



To: All Faculty

From: Lynn Hunter, D.Ed.
Vice President for Academic Affairs and Provost

Date: March 12, 2020

Re: Advisory #2 - Guidance for Continuity of Instruction

This memo is an important update following the President's Town Hall meetings today on the Framingham and Wellesley Hills campuses. As the President stated, the College is working with faculty and students to move as much instruction online as possible in response to the current COVID-19 situation. The following schedule changes are being implemented to provide faculty more time to move in-person courses online. (Please see the email being sent to students at the end of this Advisory document.)

- **Full-semester in-person courses and labs (including the in-person meetings of hybrid courses) will be suspended during the week of March 23-27 (the week after spring break).** If you are teaching an in-person class, it will not resume until Monday, March 30th.
- **Full-semester online courses (and the online portions of hybrid courses)** will continue after spring break without interruption. Please continue to teach your online courses after spring break.
- **Eight-week in-person courses** (8WK2 session) will not start on March 23 but will begin on Monday, March 30.

What should I tell my students? Regardless of whether you are planning to continue teaching in person or move your course(s) online, please notify your students of your plan and cc: your Dean. Please use or adapt the following suggested language to inform your students if you choose to introduce changes to your course format:

Dear Students.

I am writing to inform you that due to the ongoing situation with the coronavirus (COVID-19), **this course, [name and section of course], will no longer be meeting in person and will transition to an online course.** As part of this change, all in-person courses at MassBay are suspended for the week of March 23-27 (the week after spring break.) **This course will not meet the week of March 23-27, but will resume on Monday, March 30, as an online course.**

Please note that the decision to move to an online format is a decision that instructors are making based on what is best for their courses and students. Therefore, you may have some other courses that will continue to meet in person. Please check your MassBay email for important messages from

me and each of your other instructors, and reach out to your instructors if you have specific questions.

I will be contacting you soon with more specific information about how the course will be conducted. Continue to check your MassBay email every day for further messages as the situation is evolving daily.

In the meantime, have a safe and healthy spring break.

Please inform your Academic Dean (contact phone number is below) whether or not you will be moving any courses online during this semester. Your Dean must notify the Registrar of any course changes:

Automotive Technology (Robert Lilley)	781 239-3043
Business and Professional Studies (Susan Maggioni)	781 239-2461
Health Sciences (Lynne Davis)	508 270-4021
Humanities and Social Sciences (Nina Keery)	781 239-2463
(STEM) Science, Technology, Engineering & Mathematics (Chitra Javdekar)	781 239-2585

If you are unable to speak with someone in your dean's office directly, please leave a voicemail message including your: **Name; Course title and section; Time the class meets; Classroom number.**

Will I be compensated for training and moving my course(s) online? Yes, the College will pay a \$100 stipend to faculty for training. The College will also pay \$100 to faculty for each course section moved online.

How can I help prevent bias or discrimination against members of our community as a consequence of the global COVID-19 crisis? We know that fear and anxiety can lead to social stigma. Through our shared values of civility, diversity, and inclusion, we can all help prevent microaggressions and outright discrimination toward students, faculty, staff, and visitors from COVID-19 infected countries or individuals perceived to be from those countries. We can stay informed about this global threat and counter bias and misinformation with accurate information and reason.

Thank you for helping to keep our college community as safe and healthy as possible as we continue to monitor the situation and prepare for appropriate responses as needed.

NEXT PAGE: COPY OF EMAIL BEING SENT TO ALL STUDENTS 3/12/20

EMAIL TO ALL STUDENTS 3/12/20

Dear Students.

I am writing to update you regarding MassBay's response to the coronavirus (COVID-19) situation. The College is focused on providing a safe environment while also maintaining instruction, and is acting on the recommendations of the Center for Disease Control (CDC), the Massachusetts Department of Health, and other government and health authorities to reduce the number of people coming into close physical contact. Please read the following information closely:

In-person courses and labs (including the in-person meetings of hybrid courses) will be suspended during the week of March 23-27 (the week after spring break). We will provide updates via email about these courses, and your faculty will also be reaching out to you regarding any further changes to their courses. Please watch for emails from your instructors that will inform you how in-person classes might change. If you're in an in-person class that transitions to an online course, it will not begin until March 30th.

Online courses (and the online portions of hybrid courses) will continue after spring break without interruption. Please continue to participate in your online courses after spring break.

Eight-week courses that begin on March 23 (the "8-week II" session) and are online courses will begin as expected on March 23. In-person courses that are scheduled to begin on March 23rd will not start that week and will plan to start on Monday, March 30.

Please check your MassBay email every day for further information. It is critical that you read your email as the situation is evolving on a daily basis. Your faculty will also be using email to contact you regarding any changes to your courses.

We appreciate your continued individual attention to preventive measures to minimize risk of contracting or spreading the virus: washing hands carefully and avoiding gatherings of significant numbers of people are two primary ways to help lessen the impact of the virus on the community. To that end, we ask that if you come to campus, you do not bring guests or family members with you as this only increases the risk of exposure. Remember: if you are feeling sick, do not come to campus. Inform your instructor via email.

We recognize that the news regarding the coronavirus will create stress and anxiety for many people, and, as always, our counseling services team is available for students who want assistance coping with the situation. They can be reached at www.massbay.edu/counseling.

In addition, we recognize that some students may be facing life challenges such as food insecurity and homelessness. If you are in this situation, please reach out to our case manager, Marybeth Fletcher, who can be reached at mfletcher@massbay.edu so that we may be able to provide you resources.

Thank you for your cooperation and understanding as we all work together to do what is necessary to keep our community safe.

Sincerely,

Elizabeth S. Blumberg, Psy.D.

VP for Student Development and Dean of Students