



**Office of the President
M E M O R A N D U M**

March 18, 2020

Good Afternoon LACC Family:

As we move through these uncharted waters, we learn more each day. I plan to do a daily update which will often include information from Administrative Services, Academic Affairs, and Student Services in order for us to consolidate our messaging through a single office and reduce the number of emails. Here is the plan to regularly communicate to the college community:

- Monday morning email update after the weekend
- Tuesday afternoon Town Hall via Zoom
- Wednesday email update
- Thursday afternoon Town Hall via Zoom
- Friday email update

Of course any critical information received will be communicated between these scheduled updates. Please check your email regularly.

Another communication tool we have available are the following email hotlines that will be checked in regular intervals each day:

Hotline@lacitycollege.edu

Hotline-Faculty@lacitycollege.edu

Hotline-Students@lacitycollege.edu

Hotline-Staff@lacitycollege.edu

The main LACC website has four new links at the top of the page that are updated regularly and provide information targeted to students, faculty, and staff:

[Online Student Assistance & Resources](#)

[Online Faculty Assistance & Resources](#)

[Updated COVID-19 \(Coronavirus\) Information](#)

[LACC Staff & Student Communications](#)

There is no change to our status with regard to the LA County Department of Public Health, but we want to have all of our staff working remotely as soon as possible. This will go a long way to reducing the number of people who will contract and/or spread the novel coronavirus and any other viruses as well.

By the end of today, we expect almost everyone to be situated to work remotely. Our Child Development Center has been open, but they will close as of the end of the day on Friday. Our Health Center will be open today and tomorrow. After tomorrow, if students need any services, they can go across the street (on Vermont) to the Wesley Health Clinic. There are still some available flu shots through the LACC Health Center until tomorrow and through Wesley Clinic until we run out. At the Pop-up Food Pantry on Monday, we distributed information to students about where they can obtain food over these next few weeks until we re-open to Pop-up Food Pantry. We also emailed the information to all students and posted that information on social media. We had extra food on Monday and students were able to take everything they needed. The showers on campus will be closed to students beginning today because of our remote working situation. If students notify you of any needs, please let us know through the "hotline" so that we can reach out to them. Our counselors will be reaching out to students to check on them. We hope to be able to "touch" every student.

Our Custodial and Facilities staff have been working hard to keep the campus clean and sanitized. As we all leave campus to work remotely, they will remain to sanitize all areas. Before we return, they will be the first back on campus to ready it for us. I want to thank each of them for their commitment to all of us and our great college.

For the faculty, here is some information to support student learning and to keep you safe:

- Faculty who need a computer to do their work remotely online, please contact IT to arrange to get a loaner: itsupport@lacitycollege.edu
- Everyone must adhere to the Chancellor's mandate that classes be suspended from March 16 – March 30. No assignments should be due during this period of time.
- As of now, the early-start 8-week classes will be ending on Sunday, April 12. This means they will be shortened to 7 weeks. Please make the necessary changes to your syllabi. Monday, April 13 is scheduled as a non-instructional day. For now, that remains the same. Late-start 8-week classes will begin on Tuesday, April 14.
- There will be no more face-to-face trainings at the college on Canvas Basics or ConferZoom through the end of March. However, there are a number of online options that have been developed in the District for faculty to find out more about these systems. Please go to the "[Online Faculty Assistance & Resources](#)" link for information about videos to view and opportunities to join live ConferZoom trainings taking place this week that allow you to interact with the presenter. Additional resources are being uploaded as they become available.

Our own librarian, Katie Hamilton, has developed a resource guide in Canvas with various resources for online courses: <https://ilearn.laccd.edu/enroll/LKH7BW> . The course is titled "Resources for LACC Online Courses" and is organized into:

- Free Textbook Access Providers (due to Covid-19), such as VitalSource, RedShelf, Cengage, JoVE
- Open Educational Resources by Discipline
- Library Resources

- Research Skills videos & tutorials
- Student Resources – Canvas/Online Learning

This is a work in progress. If you have specific requests for resources to support your course, please contact Katie at hamiltke@lacitycollege.edu

Things are evolving and we are responding as new things happen. Things have become very quiet on campus. I will be on campus through Friday and I expect I will come to campus often. If you need anything, please reach out.

Believe – Achieve – Succeed...it is all we know!

Yours in the success of our students,

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