

Mott's COVID-19 Response Q & A

Telework Services:

- From March 23- April 5, the library will provide virtual library services, such as chat reference.
- The Disability Services office is open. Students receiving accommodations, such as extended testing time, should continue to receive 150% the time given to students taking the exam. For students who have the accommodation of a reader, we are working with IT to ensure that an option of screen reading is accessible in both Blackboard and Canvas for students. If you have any questions contact Ellen McGowen ellen.mcgowen@mcc.edu

Q#	Questions	Answer
1	<i>What about Midterm Grades?</i>	<p>Due dates have been revised as follows:</p> <p>Winter 2020 REVISED MIDTERM GRADES 15-week classes - 3/29/20 (previously 3/20/20) Late Start classes - 4/12/20 (previously 4/03/20) 2nd Half Semester classes* - 4/19/20 (previously 4/10/20)</p>
2	<i>How do we take attendance moving forward?</i>	<p>Faculty are asked to take attendance on each day as you would have in the past. i.e. M&W for a typical math class. You decide whether the student is absent based on your criteria; i.e. replied to email, completed an assignment, logged-in, etc. Faculty are strongly encouraged to send early alerts by Wednesday March 25th if a student has not responded to your new instructional delivery.</p>
3	<i>Are synchronous online class "meetings" going to be an option? Does Mott have the software so that we can offer this to our students?</i>	<p>We are not asking that anyone purchase it, unless we already had access to it.</p> <p>Trying to get the entire class to "meet" at the same time is a good option, but only a part of the solution. The institutional license for Zoom allows you to record and meet for more than 40 minutes, and unlimited participants. Sessions may be recorded and made available to students who may not have access during the scheduled time.</p>
4	<i>How do we handle lessons online?</i>	<ul style="list-style-type: none"> - Make use of the tutorials provided in the online version of our textbook, XYZ publishers have made the online version of the (mathematics) book available for FREE to all of our students. - Khan Academy has a multitude of how-to videos that students can make use of. They do not need to be part of a Khan Academy "class." View links the dean has put together to the pertinent lessons

		<p>they will need. www.khanacademy.org Note: They have other subject matter, including science.</p> <ul style="list-style-type: none"> - Use of the Discussion Board in Blackboard (or Canvas) to allow students to help each other. - YouTube video lessons - Provide sample problems and answer questions via email and Blackboard (or Canvas if you're using that).
5	<p><i>Has anyone used Blackboard Collaborator? Does it work well or would Zoom or Skype be a better choice?</i></p>	<p>Response from a faculty member: "I have used all, my opinion is that Zoom is best for conference calls. Blackboard Collaborator is better for showing the steps and keeping a record for other students with the same questions. Investigate <i>GoTo meeting</i> for online presentation of classes. Very versatile and suits education well."</p> <p>Note: Now that we have an institutional license for Zoom, recording is a strong contender for use. Also, don't forget Google Hangouts for a basic online meeting.</p>
6	<p><i>Will the College (temporarily) supply microphones and cameras to be used on our office computers so that we can create lecture videos and/or have online office hours?</i></p>	<p>IT has 64 webcams available for loan. Contact the Help Desk.</p> <p>If you have a tablet or smartphone, these can also make excellent recordings for use for lectures.</p>
7	<p><i>Will the SAM Study Center be open?</i></p>	<p>The SAM Study Center will not be open now through April 5th. If all goes as hoped, we will all resume business as usual Monday, April 6th. Students and Faculty who are normally assigned hours in the SC will be paid. If any students ask about tutoring, please share:</p> <p>All tutoring centers will be closed for the next three weeks reopening April 6th. Student workers will be paid based on their scheduled times. They don't have to report. Students who need tutoring may be referred to tutor.com, our online tutoring provider, through this link: http://www.tutor.com/mott.</p>
8	<p><i>My Science Inquiry class is primarily a lab course. How am I to handle this?</i></p>	<p>You do the best you possibly can. There are course outcomes that can be addressed by means other than doing a hands-on lab.</p>

<p>9</p>	<p><i>What are we to do if a student does not have access to a computer/internet at home? Will there be any computer labs open for them during this period?</i></p>	<p>Two labs in Curtice-Mott, CM1135 and CM1136, are being reconfigured to abide by social distancing recommendations. The glass sliding doors on the south entrance of the Bistro in the Curtice-Mott Complex will be unlocked and open Monday – Thursday, 8 a.m. – 7 p.m. and Friday, 8 a.m. – 5 p.m. to allow students computer and wifi access while using social distancing seating arrangements. Students have been informed of limited chromebook checkout options too. They simply request via https://mojo.mcc.edu/ and contact jennifer.mcdonald@mcc.edu for approval. There are a limited number available.</p>
<p>10</p>	<p><i>For classes like BIOL 150 - will the college be purchasing lab software for the students so they have access to images of models/cadavers etc., to use for “lab”?</i></p>	<p>From Dean Troutman: At this point, two weeks. If longer, we may need to explore the possibility. Seems we wouldn’t be able to require them to purchase it at this point since it wasn’t on their initial list of required resources. I have received a number of emails from companies offering their online lab software for free during the crisis. You probably have some in your email.</p>
<p>11</p>	<p><i>When students complain about internet connections or not being able to watch lecture videos, do activities, or not having signed up for “on-line” learning, who do we send them to? Is the college going to provide a canned response? Do we pass off their concerns to somebody else - an advisor or someone at the college?</i></p>	<p>As each situation arises, we will work students on a case-by-case. Students can be directed to their dean by email with their request in writing. Student Services is also going to be working with students to help them with needed resources.</p> <p>This is also a good time to remind faculty to use <i>MyCompass</i> to raise a “red flag” for any student who expresses concerns for lack of tech access, or other situations described in the question. If a student expresses these concerns, or has not attended, be sure to raise a “red flag” by March 25th in MyCompass with a description of the issue so that a counselor or advisor can follow up to try and get them the help they need.</p>
<p>12</p>	<p><i>I have a student who needs to finish an Incomplete before this term ends. Is an extension for the time we’re closed going to be an option?</i></p>	<p>In general, yes. However, these situations will be addressed on a case-by-case basis.</p>
<p>13</p>	<p><i>Is the semester going to extend a week then? Or are we to cover the same</i></p>	<p>From Dean Troutman: Extending the semester has not been presented as an option. I work on the assumption that we would still fall within the required HLC hours, given</p>

	<i>material with one less week of instruction?</i>	these extreme circumstances. Course outcomes can be covered in a variety of methods, not just with seat time. You do the best you can.
14	<i>What should faculty do if their home computer is not adequate for the tasks?</i>	Faculty should contact their dean and the dean will submit a request to the Help Desk about getting assistance.
15	<i>How do we handle syllabus changes?</i>	It is understood that your syllabi would probably have to change. Please provide your division office with a copy when you announce any changes to your students.
16	<i>What did Dr. Beverly mean by saying “Independent Study?”</i>	It was a general viewpoint of how we could help students independently. An example: a student could be given a major assignment or two and largely work independently to complete it with periodic check-ins from the instructor.
17	<i>Can Mott work on the student's behalf with respect to Comcast's offer for free WiFi. Can MCC act as the interface with the company?</i>	Both Comcast and Charter have offered free internet on a limited basis to those in need. In addition, AT&T has issued an announcement of a similar nature. Students can check which option might work best for them: <ul style="list-style-type: none"> - Comcast Announces Comprehensive COVID-19 Response to Help Keep Americans Connected to the Internet - Charter to Offer Free Access to Spectrum Broadband and Wi-Fi For 60-Days For New K-12 and College Student Households and More - Access from AT&T - Discount Internet Access
18	<i>Rather than check the time students have spent online, am I allowed to simply create a weekly assignment to make sure they are keeping up with the reading and posted slide shows?</i>	Having students complete some type of assignment, discussion or quiz or other assessment or engagement activity could be a way tracking students that could help you with attendance matters. Any interaction for the week is attendance. It's better to err on the side of generosity with attendance reporting, because it does little harm to mark someone as attending. Their true participation will determine their actual success in the class.
19	<i>I've got about 3 students that have expressed difficulty getting access to a computer to do their assignments. Even though I'm suggesting they reach out to friends/family to borrow one to do their work, would this be what</i>	Work with your CTL Techs to design content that can be accessed on smartphones, and other alternative ways to get content to students such as quizzes/activities that do not rely on the LMS. Contact jennifer.fillion@mcc.edu or michael.fisackerly@mcc.edu and to get help with those options. However, if your students have needs that can't be fulfilled on a phone, raise a flag in My Compass for those students ASAP!

	<p><i>VP Jason asked us to notify him of by 3/25?</i></p>	<p>Starting Monday, 3/23, there will be limited access to two labs in Curtice-Mott. See answer to Question #9 above regarding access and scheduled hours.</p>
<p>20</p>	<p><i>I have been handling things well with the online format in replacement of in-person classes. My students are asking, though, if there is any information on how long this will be going on? I've told them that, as far as I know, it will be until the governor feels it will be safe to return to live classrooms. Any other response suggestions?</i></p>	<p>As with every individual, institution, group, business, etc., we are all responding to the changing environment that we find ourselves in. The ground shifts daily, so the best advice is for students to check their emails daily, as well as this web page: https://www.mcc.edu/campus-safety/covid-19-coronavirus.shtml#breadcrumbs2</p>
<p>21</p>	<p><i>How do students submit Student Emergency Fund Applications remotely? What is the turn around? Is the committee even meeting during our tele-learning time?</i></p>	<p>From Dinah Schaller LMSW for Family Life Center:</p> <p>I am processing the Emergency Funds the same way that we have processed them, keeping in mind that this is a unique situation. If a student needs to request Emergency Funds they need to call me or email me at:</p> <p>810-814-2308 dinah.schaller@mcc.edu</p> <p>I will walk them through how to request the funds via email. I will then process their application and send the completed paperwork to Accounting to process the check and I usually deliver the check if it is urgent.</p> <p>Hope this helps, please let me know if you have any questions or concerns.</p>
<p>22</p>	<p><i>I keep seeing that students can check out chromebooks, but where is that information? How do they do it? I'm sure it went out to students in an email, but as faculty we haven't</i></p>	<p>From V.P. Jason Wilson:</p> <p>Limited chromebook checkout is available by completing a mojo ticket that will be processed thru system developed by I.T.S. and Student Success Services. Students go here https://mojo.mcc.edu/ and click "new ticket." After this, the student is contacted and chromebook availability is</p>

