



## Guidelines for Faculty during the Transition

*March 17, 2020*

As you may know from the communication that came from the Office of the President, the College has determined that all courses will be offered through some type of Distance Education modality for the rest of the Spring semester. This action has been already approved by the Higher Learning Commission.

Unfortunately, we are living a pandemic crisis and the described measure is to protect the entire college community. These measures have been encouraged by the Governor and the NM Department of Health to minimize the spread of the COVID-19.

I know that your Departmental Chair has been in contact with you and I want to express my gratitude for your flexibility and for keeping an open mind. Please know that the Union has been very collaborative to assist the college to navigate the crisis, too.

At this point, you may also know that Spring Break has been extended from March 16th to April 5th and **ALL courses will start on April 6th** and will end on May 29th. This transition will allow you to have more time to adapt to the change and familiarize yourself with the technologies available if you are not a current user of them. Depending on the evolution of the pandemic crisis, the Summer Term **may** be offered through a Distance Education modality too.

Therefore, in coordination with the Office of the Provost, the following guidelines have been developed by Department Chairs, the Library, the Distance Education Center, and Title V to assist faculty and students during this transition. All crises are, by definition, disruptive. Hopefully, these guidelines will help you to mitigate the disruption. Please read them carefully and communicate with your Department Chair if you have any questions.

- 1) Keep checking your college email account because any changes with this evolving crisis will continue to be broadcast. If you are emailed by a student, please respond quickly. Try to respond to emails within 36 hours when possible.
- 2) Please select Blackboard, Zoom, or both, to deliver your courses. Some Marth Courses may have the option of WebAssign too. No later than Friday, March 20th by noon, you have to communicate to your Chair your decision about the modality of delivery that you want to adopt for each course (synchronous or asynchronous, Blackboard, Zoom, or both). Your Chairs have probably already contacted you about this.

- 3) Zoom allows teaching in real-time, but students need a computer or mobile device with Internet access and with audio/video capabilities. Blackboard allows asynchronous interactions and it is easier to accommodate students who may not have reliable bandwidth at home because they can go to another location.
- 4) If you are unfamiliar with Zoom, Here is a professional [training](#) opportunity for teaching online via Zoom. Blackboard tutorials will be sent out over the next couple of days to help faculty understand the basics of how it works. The DE office will assist in moving course materials into your course shells. Distance Education is in the process of developing an action plan for how this will be done by the academic department.
- 5) If you decide to use Zoom, which is real-time (synchronous), you will have to keep the same days and times to teach as the original schedule. Otherwise, you could create undesired overlaps with other courses and you may be out of compliance in terms of contact hours. Zoom has an option to record your lectures so that you can use it to make a lecture available for students who miss it.
- 6) If you use Blackboard, the course can be run asynchronously and you do not have to worry about the day or time.
- 7) A free resource for teaching online from the Chronicle of Higher Ed can be found [here](#). Other resources are available on this [list](#) provided by Courtney Bruch (you will need to use your college email to login).
- 8) The Center for Distance Ed will communicate regarding Zoom and Blackboard training sessions to come.
- 9) Regardless of your choice of using Zoom or Blackboard, for quality purposes and to maintain rigor, the following material should be uploaded to the Blackboard Shell: a) syllabus with student learning outcomes; b) Weekly assignments/homework; c) Assessments (Quizzes, Discussion Posts, etc.); and a student communication plan.
- 10) As faculty members, you have access to the G Suite (the Google Suite also called “Google Docs”) which has many resources and applications: word processor, slides, spreadsheet, meeting options, classroom option, etc.). Those resources can be combined with others to enhance your course.
- 11) For technical assistance please contact any of the following: Dr. Ken Dvorak ([krdvorak@nmmc.edu](mailto:krdvorak@nmmc.edu)) or James McKeough ([james.mckeough@nmmc.edu](mailto:james.mckeough@nmmc.edu)). Submitting a DE [Help Desk Ticket](#) is recommended as your case will be handled quicker than sending an email.
- 12) The Eagle Techs are students trained to technically assist faculty and students with Blackboard, Zoom, and other IT technologies. Please contact them via phone: 505-747-2224 or via email at [eagle.tech@nmmc.edu](mailto:eagle.tech@nmmc.edu)
- 13) While academic rigor must be kept for all courses, we recommend faculty to be flexible with deadlines. Please understand that not only you are going through the transition but your students as well.
- 14) Because of FERPA regulations, you MUST use your college email account to communicate with students at all times. Students also have to use their college email account. For technical assistance with email, please contact Deborah Trujillo at [debra@nmmc.edu](mailto:debra@nmmc.edu)

- 15) Use the online resources from the library and encourage your students to use it at <https://nnmc.libguides.com/home>
  - a) For technical assistance or database access issues, contact director Courtney Bruch at [courtney.bruch@nnmc.edu](mailto:courtney.bruch@nnmc.edu)
  - b) Interlibrary loan (ILL) services will be available for materials that can be transmitted electronically (usually articles). ILL service for monographs is dependent upon the lending library and cannot be guaranteed.
  - c) Reference services can take place over email, phone or zoom. Contact [library@nnmc.edu](mailto:library@nnmc.edu)
  - d) Library instruction for classes will be offered via zoom. Contact Courtney Bruch at [courtney.bruch@nnmc.edu](mailto:courtney.bruch@nnmc.edu)
- 16) Peer tutoring services currently available at the Madrid Center in the library will continue to be available for students through Zoom. Please contact Kristy Alton for more information ([kristy.alton@nnmc.edu](mailto:kristy.alton@nnmc.edu)) or at 505-423-2321. Courses available for tutoring via Zoom are: Accounting Principles I & II, Business Math, Business Technology, Macroeconomics Principles, Microeconomics Principles, Principles of Management, Principles of Marketing, Intro to Engineering, Computer Programming, Math, Intro to Statistics, Intro to Math for Engineering, Human Anatomy & Physiology I & II, Biology, Intro to Chemistry, General Chemistry, Organic Chemistry, Mycology, Principles of Genetics, and Spanish I & II.
- 17) Tutoring from the Writing Center and the Math Center will continue to operate using technology. To refer to the Writing Center please contact JB Moore at [jbmoore@nnmc.edu](mailto:jbmoore@nnmc.edu) and to refer to the Math Center please contact Dr. Ana Vasilic at [ana.vasilic@nnmc.edu](mailto:ana.vasilic@nnmc.edu)
- 18) Don't forget that contact information is [here](#) (NNMC directory). Email is the best way to contact staff.
- 19) Any crisis is an opportunity to realize our full potential. Please take this one as an opportunity to familiarize with Blackboard, Zoom and online pedagogy. You may decide later to use these technologies to enhance your face-to-face courses or to even move your course to the virtual world.
- 20) Thank you for all you do and your perpetual commitment to the students and the college community.
- 21) Finally, be safe, avoid large gatherings, and wash your hands.

***There is a summary table in the next page that you may find useful.***

# Summary

<b>Issues</b>	<b>Who to Contact?</b>
Questions with Blackboard Shells	<a href="#">Submit a ticket</a> for quick response time. For urgent issues contact <a href="#">Ken Dvorak</a> or <a href="#">James McKeough</a>
Questions with Zoom, Gmail, other Tech Issues	<a href="#">Eagle Techs</a> or 505-747-2224 For technical assistance with email, contact <a href="#">Deborah Trujillo</a>
Questions with course content or deadlines	Department Chair
Accessibility resources for students (including Internet and Computer Access)	<a href="#">Verna Trujillo</a> or <a href="#">Accessibility Resource Center</a>
Library resources	<a href="#">Courtney Bruch</a> or <a href="mailto:library@nmc.edu">library@nmc.edu</a>
Tutoring in Writing	<a href="#">JB Moore</a> (Writing Center)
Tutoring in Math	<a href="#">Dr. Ana Vasilic</a> (Math Center)
Peer tutoring or other courses	<a href="#">Kristy Alton</a> (Madrid Center) or 505-423-2321
Mental Health Counseling	<a href="#">Adam Baca</a>
Midterm/Final Grades Submission	<a href="#">Janice Baca</a> (Registrar) and keep your Department Chair informed
Physical Presence on Campus	Requires approval from President Bailey so please inform the Department Chair