USE THEIR BC3 EMAIL ACCOUNT** for email correspondence with faculty and College staff.

HELPFUL RESOURCES FOR PLANNING YOUR TRANSITION TO REMOTE INSTRUCTION

- o Quality Matters - Emergency Remote Instruction Checklist
  https://tinyurl.com/QM-ERI-Checklist

- o Chronical of Education - Going Online in a Hurry
  https://tinyurl.com/Going-Online-in-a-hurry

- o Completing a Face-to-Face Course Online Following A Campus Mandate
  https://www.scholarlyteacher.com/post/completing-f2f-courses-online

- o 11 Things to Consider with Moving Your Course Online
  https://tinyurl.com/11-things-to-Consider

TECHNOLOGY TRAINING AND SUPPORT

This week, the Division of Educational Technology will be providing web-based training and support to help guide you in transitioning your face-to-face instruction to remote instruction using technology. A schedule of introductory-level training sessions delivered through GoToMeeting will be sent to faculty on Monday, March 16, 2020.

Training opportunities

- Live (Web-Based) Training:

    - BC3 Facilitated Training (via GoToMeeting):
        - Introduction to Blackboard
        - Blackboard Communication Tools
        - Adding Content and Multimedia to Blackboard
        - Creating Blackboard Assignments and Assessments
        - Blackboard GradeCenter
        - GoToMeeting Overview
        - Respondus 4.0 (Test Generator)

- Third Party Application Training:

    - GoToMeeting:
      GoToMeeting offers start-up guides and training videos online at:
      https://support.goto.com/meeting

    - Respondus:
      Respondus is offering daily training webinars for LockDown Browser and Monitor. The schedule can be found at:
      https://web.respondus.com/webinars/

- Self-paced Training:

    - Short video tutorials and quick-start instructions have been made available in the Instructor Resources course in Blackboard.
        - To access the Instructor Resources course:
        - Log in to the BC3 Portal
        - Click on "Blackboard"
        - Click on "Instructor Resources" in the "My Courses" area

    - Faculty are invited to enroll in any of the following self-paced, BC3-facilitated courses:
        - Basic Blackboard
        - Blackboard Basics (for Online Instructors)
        - Blackboard GradeCenter
        - Universal Design for Learning

To enroll, contact Gloria Sabatelli at
gloria.sabatelli@bc3.edu.

If you have any questions or would like training for something not listed, please contact:

Ann McCandless
Dean of Educational Technology
ann.mccandless@bc3.edu
724-287-8711 x8279
(Please leave a message. Voicemail will be checked frequently)

Gloria Sabatelli
Coordinator of Educational Technology
gloria.sabatelli@bc3,edu
724-287-8711 x8298
(Please leave a message. Voicemail will be checked frequently)

TECHNOLOGY HELP DESK
The Technology Help Desk will be operating remotely Monday through Thursday
(8:30am-8pm) and Friday (8:30am - 3:30pm) during the remote instruction period.

FastForm: https://bc3.edu/services/technology/support-ticket/
Hotline Voicemail: 724-287-8711 x8441
NOTE: FastForm is preferred; Voicemail will be checked periodically.

LIBRARY SERVICES
All library resources are available online through the website:
library.bc3.edu. Reference questions can be addressed through the chat or "Ask a Librarian" features of the website. Library orientation sessions can be scheduled through the Reference and Instruction Librarian (Jean Shumway). EBSCOHost/ILL articles can be requested through the EBSCOHost databases. Print resources will not be available during the remote instruction period.

For Library assistance, please contact:

Martin Miller
Dean of Library Services
martin.miller@bc3.edu
724-287-8711 x8210

Jean Shumway
Reference and Instruction Librarian
jean.shumway@bc3.edu
724-287-8711 x8296

STUDENT SERVICES

Academic Advising and General Student Support: Should student need advising support beyond the expertise or availability of faculty advisors, please direct students to the following site: https://www.bc3.edu/services/advising.html to book appointments with any ACE advisor. For advising support or assistance, please connect with Joshua Novak at joshua.novak@bc3.edu or Kelly Flis at kelly.flis@bc3.edu

Academic or Retention Support: If you are concerned about the progress or success of a particular student, please refer the student through the retention alert program, or email Ivory Dunlap at ivory.dunlap@bc3.edu. A member of the ACE or appropriate off campus site staff will connect with the student to offer support and guidance.

CARE Team: In the event that you become concerned about the health or wellbeing of a student during this difficult time, please connect with the BC3 CARE Team!

Career Services: For assistance with any employment related resources or presentations, or to coordinate job placement assistance or resume support for students, please connect with Emma Lee Hartle at emmalee.hartle@bc3.edu

Transfer Resources: Students in need of assistance with transfer resources or support should connect with Mary McGinnis at mary.mcginnis@bc3.edu

Tutoring: While remote tutoring will be a new and significant challenge, the tutoring team is committed to finding innovative ways to support student success during this transition to temporary online instruction. For specific tutoring requests or connections, please connect with Heather Jewart at heather.jewart@bc3.edu

ADVISING AND REGISTRATION

Academic Advising: Should student need advising support beyond the expertise or availability of faculty advisors, please direct students to the following site: https://www.bc3.edu/services/advising.html to book appointments with any professional advisor. For advising support or assistance, please connect with Joshua Novak at joshua.novak@bc3.edu or Kelly Flis at kelly.flis@bc3.edu

Advising and Registration for Fall 2020 is being delayed by one week. The following is the adjusted timeline.

Priority Advising: March 23—March 27
Priority Registration: March 30—April 3
Current Student Advising Begins: March 30
Current Student Registration Begins: April 6
Open Registration Begins: May 11

Additional detailed information will be sent to faculty advisors next week

ACCESSIBILITY AND DISABILITY RESOURCES

If you have a student in your class who needs accommodations, please contact:

Jennifer Loue (Main Campus & Brockway)
Coordinator of Access and Disability Resources
jennifer.loue@bc3.edu

Ryan Kociela (Armstrong, Cranberry, and Main Campus)
Student Success Coach
ryan.kociela@bc3.edu

Sherri Osborne (Lawrence Crossing and LindenPointe)
Student Success Coach
sherri.osborne@bc3.edu

FACULTY TRAVEL

The College has temporarily banned all international and domestic college-related travel for all employees.

We will continue to update you as the COVID-19 situation evolves and new recommendations come from the CDC and Pennsylvania Department of Health. Please know that your health and that of our students and staff is at the forefront of our decision making.

Thank you very much for your hard work, dedication, and commitment to our students. It is truly appreciated!

Dr. Belinda Richardson
Provost and Vice President for Academic Affairs
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