

# WESTERN NEVADA COLLEGE INSTRUCTIONAL PLAN FALL 2020

Updated July 29, 2020

## OVERVIEW

### Profile Fall 2020 (as of July 13th, 2020)

- Sections: 711
- Online: 201
- Zoom Sections: 33
- In-Person: 467
- Other (independent studies, field work, etc.): 10
- Faculty (FT/PT): 51/150

### Class Offering Modality Overview

Options available for most classes for the upcoming academic year.

<b>Onsite</b>	<b>Onsite w/ Remote Option</b>	<b>Remote</b>	<b>Online</b>
Synchronous	Synchronous	Synchronous	Asynchronous
Onsite only	Meets onsite and using video (Zoom, Meet, etc.)	Meets using video (Zoom, Meet, etc.)	Canvas
Canvas	Canvas/Zoom Sections	Canvas	\$5/credit fee
Low capacity	Backup: Remote	\$5/credit fee	
Backup: Remote			
\$5/class fee	\$5/class fee		

### Class Modality Descriptions

- Online
  - Students attend fully online asynchronously via Canvas
- Remote Video Options (Onsite w/ Remote & Remote)
  - Students attend synchronously via video tech (Zoom)
  - Students attend synchronously in-person or via video tech (Zoom)

- Students attend synchronously via Zoom with onsite, low-residency discussion meetings at defined times during semester
- Onsite
  - Students meet in person; class has remote backup option
  - These are getting remote (Zoom) options for additional students

## **CAMPUS COVID-19 REOPENING PREPARATION (INCLUDING STATE TASK FORCE RECOMMENDATIONS)**

Pursuant to the State COVID-19 Reopening Plan Review Task Force recommendations, the following statements and protocols will be followed in the 2020-2021 academic year:

- The campus community - faculty, staff and students - will maintain flexibility amongst the transition back to in-person instruction due to the changing nature of the external environment.
- All onsite instruction, regardless of the number of hours onsite, will have a backup plan to continue to deliver instruction remotely should additional COVID-19 restrictions be put in place.
- College reopening issues and questions should be addressed to:
  - General College Issues:
    - Craig Robinson, Coordinator, Environmental Health & Safety, (775) 445-3327; [craig.robinson@wnc.edu](mailto:craig.robinson@wnc.edu)
  - Instruction Specific Issues:
    - Kyle Dalpe, Provost & Vice President of Finance, (775) 445-4454; [provost@wnc.edu](mailto:provost@wnc.edu)
- In the event a faculty member or student has tested positive for COVID-19 or if you get sick due to close contact with someone with COVID-19, that individual should:
  - Isolate yourself from people and animals in your household. As much as possible, stay in a specific room away from other people and use a separate bathroom if available.
  - Contact your healthcare provider or physician to participate in a health interview. The interviewer will help you understand the next steps, notify local

health agencies as needed, and begin the process of contact tracing.

- Monitor your symptoms. Get medical help quickly if your symptoms get worse (if you have breathing trouble, etc.). If you have a medical emergency and need to call 911, tell the dispatcher that you have, or may have COVID-19. If possible, put on a face covering before emergency medical services arrive.
  - Faculty:
    - Contact your supervisor and do not report to work. If you have already reported to work, immediately notify your supervisor by email or phone and leave the workplace.
    - You or your supervisor should contact Craig Robinson, Coordinator, Environmental Health & Safety (EHS), (775) 445-3327; [ehs@wnc.edu](mailto:ehs@wnc.edu)
  - Students:
    - Contact your instructor(s) and do not report to class. If you have already reported to class, immediately notify your instructor(s) by email or phone and leave the campus.
    - Faculty members will contact their supervisor or Craig Robinson, Coordinator, Environmental Health & Safety, (775) 445-3327; [ehs@wnc.edu](mailto:ehs@wnc.edu)
- The WNC Environmental Health and Safety Office will notify relevant human resources, general counsel, and risk management offices to coordinate appropriate legal notifications to the campus community, including those required under the Clery Act. In addition, the EHS and Human Resources Offices will work with and take direction from our local county health officials on any COVID-19 positive test result impacting the campus community, including contact tracing sharing as appropriate.
- Per the WNC COVID-19 reopening plans, face coverings are mandatory for faculty, staff and students. Exceptions or requests for accommodations due to health concerns should be addressed to the Coordinator of Environmental Health and Safety or Provost.
  - Course syllabi should specifically state that face coverings are mandatory for all faculty and students in the classroom.
  - Face coverings must be worn by faculty in a classroom setting.
  - Face coverings must be worn by students/participants on campus and face-to-face classroom setting. Social distancing must be adhered to.

- Students who do not have access to masks, should contact the Office of Wildcat Student Life, located in the Dini Student Center.
- Faculty and staff who do not have personal face coverings should contact the copy center, located in Bristlecone Rm. 149, (775) 445-3237.
- Signs have been posted at locations throughout campus notifying all faculty, students, vendors and members of COVID-19 requirements, including the number of people each space can accommodate.
- Pursuant to existing gubernatorial directives, in-person instruction must be limited to no more than 50 persons in one classroom, with 6 feet of ‘social distancing,’ or no more than 50 percent of the classroom’s maximum occupancy.
- Training for returning students, as well as faculty and staff on COVID-19 requirements will be conducted.
- Classrooms will have proper engineering controls as set forth by Nevada OSHA
  - High-efficiency air filters, adequate ventilation, and plastic barriers
- PPE Stations will be located in each classroom for faculty to wipe down all teacher and student surfaces prior to class start.
- Faculty teaching remotely (high schools, etc.) will be provided a “mobile PPE kit.”
- Faculty may use remote technology to conduct office hours in the coming year. If you choose to do this, please provide information to students in at least these three ways: syllabus, Canvas and a card/sign on your office door.

WNC will offer onsite and online credit and non-credit classes during the fall 2020 term. Instruction will follow the [college’s overall return](#) to campus plans. Currently, classroom space is being assessed for the number of students who can be accommodated in each space in relation to social distancing guidelines. Unfortunately, the college does not have many large spaces.

## **COLLEGE AREA-SPECIFIC INFORMATION**

### **Art Galleries**

The gallery coordinator will manage the galleries on the Carson and Fallon Campuses during the academic year. Many of the pre-planned exhibitions have been canceled due to travel concerns, so any installations over the next year will feature students and local artists. The coordinator is also exploring opportunities for an online gallery to feature student work and selections from the permanent collections.

### **Bookstore**

The Follett Bookstore is currently open as of June 15, 2020 with operating hours of 10 am to 2 pm, Monday-Friday. Currently working within the 50% occupancy which is equivalent to 16 patrons within the store at one time. This will remain in place for operation with existing restrictions for as long as recommended by the CDC. Follett will adjust to normal operating hours of 10 am to 5 pm Monday-Thursday and 10 am to 2 pm on Fridays once it is allowable.

### **Center for Teaching, Learning and Innovation**

Department continues to provide all services as normal while staff work remotely and in person through the fall semester. Modifications will be made to in-person training to accommodate social distancing and PPE requirements and resources will be reallocated to existing remote modalities to meet increased remote training demands.

- Online, video, phone, and in-person training options
- Synchronous and asynchronous training
- One-on-one and group training sessions
- In-person training options limited and will adhere to social distancing and PPE requirements

### **Child Development Center**

The Child Development Center is currently open as of June 15, 2020 and continues to operate with existing restrictions for as long as recommended by the CDC.

### **Continuing Education**

Motorcycle, CDL, and CPR/BLS courses will restart as soon as practicable with social distancing practices in place to ensure student safety. Other courses will continue to be offered online.

- **Carson**
  - Motorcycle training has start up again as of June 26
    - Masks required
    - Instructor training on social distancing and sanitizing protocols required
    - COVID-19 waiver implemented
    - All registration online
    - Notification of illness following class will be encouraged for purposes of contact tracing
  - Ed2Go courses will continue to be offered online
  - Driver's ed courses will continue to be offered online

- **Fallon**

- Commercial driver's license (CDL) will begin again July 1 to finish final students from spring 2020. Next class will be scheduled for August, waiting for final class dates from the instructors.
  - Masks required
  - Instructor training on social distancing and sanitizing protocols required
  - COVID-19 waiver implemented
  - All registration online or over the phone
  - Notification of illness following class will be encouraged for purposes of contact tracing
- American Heart Association CPR and BLS classes to resume in July
  - American Heart Association standards in place
  - Masks required
  - Instructor training on social distancing and sanitizing protocols required
  - COVID-19 waiver implemented
  - All registration online or over the phone
  - Notification of illness following class will be encouraged for purposes of contact tracing
- In person classes for fall 2020 pending approval

### **Douglas Campus**

Classes at the Douglas Campus will be conducted as scheduled using the approved protocols. There are very few college classes (9 sections) being scheduled for this site.

During the hours of 8 a.m. to 2 p.m. the campus is leased to ASPIRE High School for their students and will follow their protocols.

Disinfecting:

- Custodial/Facilities will disinfect classrooms after ASPIRE contracted hours (8 a.m.-2 p.m.), and prior to WNC class start.
- PPE Stations will be located in each classroom for faculty to disinfect all teacher and student surfaces prior to class start.

### **Fallon Campus**

Classes at the Fallon Campus will be conducted as scheduled using the approved protocols.

- The staff will attempt to maintain a one-way flow of traffic through the buildings and into and out of classrooms. With the exception of the art lab and art gallery, caps are posted on each classroom.

- The Pinion Building is being leased to Oasis Academy for the next two years. They are responsible for this building as it will be only their students.

### **Institutional Research and Effectiveness**

The Institutional Research and Effectiveness office continues to provide all services as normal while staff work remotely through the fall semester.

### **Liberal Arts Division**

The Liberal Arts Division will offer classes through all approved modalities to meet student needs and safety guidelines. In high demand areas students will have access to in-person, remote, or online classes with certain areas offering the flexibility for students to attend in the classroom or through remote video conferencing.

Due to space limitations in classrooms, many in-person class caps have been lowered and rooms assigned early according to safety requirements. The Division is working to maintain student access to the in-person experience for those students best served in this way.

Science Lab classes will be managed in various ways to support student safety and access.

- Certain classes will offer in-person lectures in classrooms set up to meet social distancing guidelines. Other lecture classes will be offered by remote video to provide synchronous instruction through Zoom or similar platforms. A third set of classes will provide instruction through Canvas with an asynchronous online model.
- Lab sections will be conducted onsite using state-approved protocols. Teaching faculty are taking steps to arrange for up to 50% student occupancy in the labs at any given time with some faculty arranging additional lab times or creating groups which will participate virtually every other week or conduct desk work outside the lab.

### **Library and Academic Coaching**

Department continues to provide all services as normal in Carson and Fallon locations with adjusted hours of operation while staff work remotely and in person through the fall semester. Modifications will be made to in-person services to accommodate social distancing and PPE requirements and resources will be reallocated to existing remote modalities to meet increased remote demands.

- Online, video, phone, and in-person librarian and academic coaching services
- Collection already primarily composed of digital resources
- In-person use of facilities limited and will adhere to social distancing and PPE requirements

### **Nursing & Allied Health Division**

- Nursing
  - Lectures: Students attend synchronously in-person, using additional rooms to accommodate those students not able to participate in the large classroom, Reynolds 103, with use of Lecture Capture IAV to Reynolds 101 and 102, or use of Canvas Studio if more cost effective. If the latter, a recorded lecture will be available in Canvas course shell.
  - Labs: Onsite using state-approved distancing and health safety protocols
  - Clinical experiences will remain at local health care facilities as available.
  
- Paramedic/EMS
  - Will meet on campus under the same screening and distancing protocols used in spring as provided by the medical director and approved by the state
  - Students will continue clinical and field Internship rotations

### **Observatory**

The Observatory on the Carson City Campus will be operated per the following:

- July 6 - Director, Technician, and key volunteers return to begin overdue maintenance and equipment cleaning tasks.
  - Work will be performed either alone or in pairs when necessary for safety with proper face coverings and social distancing.
  - Work days should be coordinated with facilities to accommodate cleaning schedules.
  
- July 15 - Resume some science work with big telescopes and prepare for small telescope operator training groups.
  - Science work should be done in at most groups of three with face coverings and social distancing.
  - Operator training will include a trainer and at most 3 trainees with face coverings and social distancing.
  
- Mid-July - Early August - Bring in Western Nevada Astronomical Society (WNAS) leaders to craft plans and policies for monthly WNAS member meetings.
  - WNAS member meetings should comply with all state of Nevada, NSHE, and WNC policies. Meetings should be limited to an attendance in accordance with state of Nevada guidelines for the re-opening phase at the time. Under phase 2 (as of this writing) the limit on gatherings is 50 people which is probably more than can be accommodated while allowing for social distancing at the JCDO. I suspect that a limit of 20 - 30 will be necessary.

- Early August - Restart WNAS member meetings (once per month probably on a Monday night).
- Mid August - Restart regular Saturday night star parties.
  - We should mark spots on the viewing deck to indicate proper social distancing.
  - We should require face coverings for all volunteers and attendees.

### **Prison Higher Education Program**

Course format will be dependent upon approval from NDOC and the wardens at Warm Springs Correctional Center and Northern Nevada Correctional Center to enter the facilities during the fall semester.

- The preferred method of offering instruction is onsite at the correctional centers for face-to-face classes.
  - Class sizes may be impacted by social distancing requirements and available space at the correctional centers.
- If onsite instruction is not possible at any point in the semester, instruction will pivot to weekly, synchronous video class sessions in conjunction with paper packets consisting of assignments, exams, lecture notes etc.

### **Professional and Applied Technology Division**

The division offers a variety of course formats from complete lecture to a lecture plus lab. All facilities were monitored and capacity maximums established.

- Lecture Classes
  - Provide a Canvas component to all courses.
  - Maintain social distancing and PPE requirements.
  - Prepared to move online if required.
  - Some courses are incorporating Zoom or similar technology for distance learning. (students or family members become ill) Some courses with simultaneous Zoom transmission and recording.)
- Deaf Studies
  - Same procedures as above. Given the importance of facial expressions in ASL communication, face shields will be worn by instructors.
  - Remote video communication with students and the use of GoReact or similar product to record students with time-stamped instructor feedback.
- PAT (CTE) Lab Classes
  - Lectures: Students attend synchronously via video tech (Zoom) for larger sections.
  - Labs: Onsite using state-approved protocols. Assign work stations to one or two students for the semester, assign tools and wipe down tools after each use, etc.
    - No drop-ins allowed. Students must attend section for which they

registered.

- Open labs require appointments to manage numbers in labs.
- Pre-lab work assignments must be completed prior to the lab.

### **Scheduling Office**

The Scheduling office is adjusting classroom assignments daily based on social distancing occupancies. All classes will be assigned a room appropriate for 6-foot social distancing well before the start of the Fall semester. Seats in high-demand, online, and remote-type sections will be increased wherever possible both online and in-person to give maximum access for students while following social distancing guidelines.

- **Classrooms and Enrollment Caps**
  - In-person enrollment has been reduced to reflect social distancing occupancies in classrooms: average class cap is 16-18 students.
  - Examples: BRIS 321 = 18; REYN 114 = 12; VRGH 303 = 16; VRGH 302 = 11
- **Enrollment tracking and strategies**
  - Enrollment numbers, class caps, and classroom assignments monitored daily
    - Adjusted individually to ensure social distancing in assigned classroom
    - High-demand in-person classes: if larger room is available, caps are increased & new room is assigned
    - High-demand online/remote classes: seats increased or new sections added wherever possible
  - Wish List (where students express their interest to enroll in a full section) monitored daily.
  - Zoom sections are added on to existing in-person classes where possible so additional students can virtually attend. Increases access to classes impacted by reduced classroom occupancies.
- Printed classroom occupancy calendars will be posted by WNC staff during non-peak times to minimize contact with groups entering/exiting classrooms.

### **Testing Centers**

All testing centers will follow social distancing and PPE protocols. Testing stations will be identified. Each station will be disinfected after each use. Administration of exams (proctoring) will be by appointment only. No walk-ins. Proctors and the Academic Director will communicate to full and part time faculty the procedure for inclusion in syllabi or on Canvas.

- **Proctoring Online Options**
  - Exploring options for remote proctoring with Proctorio and Examity