

## LPC College Emergency Task Force

March 11, 2020

### Take-Aways:

- Face-to-face classes for Thursday, March 12, Friday, March 13, and Saturday, March 14, 2020 are cancelled.
- Regularly scheduled online classes will continue without disruption.
- Most face-to-face classes will transition to on-line classes. However, there may be exceptions and faculty will work with Deans to make the determination.
- Evening classes scheduled for Wednesday, March 11 will continue as scheduled.
- Scott Vigallon and Kristina Whalen will coordinate the full-time and part-time faculty training for on-line classes. Identify the essential training faculty need to be operational for on-line classes on Monday. Use Confer Zoom, developed for faculty and staff of California colleges.
- The timeframe for the duration of on-line classes has not been determined.
- Some faculty and some students may need training on Canvas.
- The campus is not closed. Administrators, Faculty, and Classified Professionals are expected to work as scheduled. Employees, supervisors, and H.R. should work together regarding reasonable accommodations if/when needed.
- Student Health Center remains open as scheduled.
- Middle College classes proceed as scheduled.
- Child Development Center remains opened as scheduled.
- Library remains opened as scheduled.
- Cafeteria Services will have limited (grab and go) service with reduced hours (TBD).
- Computer Labs will remain opened as scheduled.
- Follett Bookstore will have reduced hours (TBD).
- Community Ed classes will be reviewed on a class-by-class basis to determine whether cancellations need to be made.
- Committee meetings will continue as scheduled with call-in procedures as needed.
- Protocol for students feeling ill (SCENARIO I from CDPH 3/7/2020 Memo)
- FAQs will be developed which will include HIPA, FERPA and ADA and compiled by the district office
- At this time, LPC has not restricted conferences or travel.
- Intercollegiate athletics will continue as scheduled, at this time.
- Student Services programmed phone messages will need to be updated. Elizabeth Ward to provide Presidents Office and Steve Gunderson new message.
- Any additional resources needed, such as laptops, should be communicated to Steve Gunderson ASAP.
- The goal is it be empathic, flexible, and nimble and to support and accommodate all students as best we can.