Dear Faculty,

For Fall 2020, the College has prepared for four possible instructional scenarios. While we hope for a return to "face to face" traditional instruction referred to in scenario 4, it is imperative that faculty and other designated instructional staff are prepared for remote synchronous and asynchronous instruction and operations. Currently approved online experiences will continue as planned in all four scenarios outlined below. The four scenarios are:

1. All instruction, learning, and all other College operations will be remote.

2. Instruction, learning, and all other College operations will be "face to face" for limited situations (e.g., labs) and the majority of instruction, learning, and other College operations will be remote.

3. Instruction, learning, and all other College operations will begin as "face to face" and will transition to remote operations at some point during the semester.

4. Instruction, learning, and all other College operations will be traditionally delivered, "face to face".

This contingency planning requires sweeping changes to instruction, learning, and all other College operations. Three of the four possible scenarios require remote learning and remote College operations. Therefore, the entire College community must be committed to advancing the delivery of instruction and support services remotely.

The Fall 2020 minimum standard for face-to-face courses is listed below:

For Fall 2020, the mode of remote instruction will be videoconferencing (e.g., Zoom or Skype) during the scheduled class time listed on Banner. All course materials and assessments (e.g., PowerPoints, videos, web links, tests, and assignments) will be administered via the Blackboard learning management system.

In addition to the minimum qualifications set by each department, completion of the following NCC training sessions will be required to facilitate remote instruction of traditionally face-to-face courses in the event that College operations are or become remote:

• Getting Started in Blackboard 1 and 2.

Additional workshops recommended (as per department/faculty/course) include Tests; Assignments; Grade Center; Discussions; Kaltura media and Zoom videoconferencing.

Digital Badges will be provided by the Office of Distance Education at the completion of all

training sessions. For the Fall 2020 semester, faculty will have until August 14, 2020, to complete the training for Blackboard 1 and 2 and email those digital badges to the Chair of their department. Faculty who had prior training in Blackboard at NCC or elsewhere should discuss their proficiency with their Chairperson to determine if additional training is necessary.

Enjoy the long Weekend.

Valerie Collins, Ph.D.
Interim Vice President
Academic Affairs