



Dear GCCCC Community,

As you know, the World Health Organization has declared that Coronavirus (COVID-19) is a pandemic, heightening the severity of this global situation. The [Centers for Disease Control and Prevention](#) is recommending that people should distance themselves from others to help prevent the spread of COVID-19. The Chancellor's Cabinet has been meeting daily to monitor the situation and prepare to respond to increasing concerns. As public officials, it is our responsibility to take preventive action to minimize the spread of the virus and protect our District community while maintaining our core mission to educate our students.

Many institutions throughout the state and nation have taken action to move to remote instructional delivery immediately, and many more are in the process of moving in this direction to contain the spread of the virus. As of today, March 12, 2020, we continue to have zero confirmed cases of students or employees with the coronavirus in the Grossmont-Cuyamaca Community College District. However, the rapidly changing environment, particularly over the past 24 hours, has made it clear that we must take proactive steps to ensure the health of students and employees.

During the week of March 16-20, we will not have on-campus classes that cannot be held online. The only exception will be the first 8-week classes that have finals next week. We plan to use this week to mobilize and provide support to faculty to move their classes and support services online or to other alternate modalities, as feasible. We understand that this is not going to be easy for many, and are asking that faculty do their best to assist students to complete the semester. We are fully committed to assisting faculty with this effort, and applaud the positive, supportive messaging from leading faculty at both colleges.

All District and college operations will continue as normally scheduled from March 16-26. Faculty who are not teaching online classes are strongly urged to come to campus next week to take advantage of the training and support. All faculty and staff will be paid at their usual rate for their regularly scheduled assignments.

The District is committed to working closely with all collective bargaining agents as it deals with the complicated and varied employment questions that will arise in the coming weeks and how

a transition to a distance education/work-from-home environment will impact its students, faculty and staff.

ONLINE COURSES AND TRAINING

During the week of March 16-20, existing fully online classes will continue instruction as scheduled. Hybrid classes will continue with instruction for the online portion, with an understanding that the face-to-face portion will move online as well. While face-to-face courses will be cancelled, faculty who are able to temporarily offer their courses online or via other distributed learning modalities are encouraged to do so.

Next week, **additional training and support** will be available to assist faculty with moving their courses online or to other distributive learning modalities, including Zoom, email, etc. Both [Grossmont College](#) and [Cuyamaca College](#) have created modules of resources and scheduled numerous training classes in Canvas for faculty, and have identified faculty Canvas mentors to provide assistance. We encourage all faculty to take advantage of this important training.

Faculty who are teaching classes **that do not lend themselves to online modalities** should work with their deans and use this time to develop a plan that will enable students to complete their classes in the event of a lengthy closure.

Deans and support staff will be available the week of March 16-20 to provide assistance on other available options for students, such as excused withdrawals or Incompletes.

Faculty teaching **dual enrollment** classes on the high school campuses will follow the lead of the host campus. **Classes hosted on our campuses** taught by other institutions will continue at the discretion of the teaching institution.

EVENTS AND OTHER ACTIVITIES

College leadership will decide on a case-by-case basis whether staff events on campus should be cancelled based upon the size and nature of the event in accordance with the guidelines from the [California Department of Public Health](#).

The **Classified Professionals Day** event on March 23 has been postponed. Stay tuned for additional information.

All student events during the next two weeks have been cancelled. Grossmont and Cuyamaca colleges will suspend intercollegiate athletics matches and games through March 29.

The Child Development Centers at both campuses will remain open.

STUDENTS

- Students are encouraged to access services remotely. Information about existing online academic and support services, contact numbers and email addresses for academic and support services will be provided to students in the notification of class cancellations. ([Click here to see student email.](#))
- Students who come to campus will be served. Social distancing will be practiced and instructions will be prominently posted.
- Designated open computer labs will be available for students who do not have access to computers elsewhere. Social distancing will be practiced in the computer labs.
- All payment deadlines between March 16-26 will be suspended without penalty so students are not compelled to come on campus.
- Non-classroom faculty will continue with their normal scheduled hours the week of March 16-20 to assist students via telephone, email and/or in-person. Social distancing will be practiced.
- College leadership will continue working to strengthen and develop plans to offer support services online in the event of a lengthy closure.

TRAVEL

All out-of-state and international business travel is suspended, and in-state travel will be reviewed on a case-by-case basis. Note that many events and conferences throughout the state are being cancelled.

With Spring break approaching, employees and students are encouraged to review their personal travel plans and make an informed decision about travel. The CDC has issued [Travel Health Notices](#) providing recommendations about avoiding countries affected by COVID-19.

LOOKING AHEAD

At this time, we are planning to resume instruction the week of March 30. However, this is a rapidly changing situation. The leadership will continue to monitor the CDC, local health authorities and government officials for guidance. We will communicate our plans to staff and students before March 30 via email and the District and college websites. Be sure to continue to check your District email and the District's [COVID-19 web page](#) for the latest updates.

If you have questions or suggestions, please talk with your supervisor. These are stressful times for everyone, and it's especially important to show care and kindness to each other. Support services are available through the [Employee Assistance Program](#).

These are extraordinary times for all of us. As our country addresses this unprecedented situation, we must pull together as an institution to support our students and each other. Thank

you for your commitment to our students and cooperation as we take every reasonable measure to mitigate the spread of coronavirus and allay fears.

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Chancellor

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Julianna Barnes, Ed.D.
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