FAQs for Faculty Fall 2020

Syllabus Language

Is there some language I could include in my syllabus about on-campus instruction?
The health and safety of our students and staff are always our first priority. For the fall 2020 semester, in accordance with CDC guidelines and state mandates, masks must always be worn while indoors. This includes classrooms, faculty offices, common areas, and hallways during passing periods. Additionally, students are expected to maintain a six foot social distancing boundary to the extent possible from their instructors, staff and fellow students during classes, when entering and exiting rooms, and whenever else possible. Students who refuse to comply with mask and/or social distancing policies will be asked to leave class and may be subject to further discipline per the Student Code of Conduct.

Students are to perform a daily self-check for COVID symptoms (see: http://www.napavalley.edu/emergency/Pages/Safe-Campus.aspx ) before coming to class, and are to stay home if they have symptoms, or if they have a household member or close contact with COVID Symptoms or diagnosis. In addition they are to call one of the Infectious Disease Coordinators: Nancy Tamarisk, FNP of the Student Health Services (707) 256-7780, or Chief Amber Wade of the Campus Police (707) 256-7770.

Is there something I can include on my canvas site with information about student resources?

Is there some language or resources I could reference about Zoom etiquette?

Is there some language I could include in my syllabus regarding accommodations for students with disabilities?
Students who feel may need an academic adjustment based on the impact of learning may contact Disability Support Program and Services or Learning Services. Due to distance learning at this time and social distancing, students may email DSPS@napavalley.edu or call DSPS at 256-7345 or Learning Services at 256-7442.

Below are other examples of language relating to students with disabilities or accommodations for students that you may include in your syllabus:
- **Online classes:** “I have made every effort to make this course accessible for students with disabilities. If you encounter a problem accessing anything in this course, please contact me immediately by email or contact the DSPS Office.”
- **During the first week of class:** “All students who have requested academic adjustment(s)/accommodations through DSPS or Learning Services check in with me to ensure that I have received a letter.”
- **For lab or other online classes:** “In [Course Name and Number], I use Universal Design for Learning in my lab exams. This allows all students to have extended time when being tested. Instead of _____minute(s), I give time and a half of _______ or I am doubling the time and giving _______minutes which is extended time for all. This should meet most of your needs but it does not
always address the needs of all students. If this does not meet the needs of your specific disability, please do not hesitate to speak with me. You may need to meet with a DSPS Counselor, Learning Disability Specialist of Dean for additional time in the lab.”

**Health and Safety**

**Can I wear a face shield instead of a mask while I teach?**
Face masks are preferred, since face shields do not supply the same degree of protection. However, if you cannot effectively teach with a face mask, a face shield with a cloth skirt is allowable with a cloth attached to the bottom and tucked in to your clothing.

**Will the college provide students with a mask?**
Students are expected to supply their own masks. But if a student forgets their mask, they can be obtained from the faculty (supplied by Facilities), or from the Information Booth or Student Health Center.

**Am I allowed to come to campus to use my office?**
Yes. Administering distance education offerings from campus is a recognized essential service as an exception to the stay at home orders. Please notify Campus Police at 256-7777 when you are on campus and lock and secure your office when you are done.

**What should a student who suspects they may have COVID-19 do?**
To schedule a free coronavirus test, go to the Napa County Public Health website: [countyofnapa.org/2739/Coronavirus](http://countyofnapa.org/2739/Coronavirus)

If you have been diagnosed with COVID-19, or have been in contact with someone with COVID 19, inform one of the Emergency Operations Coordinators: Nancy Tamarisk, FNP of the Student Health Services (707) 256-7780, or Chief Amber Wade of the Campus Police (707) 256-7770.

For more information about Safe Campus Fall 2020, visit: [http://www.napavalley.edu/emergency/Pages/Safe-Campus.aspx](http://www.napavalley.edu/emergency/Pages/Safe-Campus.aspx)

**What should I do if I suspect I might have COVID-19?**
Notify one of our Pandemic Response team coordinators. Preferably Nancy Tamarisk, FNP of the Student Health Services (707) 256-7780, or Chief Amber Wade of the Campus Police (707) 256-7770 if Nancy is not available.

**Enrollment and Schedules**

**Will there be an EW option for students in Fall semester?**
Yes, by petition.

**How does a student get an EW in Fall?**
Students will be able to complete the Drop Due to COVID-19 form that will be available for the duration of the term. They will need to submit the request (DocuSign form on the A&R website) with a statement of the reason they are dropping due to COVID-19. We will not require instructor signature, my signature, or supporting documentation, but they must submit a statement with the specific COVID-19-related reason for the drop. EW grades for summer and fall will not be assigned without a petition. This was different in spring when they were automatically assigned EW when they dropped within the COVID-19 impacted dates.

**What will the impact of an EW be for a student in the fall?**
The EW will not impact academic progress or repeatability.

**Have any registration dates changed (such as last day to drop without a W, last day to withdraw)?**
No changes have been made to the published registration schedule.

**I usually drop students who do not attend in the first week of classes. How is “attendance” determined for online classes?**
You can check in Canvas whether a student has logged into your course. Many faculty will make a short assignment, such as a discussion posting for each student to introduce themselves, due in the first week of classes.

**I am new to online instruction and teaching a class asynchronously this semester. When should I schedule my final exam?**
Classes with scheduled meeting times (synchronous) should follow the finals week schedule. Classes with no scheduled meeting times (asynchronous) can hold a final exam anytime during finals week. Most faculty with asynchronous classes give a window of time (such as a day)

**Canvas/Zoom**

**Can I require a student to have their video on?**
Our best current understanding of this complex question is that instructors may request that students' video feeds be turned on (so long it is stated on the syllabus), particularly where visuals are required such as in Speech, ASL, etc., but current recommendations remind instructors that flexibility is necessary for students who may not have suitable equipment/bandwidth or have other equity/privacy concerns. See HASTAC's and well as Inside Higher Education suggestions and discussion on this topic. Updates will be provided should the Chancellor’s Office provide guidance on this issue.

**Technology and Equipment**

**What should I do if I need something to teach?**
Contact the Dean of your area and they will work with to identify potential solutions.

**If my students are getting loaner laptops, how do I get one?**
Contact your Dean regarding any technology needs to review with IT. Students, however, should be referred to the library for assistance with the technology loan program.
Campus Services

Will the library be open?
The library will be open at reduced capacity by reservation only for current NVC Students, Faculty, and Staff, for book pick up and access to technology (advanced reservation desktop use; laptop/calculator checkout). Beginning Monday August 24, 2020 hours will be Monday (10-1) and Thursday (3-6).

How will students get textbooks?
The Bookstore will be mailing textbooks to students.

What hours are student services open?
For a full list please visit:
http://www.napavalley.edu/studentaffairs/SRR/Documents/Office%20Hours.pdf