

**From:** [Gavin, Michael, H](#)  
**To:** [Gavin, Michael, H](#)  
**Subject:** Update for Division of Learning  
**Date:** Friday, March 13, 2020 2:41:11 PM

---

Dear faculty and staff in the Division of Learning,

As you read in Dr. Lindsay's March 13 email message, AACC's plan for the continuity of learning and operations has changed since just yesterday. Prior to further clarifying what this means for you, I want to acknowledge two things:

- First, asking courses, services, and offices to shift modality in the middle of a semester is disruptive to you and our students. Please understand I know this and am sympathetic. We are at a point where all I can ask of you is to do the very best you can, understanding that it may not be what you would do if you had more time to prepare.
- Second, we are capable of persevering through this time and focus on what is core: Our students and their success. Faculty and staff, it may be bumpy, but we are capable and committed. We are talented. We can do this.

The new dates are as follows:

March 16-April 5 Extended Spring Break for students. All instruction will be paused.

March 16-March 29 Extended Spring Break for faculty and staff. A very few designated employees will be on campus as needed.

March 30-April 1 Faculty and staff report to work as informed by their supervisors to prepare for all instruction to be offered online.

April 2 Student support services resume in person by practicing social distancing and remote access where possible.

April 6 Classes resume through remote instruction through the end of the term. A very few exceptions have been made to this new direction, and they are very firm.

May 22 Spring semester concludes, including all instruction and final exams.

Here are the expectations as of March 13:

- All courses, including labs and studios, will be delivered in remote fashion. Any proposed exceptions to this must be approved by Dr. Gavin.
- Stay tuned for more information from Dr. Eisenbeiser about resources to support successful teaching and learning online/remotely.
- Meetings will be reduced to what qualifies as essential. Supervisors are encouraged only to have meetings that focus on student success in the context of this new mode of education that will begin April 6.
- Classes and final exams will end May 22.

More details will continue to be provided through FAQs and during the break at our designated web page [www.aacc.edu/virusinfo](http://www.aacc.edu/virusinfo).

### **Faculty Communication to Students**

Faculty are encouraged to include the following message in their Canvas shells for classes that will be transitioning from hybrid or face-to-face to remote: *(Further communications will be*

*drafted as the weeks progress.*) Along with using the Canvas shell, please also send this message however you normally communicate with your students (email, etc.).

Dear Students –

As you have seen in recent communications, AACC has made the decision to extend spring break and, based on the current conditions, resume classes on April 6. Classes with end on May 22 (this includes all instruction and final exams). When our class resumes, I will deliver it remotely through the end of the spring term. I know this will be a different experience for many of you, but rest assured that I will do everything I can to make sure the course continues to be a beneficial and rewarding experience. Many people, including me, are working behind the scenes to make sure you will have access to the materials and support you need to be successful. Look for additional messages from me, including one by March 30, 2020, with information about how the class will be run and how we can continue to work together through the end of the term. If you have questions about the college in general, refer to [www.aacc.edu/virusinfo](http://www.aacc.edu/virusinfo)

**For online courses:** Please share a similar communication indicating that you will resume class online as before, beginning the week of April 6 and ending by May 22 (this includes all instruction and final exams).

Again, I recognize that how quickly things are progressing and that asking faculty and staff to shift gears in the middle of a semester is stressful. Please take a moment to take care of yourself. Recognize that we all strive for excellence and in the moment we are in we can do our best and it may not be perfect. Please let my office, your assistant dean/director, or dean know of any way that we can support you. Thank you for all you are doing to support our students and each other during these extraordinary times. Mike.