**From:** Kasey Gardner <[kgardner@yccd.edu](mailto:kgardner@yccd.edu)>  
**Sent:** Friday, March 13, 2020 9:20 AM  
**Cc:** Artemio Pimentel <[apimente@yccd.edu](mailto:apimente@yccd.edu)>  
**Subject:** COVID-19 Planning Update for Woodland Community College 3-13-2020 #1 AM

Good Morning WCC,

I've included the communication below you received from the Chancellor last night. Many thanks to all the members of our community that have made preparations, participated in planning, and are working hard to support our students. We have an incredible team and we will get through this together.

Just a reminder, we still have no confirmed cases of Covid 19 among WCC Staff and Students and are operating at Level II. The decision to make adjustments to our operations is driven by the forecast for the next two weeks where public health officials have forecasted that cases may intensify across our region.

I'm writing to share our local WCC planning for this contingency and how we are going to proceed as of today. There may be updates and changes in the future, as the situation changes Chancellor Houston, President Pimentel, or I will advise.

1) The college (including Lake and Colusa) will remain open. We expect all our entire staff to be working as usual and reporting any absences to their supervisors. That includes managers, classified, faculty, and student workers. Be mindful of healthy practices that we've reviewed in previous emails, and remember to hydrate and rest in these challenging times.

2) Student Services, computer labs, library, and tutoring services will be open. We're working with the coordinators in those areas to support them and to make the appropriate arrangements for regular cleaning, ect. Many of our students will need those services as we transition instruction, and until we have a higher threat level, keeping these resources available makes sense as risks are low.

3) Face to face instruction on our campuses (WCC, Lake, Colusa) will be suspended starting on Monday next week. There is no instruction for those face to face classes on Monday and Tuesday, and those classes are moving to remote instruction starting Wednesday, March 18th to resume instruction as remote instruction until Monday,, April 6th. I've received some questions, so let me answer them here. Feel free to send me more and I'll address them in a later communication or add them to a Frequently Asked Questions list.

* Saturday classes for tomorrow (3/14/2020) should meet as planned. Dual Enrollment classes at their high school or origin should continue as planned into the foreseeable future and are not part of our instructional transition plan at this time.
* Monday and Tuesday face to face classes (WCC, Lake, Colusa) are canceled. That is a mandatory decision, so please do not plan on holding your face to face classes on Monday and Tuesday. That decision was made because we expect faculty to be involved in the transition process on Monday and Tuesday as a coach or as a learner. I realize not all faculty feel the same way, but for the consistency of messaging with students, your cooperation is appreciated.
* Existing fully online classes will continue as planned for Today, Monday, Tuesday, and into the foreseeable future.
* The campus is open, so small gatherings like team meetings and office hours meetings with students are still allowed. You may want to review distancing protocols or meet by phone or zoom, but if you want access to your classroom to record a video or use instructional supplies, that is currently safe and available.

4) We have an incredible team of faculty leaders working with me and the deans regarding our transition plan. We have professional development going on today from 9-12 for the transition to remote instruction and there will be a number of workshops, training, and support opportunities on Monday and Tuesday that you will hear about soon. Many thanks to the incredible work that Betsy has done developing resources and the multitude of presenters and support staff from faculty members to IT that will be tapped in the coming week.

5) The expectation from our district, public health leaders, and students is that we will transition as many classes as possible to remote instruction by Wednesday. As a former instructor, I recognize that is much easier said than done. Educators across the state are working on the same transition, and I've seen incredible resources from the OEI and academic discipline groups that I still maintain subscriptions. Instruction may not look like a traditional online class since we're transitioning face to face instruction to remote in a limited timeframe. We've been given wide latitude to adapt these courses by regulators but do be mindful of having forms of regular and substantive contact with students. The training will get into more details on what methods you might consider if you are not yet an expert in distance education.

6) Inevitably, some courses won't be able to make the transition. I'd like to identify those courses on a case by case basis with the deans, and I hope that number will be small. Our alternative, in that case, is to diligently track the hours missed and make arrangements to have that instruction time made up at a point in the future. That will no doubt be difficult to schedule, disruptive to future schedules, and a number of other frustrations for those affected. When we know the size and scope of those makeups, we'll arrange a process for meeting our legal obligations.

There will be more communication, but I'd like to end this correspondence with the sense of gratitude I've felt this week working with diligent and committed staff. Stay in contact with your deans and colleagues and stay tuned for more information on how we can best support our students through these challenges.

Thanks,

Kasey

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Pronoun Preference: He/Him/His

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