



*Faculty
Handbook
COVID Addendum
2021*

Humanizing the virtual experience.

We know that online instruction is very hard for many of our students. They are activated by the connection created by an in-person environment. But, there are best practices for creating a connected and humanizing virtual space.

Our Director of Equity and Student Success suggests the following article:

***Humanizing Online Teaching* By Dr. Mary Raygoza, DR. Raina León, and Dr. Aaminah Norris at Saint Mary's College of California**

<https://docs.google.com/document/d/1Umj2HpNZcscye2REOZPTONfKMjevC-qBsB5NneJ-HF0/preview?fbclid=IwAR3I9s8TVYxwcN-i-OJQOFL9uV-H2MQaULfpRGoDdbH9MXJrnU0clwte0k>

Additionally, if you need some technical assistance for retaining students, especially those students that are experiencing acute opportunity gaps, Equity Technical Assistance is available. Director Shawn Taylor has reserved Mondays from 2-4 (and other times by appointment). Email staylor@laspositascollege.edu

Home Office

While the Chabot-Community College District is unable to help with the set-up of your personal space, we are ready to help you with any technological and supply needs that accompany teaching your Las Positas Classes. Contact your Division Dean.

Office Hours/ Being reachable

Office hours are designed so that both students in your courses and others can contact you. If you are holding office hours, please make sure they are routinely scheduled and publicized. The Academic Senate and Technology Committee are working to build out more robust faculty profiles online. You will be contacted by your discipline coordinator or dean to fill in the template below early in the semester. This template allows the opportunity for your office hour zoom room to be linked.

Form to collect profile information we need: http://www.laspositascollege.edu/_directory/helpform.php

Why should faculty and staff participate?

- Adds credibility and pride to our institution
- Connect with and inspire students
- Create a more robust website

Sample profile (incomplete and information is not correct): http://www.laspositascollege.edu/_dev/dir/dpatterson.php

Resources for students

Please familiarize yourself with the Student Support Hub in Canvas and direct students to its resources. Outside of Canvas, many resources exist for students during this challenge:

[Student Support & Services](#)

- [Online Student Support Resources](#)
- [In-person Student Support Services](#)

You might consider linking to this FAQ:

[Frequently Asked Questions](#)

Resources for faculty

Besides the staff in the Academic Service Office, your division dean and support staff, and the support provided by the Teaching and Learning Center, you may want to join the “LPC COVIDBITEME Support Group” on Facebook. Tips are shared. Troubleshooting abounds. Occasionally an irreverent meme is distributed.

Use of on-campus teaching space

If you do not have a suitable place at home or reliable Internet (or for any reason, really), teaching classrooms have been set-up in the 1000 building and are available for single faculty use. Rooms 1057, 1059, 1060 will be unlocked and available on a first come, first served basis Monday-Friday, 8 AM-10 PM. No need to reserve. You may record lectures or teach synchronously in these rooms. The rooms are available but the building’s front doors remain locked (thus securing the rooms inside). Should faculty wish to be there during these hours, they will need to contact campus safety to gain access to the building.

Sanitation stations are in the rooms. Please wipe down touched surfaces before you leave. Door tags, like those used in hotels, are hanging on classroom doors. Faculty should turn the card from blue to red so the space will be cleaned in between visits. If you arrive and all 3 rooms are in use, please alert your dean so more rooms may be added to rotation.

Be sure to bring water and food from your home when visiting campus or designated teaching classrooms. Water fountains have been taped off. The Cafeteria is not open.

Be sure to conduct a symptoms check with your dean before coming to campus.

What happens if a student tests positive for Coronavirus?

If you are an instructor teaching on campus to students and a student reveal that they are experiencing COVID symptoms or has tested positive for COVID 19, protocols are in place to ensure that the

appropriate people are informed, contact tracing begins, and we follow Alameda County guidelines for quarantine. The first thing to do is to contact your dean immediately.

If you have a student who tests positive and has never been to campus, you do not need to report the case. Their case instance will be reported to public health officials through a physician.

[District COVID 19 Resources and Safety Plans](#)

What is Regular Effective Contact?

Definition and information on [Regular Effective Contact](#) can be found on the [Distance Education site](#).

Should I require cameras be turned on during synchronous class time?

The issue is complicated. Working from a number of documents and born from conversations here at Las Positas, the following Guidance memo on camera use and proctoring software is provided.

Grace Guidance for Faculty
Cameras, Recording, and Proctoring
Las Positas College
Last revised November 5, 2020

The following document is purposefully titled a “Grace Guidance” intended to encourage and assist faculty with making decisions based on an extension of grace to our students, recognizing the importance of equity and access for all students. This document does not intend to address all questions which may arise while teaching a class, whether in person or online. This is considered a living document and may be modified based on updated legal guidance and additional questions asked and answered.

Requiring cameras-on during synchronous online classes

There is no express prohibition against faculty requiring students to have their cameras on for live online synchronous classes.¹ Nevertheless, we encourage faculty to exercise grace when applying an indiscriminate cameras-on requirement recognizing students may be unable or uncomfortable sharing their current location in the background. We recognize the many benefits of being able to see students’ faces during online lectures and gauging the interest and retention of material being presented. However, there are also unintended consequences of pursuing an indiscriminate cameras-on requirement, including risks of violating “student privacy rights under the California Constitution, and potentially other federal and state privacy and civil rights laws.”²

¹ Legal Opinion 2020-12: Online Class Cameras-On Requirements, California Community Colleges General Counsel, October 19, 2020

² Id

There is a reasonable basis to adopt a carefully tailored cameras-on requirement when audio and visual participation is essential to instruction. For example, a cameras-on requirement for a specified period of time may be necessary to evaluate a student learning outcome. When audio and visual student participation is essential, faculty should provide adequate notice to students, clearly identify the essential nature of video for instruction, encourage the use of virtual (electronic video) backgrounds, and create a confidential “opt-out” mechanism that allows a student to decline video participation during the synchronous online class.

In all circumstances, faculty are discouraged from making comments on personal items and effects visible by camera that may be found in the student’s remote study area.

Recording synchronous online classes

There is no requirement for faculty to record synchronous online classes. Nevertheless, faculty should extend grace to themselves and students and consider (i) the convenience of student schedules; (ii) the ability to fully concentrate depending on the student’s physical location during class; (iii) unstable or weak internet connections during class; and (iv) equity and access when deciding whether to record classes for student learning. Faculty should not record the synchronous lecture for one section of a course to share with another section of a course.

When faculty decide to record classes it is important that students are made aware the sessions is being recorded and the student has the ability to “opt-out” without penalty of having his or her name or likeness being recorded. Further, the faculty should also consider the safety and security of hosting the video recording online to protect the privacy rights of all students.

Per Board Policy 5500, students may not take screenshots or record synchronous online classes or make “unauthorized recordings of any academic presentation in a classroom or equivalent site of instruction”.³

Online proctoring of exams and assessments

Faculty should emphasize the College’s academic integrity policy located [here](#). Faculty are allowed to use proctoring software to provide assurance of integrity during online exams and assessments. The College has existing Academic Integrity Supporting Software listed [here](#). Faculty are encouraged to learn more about the following software: Proctorio, a remote proctoring tool integrated into Canvas that helps maintain the academic integrity of online exams; Turnitin, an anti-plagiarism service integrated into Canvas that checks student papers against public web sites, academic databases, and previously

³ Administrative Procedure 5500 - Standards of Student Conduct

submitted student papers to Turnitin; and Maxient, an online tool for faculty to submit violations of the standards of student conduct including academic dishonesty.

In an effort to extend grace to ourselves and our students, faculty are encouraged to consider alternatives to online proctoring software due to concerns such as compromised privacy, increased student anxiety, technical failures, and lack of equitable access to technology and appropriate testing spaces.

Faculty may implement alternative practices to ensure academic integrity such as (i) prioritize critical thinking questions over rote memorization; (ii) consider open book/notes exam formats; (iii) shuffle questions and answers when using publisher test banks, and (iv) create timed exams.

Additional questions

The College recognizes faculty are teaching in unprecedented times and additional questions may arise. Faculty are strongly encouraged to share best practices among each other for demonstrating grace. Faculty are also encouraged to consult and brainstorm ideas with the Deans or the Vice President of Academic Services.

Extending grace is an art, not a science. We trust this memo provides a reasonable framework for faculty to make decisions that put students