

## **Faculty Resources**

OTC faculty, here are some resources available to you and guidance on our instructional plan for the rest of the semester.

### **TEACHING RESOURCES:**

#### **ACADEMIC CONTINUITY INSTRUCTIONAL PLAN**

The [Academic Continuity Instructional Plan](#) webpage *should be your go-to resource* for support as you shift to teaching remotely. This page will be updated frequently, so check back often. It will feature an FAQ and links to important resources (including one-on-one support).

#### **OTC FACULTY FACEBOOK PAGE**

The [OTC Faculty Facebook page](#) is a private group for OTC Faculty and support staff. This is a great place for colleagues to get and give support.

#### **OTC ONLINE & CENTER FOR ACADEMIC INNOVATION**

- In an effort to help support faculty, students, and staff more efficiently and promote social distancing, OTC Online and the Center for Academic Innovation is providing virtual support.
- Please check our virtual resources on the [Academic Continuity Instructional Plan webpage](#). These resources are available to you 24/7 and provide answers to many frequently asked questions. By reviewing these resources in advance, you (and others) can be assisted more quickly.
- Route all communication for Canvas-related support for faculty and students to [online@otc.edu](mailto:online@otc.edu) or (417) 447-8200. If no one answers, please leave a message! Do not hang up and call back, as our staff will be busy assisting others. These messages will then be assigned to our staff and will be answered in the order they are received.

#### **ACADEMIC SERVICES FOR FACULTY AND STUDENTS**

All of our student resource staff are working remotely and available via phone, email and, in some cases, video conferencing tools. Visit the [student resources webpage](#) for contact information.

A reminder that *all* tutoring and library reference services are available online via Zoom.

#### **ACCESS TO TECHNOLOGY FOR FACULTY AND STUDENTS**

- Computer Labs – One computer lab will be open at each OTC location from 9 a.m. to 4 p.m. beginning March 30 for students who need computer access. Enhanced physical distancing will be practiced in the labs, and they will be cleaned frequently.

- The college has a limited number of laptops available for employee checkout from Information Technology. Please contact your dean or department chair for help with this. Unfortunately, there is currently an inventory shortage of laptops and tablets, and the college does not have a supply large enough to provide check-out to students.
- A list of free technology resources for students and faculty will be posted on the [Academic Continuity Instructional Plan](#) page, including Internet providers that are offering their services free or at a discount. This list will also be made available to students.
- If a student indicates to you that they are dropping the course due to not having access to technology, it is important that they speak to Financial Aid ([financialaid@otc.edu](mailto:financialaid@otc.edu)). Please direct them there.

### **SUPPORT FOR STUDENTS TRANSITIONING TO REMOTE LEARNING**

A special support page for students has been developed. You can see it [here](#).

### **COLLEGE POLICIES AND PROTOCOLS:**

#### **PROCTORING REQUIREMENT**

The proctoring requirement for all online courses has been waived for the remainder of the Spring 2020 semester.

#### **FINAL EXAM PERIOD: MAY 7-14, 2020**

Instead of a seated final exam that follows the published final exam schedule, offer your final exams online (via Canvas, publisher sites, or other means) during the online final assessment period, May 7-14, 2020.

### **ADMINISTRATIVE WITHDRAWAL/ATTENDANCE TRACKING PROCEDURES**

- The college will continue to adhere to [Policy 2.64 – Administrative Withdrawal from a Course](#). After 14 days of non-participation, a student must be withdrawn from a course.
- [Policy 2.61 – Attendance Requirements](#) will be followed as it relates to online attendance: *“Attendance in an online course is defined as active participation in an academically-related activity. **At least one academically-related activity should be conducted each week.**”*
  - Tracking attendance will involve being able to document that the student “attended” or “participated” in a course-related activity at least once per week. An email from a student can count as an academically-related activity as long as it substantially relates to course content (example: A student emailing an assignment to you). You may demonstrate “attendance” either through your Pinnacle or Canvas gradebook or through whatever means you use to track attendance.
  - You must still **be able to produce a last date of attendance (LDA)** in the event of a student drop or withdrawal.

- For the extended Spring Break period **attendance is not counted from March 13 through March 29.**
- The extended Spring Break does not re-set the clock for the purposes of administrative withdrawal. For example, if a student was absent from your class for 13 days prior to March 12 (the last date of classes) and does not participate in your class between March 30-April 6, you must administratively withdraw them immediately.

### **COURSE EVALUATIONS**

Course evaluations for the Spring 2020 semester have been permanently suspended. Course evaluations for the A-block were collected, but those will be excluded from semester reports.

### **Where do I go to get the latest information regarding COVID-19?**

- For OTC updates, go to the college's [COVID-19 page](#).
- For more information on the outbreak, visit [Center for Disease Control and Prevention](#).
- For local updates, go to the [Springfield-Greene County Health Department's response](#).