



Appendix AS-4: VPAS Letter to Faculty

St. Philip's College is preparing to implement the Fall 2020 Instructional Plan. Our foremost consideration for decision-making has been the health and safety of our students, faculty, and staff. We have therefore established a plan that will protect the health and safety of all, while allowing for instruction to our students during the continuation of the coronavirus pandemic. Faculty and student's health and safety, along with providing our student's continuity of instruction and completion are our key priorities.

Underlying the plan is a set of criteria for on-campus instruction during the fall which includes the following:

- The class has hands-on requirements enforced by program accreditation
- Class completion requires psychomotor competencies and/or affective skills assessment
- The class is a practicum, capstone course, lab, clinical or internship, and cannot be conducted through remote instruction
- Delays in program completion will prevent the next program cohort from starting; the program is conducted through strict cohort rotations.
- The course has already issued Incompletes to students due to interruption by COVID-19.

The development of the Instructional Plan was a cross-college, collaborative effort among representatives of these colleges and district support operations: Academic Success, Student Success, College Services, and Risk Management.

Decisions regarding what courses will be taught onsite in a face-to-face (F2F) environment to ensure continuity of instruction and support student completion are being determined in concert with your department chairs and academic deans.

All other courses offered during the fall 2020 term will be taught via asynchronous online instruction or via remote instruction, using synchronous ZOOM meetings at their regularly scheduled meeting days and times. If you have any questions regarding your courses please talk to your Dean or your Department chair.

During the fall term, to ensure the health and safety of students, faculty and staff, the following protocols will be in place:

- Health screening process upon arrival at campus
- Personal Protective Equipment: all employees and students will be required to wear face coverings.
- Limited building use: In collaboration with Risk Management we are determining the number of buildings to be open, which will be based on PPE, disinfection protocols and the capacity of our cleaning service.
- Maintaining 6-foot social (physical) distancing in classrooms and labs.
Sections that require F2F instruction will consider options to reduce class size to achieve six (6) feet of separation between individuals and avoid sharing equipment.



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These options may include additional sections, small classes in larger classrooms, sections split between classrooms and connected through technology, and hybrid classes that have a virtual foundation with rotating in-person student groups.

- All F2F courses will transition to remote teaching and learning after Thanksgiving through final exams. During this interval the course will be taught through remote instruction, either asynchronously online or synchronously through Zoom and Canvas. Please plan for this if you are teaching a F2F section during the fall.
- There will no change to the academic calendar

I want to personally thank you for your flexibility and your dedication to students; both are necessary as we work together to ensure continuity of instruction. Please continue to monitor your email, the Alamo Colleges Coronavirus Website (<https://www.alamo.edu/coronavirus/>) and stay in communication with your Department Chair regarding department specific requirements and expectations for remote teaching, as well as for determination of onsite and/or F2F instruction.