

Subject: Update: HACC's Preparation for the Coronavirus – March 27, 2020
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Good afternoon, colleagues, and Happy Friday!

Overall, this first week of remote instruction, learning and working has gone very well. I am extremely #HACCproud of us for rising to meet the challenges this unprecedented global pandemic presented. Although the weeks ahead will present more challenges, I am confident that we are in a strong position to get through them **together**.

At the conclusion of the March 26 collegewide Zoom session, I asked attendees if they wanted to give kudos to anyone in particular for the work they have done recently. The outpouring of gratitude was overwhelming and deserved. If you missed the Zoom session and would like to hear about some of the amazing work being done across the College, please watch [the recording online](#).

As you have come to expect, following are the commonly asked questions and our responses to them. Please note that some of these responses are tentative and subject to change.

If you have additional questions and you do not see the answers on the website, please submit the online form located on the website. Please see the webpage section called "[Information for Employees](#)." If you would like to see the information being communicated to students, please see the webpage called "[Information for Students](#)."

We will continue to update you regularly via email, the aforementioned website and Zoom sessions.

Thank you!

John J. "Ski" Sygielski, MBA, Ed.D.
Pronouns: He, Him, His
President & CEO
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1. Are the various support resources that have come out via email compiled somewhere on [myHACC](#)?

Yes. Employees can find information in the "Coronavirus Updates" channel on the Home area of the "Employee" tab.

Students can find support resources in the "Updates on YOUR Community College" channel on the Home area of the "Student" tab.

2. How is the staffing of summer classes being adjusted to account for the change in scheduling?

We are still in the process of adjusting the staffing for summer classes. Since a significant volume of changes were made to the summer schedule a short time before students are able to register, we first pended classes in the 12-week and first six-week parts of the semester. The next priority was adjusting class times and adding classes to the later parts of the summer semester to make them accurate and available by the start of registration. The next steps are staffing, sending out a call to faculty for preferences, taking names off the schedule and re-assigning classes. These tasks can happen next week. If you have specific questions about how staffing will occur in your discipline, please ask your school dean or associate dean.

3. I want to record my Zoom classes so students who cannot attend can watch them later. Do I have to get permission from my students to record them?

Per legal counsel, faculty recording Zoom classrooms need to obtain student consent. Please follow **all three** steps below to obtain student consent:

- Put an announcement on the homepage of your D2L course that your Zoom class sessions will be recorded and students who participate in them acknowledge and consent to have their participation in those classes recorded.
- Announce at the beginning of the class that it will be recorded and students who participate in class acknowledge and consent to have their participation in those classes recorded.
- Have students consent to be recorded before they enter Zoom. Here is an explanation: <https://support.zoom.us/hc/en-us/articles/360026909191-Consent-to-be-Recorded>.

4. Can the deadline be extended for faculty to submit their self-assessments?

Yes. We will extend the deadline to June 15 for full-time faculty self-assessments and tenure-track portfolios. Faculty who will be teaching hands-on classes after May 18 may submit a request to their dean and chair for an additional extension if needed. Early submissions of self-assessments are always encouraged.

5. Since we can't deliver SEEQs (student course evaluations) in our classes this semester, are we going to require student evaluations?

No. We are not requiring that faculty deliver student evaluations. We are implementing the Faculty Organization's recommendation to not use student course evaluations this spring in light of our extenuating circumstances. Faculty will only need to include the results of their fall evaluations in this year's annual evaluation. Results of course evaluations that were conducted for the first seven-week part of semester will be provided to those faculty for their information only and are not required to be submitted with the annual evaluation.

6. In light of all the changes that happened suddenly this spring, can we switch to a pass/fail grading system?

At this time, no. For several reasons, we are not implementing pass/fail grades this spring:

- We have not heard back from all of our transfer schools if they would accept pass/fail grades.
- Changes to pass/fail may create unanticipated issues for some students (for example,

financial aid and international students), and we would not have time to educate students sufficiently to help them make informed decisions.

- We do not have a pass/fail grade option at HACC, so we would need to build this grading system in Banner.
- Building and testing a system that we have never used before will take resources away from crisis management now.
- Some health sciences programs have already heard that they cannot do pass/fail grades.

7. What do we do if we need financial aid for the next semester but can't go to campus?

Financial Aid employees from all campuses are working remotely. Please call 800-ABC-HACC, pick your campus affiliation and then select the numeric option for Financial Aid. Hours may vary by campus, but staff are available to help students prepare their financial aid ahead of summer and fall registration.

8. Why aren't we giving students refunds if they don't want to stay in their courses in the new remote learning environment?

The decision not to give refunds is influenced by many factors:

- First, refunds for students who withdraw from courses can create significant financial aid issues for the student. Students who already received financial aid disbursements may owe money back that they have already spent.
- Additionally, allowing students to seek refunds discourages completion and impacts students' time to graduation and their satisfactory academic progress. This may make them ineligible for financial aid in the future.

The best solution is for students to stay enrolled in their classes, work with their faculty and use the resources that the College provides to ensure their success. Please remember that we are already past the half-way point of the semester.

HACC offers free 24/7 online remote tutoring to assist students in need of more personalized help with their coursework. To learn more about remote tutoring, please visit www.hacc.edu/Students/Tutoring/index.cfm.

9. What is HACC doing to prepare for the potential huge increase in enrollments in the fall when residential colleges either don't open or families can no longer afford to send their students there?

We have not begun to see how widespread the impacts of the coronavirus global pandemic will be in all facets of society, including higher education. One [recent survey](#) with a small sample of survey respondents indicates that one in six high school seniors are rethinking their decision to enroll full time in a bachelor's degree program this fall. A March 25, 2020, [article](#) in the Chronicle of Higher Education indicated this: "Of the 17 percent of respondents who didn't think they would end up enrolling full time at a four-year college, a majority expected either to take a gap year (35 percent) or enroll part time in a bachelor's program (35 percent). Seven percent indicated that they would attend a community college, and 6 percent said they would work full time."

With input from the Board of Trustees, HACC is anticipating a steeper decline in enrollment for fall 2020 and developing strategies to meet this expectation. We are paying close attention to enrollment trends, economic forecasts and other data that will help illuminate the situation as the pandemic continues.

In the meantime, we ask all employees to help us retain students by keeping them engaged during this time of remote instruction; advising them so that they meet their academic goals; providing excellent customer service when they need assistance; and showing in all your interactions how much you care.

***Quote:** Ignore the negativity, if just for a second. Look for the magic in everything around you. ~Gordana Biernat*