



**Cambridge
College**

Campus Plan: Fall Term 2020-2021

COVID-19 Response



Campus Plan: Fall Term 2020-2021

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The recommendations presented herein are the result of the work of two workgroups appointed by President Jackson to assess and generate recommendations for campus operations for the Fall 2020-2021 term. Both workgroups consulted widely with available institutional resources and were informed by surveys the college conducted of staff, students and faculty to inform their recommendation. Final recommendations by both workgroups concluded that for our fall term:

- all instruction should continue to be delivered *remotely*
- staff should continue to work in *remote mode*

The primary guiding principle for this assessment was our commitment, first and foremost to assuring the safety, health and well-being of members of our community. With that core principle guiding each workgroup, the recommendations took into consideration numerous other factors including required compliance with state and CDC guidelines for reopening, and the impact of our decisions on the academic experience and student support, staffing and overall campus operations.

Academic Workgroup

Executive Summary

Overview

The Academic Workgroup, taking into consideration currently available data, as well as advice from program chairs and members of the faculty, and wishing to ensure above all else our students' safety, recommends that the College continue with remote instruction during the Fall 2020-21 term. The group felt strongly that in the absence of universal testing and an effective vaccine available to our campus community, and given that we are able to deliver remote instruction effectively, we need to prioritize the safety of our students and faculty. Making a clear and certain decision about the Fall term ensures transparency in our interactions with students and faculty, as well as clarity regarding both expectations of academic delivery and student performance standards. Proactively planning for a remote Fall term further allows the College to properly deliver the professional development and training that will allow us to produce a high quality teaching model that could be effectively marketed to new and continuing students.

The decision to remain remote was carefully considered and supported by the following facts and reasoning:

- All Cambridge College courses and programs can be delivered in a remote or online format. Some courses that lend themselves better to a face-to-face environment can be rescheduled to a later term.



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- Survey data indicates that a majority of both students and instructors, when asked about their preferences, would prefer to teach and learn remotely or online as opposed to face-to-face in the Fall.
- A remote teaching model will allow us to create a more efficient class schedule for Fall because it will enable the College to consolidate sections across campus locations into single course offerings.
- A remote teaching model will allow the College to allow larger class sizes, as on campus classes would have to be limited in size due to physical distancing requirements.
- A face-to-face teaching model in the fall would have been particularly risky, given the nature of the College's Teaching and Learning Model that emphasizes active participation, collaboration, and interaction, and given the particular characteristics of our student population (e.g., older and living in communities with high rates of infection).
- Cambridge College's Teaching and Learning Model is likely to be negatively affected by the necessary pandemic related safety measures in classrooms (e.g. distance, masks, plexiglass partitions), creating a classroom environment that is anything but conducive to in-class collaboration, discussion, interaction and the free exchange of ideas.

To ensure an optimal remote learning experience, the College will have to:

- **Create** a vision for the fall term that increases student enthusiasm, provides enhanced support for students and faculty, and expands the exceptional student support services already in place to accommodate the continuation of remote teaching and learning.
- **Invest** in additional technology resources to ensure that both students and instructors can effectively access and navigate the technology that makes remote teaching possible (e.g. expand laptop loan program).
- **Provide** incentives that ensure that instructors participate in professional development workshops. This training will include both training on how to use the available technology effectively and training on best practices for remote or online teaching.
- **Create** safeguards to ensure that our most vulnerable students can succeed in the remote teaching environment, such as frequent one-on-one check-ins.
- **Open** up dedicated space on campus from which students, as deemed necessary, can study, participate in a virtual class, or do their academic work on site.
- **Monitor** the quality of the remote teaching experience in the fall by administering student and faculty surveys.



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Staffing and Facilities Workgroup

Executive Summary

Overview

The Staffing and Facilities Workgroup, in coordination with the Academic Workgroup recommendation, recommends that all staff remain in remote work mode to ensure the health and safety of the Cambridge College community.

These recommendations considered that a risk-based, phased approach will be used to safely return faculty and staff to Cambridge College locations over time. Current conditions, including the status of the virus and evolving directives from authorities, indicate that the risk will remain too high to re-open the campus by September. The College will continue to assess the need for additional support to enhance the effectiveness of remote operations. Additional phases, based on criteria for progressive re-opening as outlined by the CDC and State guidelines, will be monitored and considered on an ongoing basis.

The current status of operations varies across the College, as some essential functions have remained active on campus throughout the COVID-19 pandemic. Accordingly, the Staffing and Facility recommendations for the Fall are tailored to reflect varied circumstances and site-specific needs. These recommendations will apply to all onsite activities and personnel that are required to be on campus.

On Campus Guidelines for Staff, Faculty and Students

- Faculty and staff will continue to teach and work remotely.
- Prior approval is required for any on campus activity. Guidelines for the approval process will be provided.

Guidelines for Coming on Campus

- All faculty, staff and students coming on campus must wear a mask.
- All faculty, staff and students must check in at the main security desk using a college or photo ID.
- Everyone coming on campus must adhere to mandatory health and safety requirements:
 - Masks are required in all public areas of the campus
 - Social distancing must be practiced at all times
 - Frequent hand washing/sanitizing should be practiced
 - Wipe down frequently touched surfaces that are used
 - Face-to-face meetings should be avoided whenever possible. If necessary, masks and social distancing are required.



Facilities Health and Safety Protocols

- Access to non-essential areas on campus will be restricted.
- Deep cleaning and sanitizing will be conducted campus-wide and targeted in all areas where approved ongoing activity occur.
- Signage communicating health and safety protocols will be posted throughout the campus.
- Designated areas for ongoing activities will be made available for students and faculty, i.e., computer labs, study lounges or classrooms.
- Areas of any on campus activities will be de-densified, i.e., removal of excess chairs, to achieve required social distancing requirements.
- Additional supplies and protective safety features will be provided as needed in areas of ongoing activities, including but not limited to: distancing signage, plexi-glass shields, gloves, masks and hand sanitizers.
- Any requests for on campus meetings must receive prior approval. Spaces utilized for on campus meetings must be de-densified to assure appropriate distancing.
- All members of the community are encouraged to be mindful of on-site safety requirements and should report any safety or facility related concerns or issues immediately to the Business Operations Department.



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Workgroups Members

We want to express our sincere appreciation to the following individuals who served on the workgroups:

Academic Workgroup Members

Chair

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