

Suffolk County Community College

College Brief

NO. 118 May 12, 2020

TO: The College Community

FROM: Dr. Paul Beaudin, Vice President for Academic Affairs

SUBJECT: Guidance to Students, Remote Summer Session II, and Online Training

I am writing to inform you of three important issues.

Let me begin by thanking you for everything that you have done and continue to do to support students. This transition has not been easy for anyone and I am sincerely grateful for your incredibly hard work to support student learning during the most challenging era that any of us have likely ever experienced.

I want to provide you with some important dates for the days ahead of us.

- Students can request a withdrawal from their Campus Registrar no later than May 19. Withdrawals will not be honored after this date.
- Final grade rosters for full-term day, evening, online, Saturday, Sunday, and late-start courses will be activated on May 20.
- Beginning on May 22, course grades will be available to students.
- Submission of final grades will be due by May 25, which is three days after the last optional class meeting date. Submission of all grades by this date will assure that all grading and transcript processing will be completed before the start of the summer session.

Students were contacted last Thursday and advised to contact their faculty members before requesting a *W* to ascertain if it is in their best interest. Should students ask you, they may file for the *W* by going to: <https://www.sunysuffolk.edu/current-students/registrar/withdrawal.jsp>

Faculty still have the option of assigning a *W* from the final grade roster if a student requests it of them and at the discretion of the faculty member. Please ask the student to put that request in writing in an e-mail to you. Likewise, some students may contact you seeking your guidance and approval for an *INC*, if appropriate.

Secondly, last Tuesday afternoon the decision was made to move the approximately 70 second summer session classes (with start dates of June 22 and July 6) to remote or online instruction. Our hope in March that we might be able to resume face-to-face instruction by June has, unfortunately, not been realized. Associate Deans, Chairs and Campus Registrars are working on that conversion process. Impacted faculty were

contacted last week. I am grateful to those faculty who have agreed to teach these sections, some fully online and some in “real-time online.”

Thirdly, during this period of uncertainty, a number of faculty have asked me if I have any idea of what Fall '20 may look like. We do not yet have an answer to those inquiries as Interim President Petrizzo awaits the guidance of Governor Cuomo and of SUNY on this matter. It will likely look very different from previous fall semesters and we are engaging in planning now. In the interim, I want to acknowledge that many faculty have requested additional training in online instruction. In response, then, to faculty demand, we are happy to announce that on Thursday afternoon the Distance Education Committee (DEC) affirmed a training program to assist faculty seeking assistance for online teaching.

The Center for Innovative Pedagogy (CIP) will be offering alternative pathways for provisional certification to teach in the online modality beginning soon. For now, the 15-week eLearning Academy will be replaced by a four-week asynchronous Quality by Design (QbD) course developed by instructional designers throughout the SUNY system. QbD will be facilitated by CIP with content focusing on: 1) learner support; 2) content presentation and accessibility; 3) interaction and collaboration; and 4) evaluation and assessment.

There are also differing tracks for faculty requesting certification through prior experience, faculty scheduled to teach remotely who wish to obtain the online certification, and faculty wishing to obtain the certification who are looking to the future. Details will be forthcoming.

I want to be sure to thank the faculty team in CIP and the faculty members of the DEC committee who have been so amazing in responding to the concerns of teaching faculty at this time.

I could not close without asking all of us to remember faculty and students who are battling COVID-19 and to those who have lost family members. I want to acknowledge, too, many of our own nursing and EMT instructors and so many members of our Suffolk family who are working on the front lines to provide healing to the members of our wider community in hospitals and nursing homes. They remind all of us, each and every day, of what it means to be courageous men and women of service.