



SAN DIEGO MESA COLLEGE

Office of the President
7250 Mesa College Drive
San Diego, California 92111-4998

March 11, 2020

To: San Diego Mesa College Faculty; Managers
From: Pamela T. Luster, President

Colleagues,

You have read by now Chancellor Carroll's communication regarding the fluctuating situation regarding COVID-19 virus and initial plans for continuity of instruction and services.

We are recommending that we use a three-week construct that takes us through Spring Break. In this way, we will have access to much more information and can adjust without having to address the entire semester at once.

We are recommending a tiered approach as the Chancellor has suggested as so:

Phase one: March 16 through April 6, 2020.

The Process for Mesa College is the following regarding instruction and student services:

1. Student services leadership is assessing core functions and how we can make those available to students in a remote environment.
2. We are asking that Deans and chairs examine the face-to-face list of classes for their area and assess:
 - a. What faculty and courses are ready right now to convert a face-to-face class to remote temporary teaching
 - b. What faculty and courses are ready right now to convert a face-to-face class to remote temporary teaching, but need technical support, etc.
 - c. Identify classes that are harder to convert: labs, exercise science, culinary arts, etc.
3. The guiding questions for faculty as you consider how to do this are
 - a. What were you planning to teach in your classes in the next two weeks?
 - b. Reviewing your syllabus, can some assignments/topics can be rescheduled, placing those that can be easily delivered remotely in the upcoming weeks, and scheduling those that need to be delivered face-to-face later in the semester when we resume business as usual?
4. We are so fortunate to have Katie Palacios, Cara Smulevitz, and DE Committee members that are deploying campus resources in our schools. Each of our course sections has a

canvas shell available. Additionally, faculty can use other means to communicate course assignments via email, or videotape lectures and post them. Our crew is ready, right now, to help do this.

5. We are currently working on how to use the LRC as a resource for faculty and students. Andy MacNeill and David Fiero are working on a plan (hours of operation, resources, technology available, laptops for students). Tutoring is also part of this planning.
6. Materials online will have to be ADA compliant. We are working on a plan for DSPS.

All campuses and CE are working carefully to assess the situation. While things are changing, our commitment to students is not. We appreciate their patience. We are committed to their success and well-being, and we encourage them to stay informed by checking their email and visiting the Chancellor's website for the most recent information.

We are taking the next steps of communication with students with the following message:

Attention all students:

The Corona virus, or COVID-19, is a fluctuating situation, and as you know many colleges and universities are closing temporarily or moving instruction into a temporary remote learning environment.

Beginning on Monday, March 16, 2020, and for an initial period of approximately two weeks, our campus and district will be transitioning towards temporarily moving many classes to remote instruction. This means that your professors will be creating a plan for your classes so that you can continue in class without coming to campus.

Not all classes at this point will be delivered this way, so please continue to attend class until your professor contacts you, or you receive an official communication from your college or SDCCD. It is imperative that you read your email, and respond to messages in your mySDCCD portal and/or your canvas account. Please take a moment to ensure that you can access your canvas account and your email. If you need help accessing canvas you can get all the information you need here: <https://sites.google.com/view/mesastudentscanvas>

Professors may also contact you via email to communicate assignments outside of the Canvas system, so it is imperative that you check your email regularly. There will be resources available for students who do not have computer/mobile and internet access at home. Keep an eye out for future communications about those resources. Should it be necessary to close the campus, we will communicate with you immediately in terms of how support will be provided.

In the meantime, if you are ill, stay out of class and notify your professor. If you believe you have been exposed to the virus, please contact your health provider, or college health services at 619-388-2774. While there are no confirmed cases within the San Diego Community College District at this time, our goal is ensure the health and safety of our community by mitigating risks.

Spring break is scheduled from March 30-April 3, 2020, with many in face to face classes planned to resume on April 6, 2020. We will communicate to you about how your courses will resume as soon as possible, but before April 6, 2020. Information regarding COVID-19 can be found on the SDCCD website [here](#).

We appreciate all of your hard work to support the campus community during this challenging time.

Regards,

Dr. Pamela T. Luster, President

San Diego Mesa College

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