

From: Rogers, Patricia L

Sent: Wednesday, March 18, 2020 9:05 AM

To: LSC-Campus-Employees <LSC-Campus-Employees@lsc.edu>; LSC-Campus-Faculty <LSC-Campus-Faculty@lsc.edu>; Dalager, Steven J <steven.dalager@lsc.edu>; Hallsten Erickson, Kelli A <kelli.hallstenerickson@lsc.edu>; Johnson, Vaughn Z <vaughn.johnson@lsc.edu>; Maisuk, Sherri M <sherri.maisuk@lsc.edu>; Robinson, LaNita C <lanita.robinson@lsc.edu>; Turner, Keith <keith.turner@lsc.edu>

Cc: Erpestad, Hanna I <hanna.erpestad@lsc.edu>; Finlayson, Alan R <alan.finlayson@lsc.edu>; Fanning, Daniel M <daniel.fanning@lsc.edu>

Subject: New Campus Update march 18

Importance: High

Dear LSC Colleagues:

As I mentioned in yesterday's update, things continue to move quickly and adjustments must be made. "Keep Calm and Carry On" also means that we remain ready to make adaptations to the plan as the situation changes. During yesterday's Minnesota State system call regarding COVID -19, the Chancellor directed campuses to ramp up our efforts to move more people into working from home and/or to reduce physical time on campus. He requires that our plans for these changes in schedules to be as complete as possible by Friday March 20th.

Thanks to all of you, LSC has already been moving these plans along, and **beginning today** we will move more quickly to make it happen.

Think of this as a shift in our "default" campus operations: Instead of the default position being that employees come to campus and we make exceptions for those who need accommodations (doctor's notes, etc.), the new default is people will work from home or other distance options and we make exceptions for those who absolutely need to be on campus to perform a portion of their duties. This of course includes having staff on campus for services to students, facilities, and F2F components of classes.

What this means right now:

Staff: Supervisors and staff must ramp up their planning for alternative distance work, work from home, changes in shifts, alternative duties, etc. that help reduce time on campus. These schedules and work assignments must be approved and agreed upon with supervisors or Vice-Presidents. Supervisors will move people to these alternatives as much as possible, given there will still be "bare bones" operations and functions that must continue on campus to ensure that students can complete their semester. That means they will likely rotate people in positions such as facilities, advising, library, bookstore into some on and off campus work assignment. These new schedules will start this week or when classes resume on March 30th, depending upon the work duties. I am asking that the staff and supervisors work on finalizing the new schedules and plans together right away.

NOTE: For those who have childcare concerns, health concerns, immune system challenges, and so on, there is no longer a need to provide a doctor's note. That requirement was under our previous operational practice of accommodating and assigning off-campus work. Again, we are changing our "default" to accommodating those who must be on campus to perform certain aspects of their work.

Administrators: I am asking our administrative team to move as much of their duties and obligations to work from home alternatives whenever possible. This includes the work of administrative assistants and others on their teams. We know some of that work, such as signing papers and forms, will likely continue as usual and will require some time on campus to complete. Yes, there are technologies for documents, but we do not have those available at the moment.

System ITS staff are working with campus CIOs and IT teams to open some of the daily system-wide software such that VPN would not be necessary. Please discuss your needs for computer access and access to specialized software and network drives with Steve Fudally. Please be patient with our IT team as work in IT is changing almost hourly!

Faculty: The great news is our faculty have already been diligently working to move the academic programs into alternative formats. They have training sessions, video sessions, planning, and other activities going on this week and next. They have already been following a set of guidelines that are listed below:

In determining the appropriate alternative course delivery approach for each course, academic leaders should work with their faculty to explore the options below, listed in priority order:

1. Migrate the course to an **online format** within D2LBrightspace.
2. If option 1 is unviable, migrate the course to an alternative **synchronous format** such as ZOOM or other conferencing technologies.
3. If option 2 is unviable, migrate the course to an **a-synchronous format**, using email correspondence or other forms of non-synchronous technology or communication.
4. If the full course cannot be delivered in one of the above manners and must retain a face-to-face component, the course must be adapted to reduce contact time, ensure social distancing, and reduce personal interactions and/or contact time.
 - a. Strategies for this adaptation include, but are not limited to:
 - i. Moving non-applied components of the course to one of the formats enumerated above
 - ii. Reducing hours in the lab/classroom
 - iii. Implementing special safety and separation precautions (i.e., minimum of 6 feet buffer zones, etc.)
 - iv. Splitting of sections into smaller groups
 - v. Expansion of lab availability, staggering students across time

Assessment and Final Examinations

- Course assessments and final examinations must be adapted to the new method of instruction.
- Face-to-face assessments and final examinations should only be used for those limited courses that cannot be fully delivered in a non-classroom format.

Finally, please remember: the building is not closed. We practice social distancing for meetings, training, or gatherings that must take place F2F. We use technologies to connect when possible, including the phone. Our work has just shifted to a different emphasis and practice. We are now working mostly away from campus, yet still educating our students, providing services they need, helping each other perform our duties and preserving the high level of excellence we hold dear here at LSC.

That said, please be kind to yourself and others. Know that we all may make a few mistakes as we make these shifts in operations, and that's OK. Help each other, support each other, and stay healthy.

Carry on.

Patricia L. Rogers, Ph.D.
President
Lake Superior College



Your destination for *SUCCESS!*