

Frequently Asked Questions About Spring Semester
UPDATED January 7, 2022

Is there safety/COVID protocol language I need to include in my syllabi?

Yes! Please insert this language in all syllabi:

By entering District property and participating in activities at the Kentfield and/or Indian Valley campuses or other locations associated with delivery of course(s), students are attesting they are complying with District Vaccination policy (Board Policy 3507). If a student is found in violation of the policy, they will be subject to Student Discipline and Due Process (Administrative Procedure 5520). All students must abide by the indoor facial covering requirement when on District property and should maintain safe distancing if masks are removed for food/beverage consumption. Anyone experiencing symptoms of illness or who has been directly exposed to someone diagnosed with COVID-19 should remain home and see their healthcare provider.

Do students need to complete the symptom screener each time they come to campus?

No. Beginning Spring Semester, students will be bound by the syllabus language noted above but will not need to complete the symptom screener on a daily basis.

Do I need to complete the symptom screener each time I come to campus?

Yes. OSHA regulations require employees to continue to complete the symptom screener for the time being.

How should I handle it if a student is out sick (COVID or otherwise)?

You should approach student absences as you would typically, keeping in mind flexibility and compassion are still very much warranted to ensure students do not feel pressure to attend in-person classes if under the weather. Continued use of Canvas can be very helpful in this regard, as content can be made available for students to keep up/make up for absences. Flex sessions on use of Canvas and other strategies are scheduled for January Flex Week.

What if I am sick?

You should follow standard faculty absence procedures, per the collective bargaining agreement, including procedures for substitutes and class cancellations.

Will I know which students in my class(es) are not vaccinated?

To register for classes students either need to provide proof of vaccination or receive official exemption status. Currently only about 35 students have an approved vaccination exemption—well under 1% of our enrolled students. Those students will be required to adhere to additional safety protocols, including regular testing and wearing an N95 mask. Prior to the start of classes faculty who have one or more exempt students enrolled in one or more of their classes will receive notice with details on how the student needs to provide proof of negative test throughout the semester to be eligible for class attendance.

How should I handle it if a student isn't adhering to safety protocols?

Please know that fall semester there were no reports of students failing to adhere to safety protocols. However, in the event an issue arises, you should approach this situation as you would with any other classroom disruption or student behavioral issue. In other words, you should ask the student to comply. If that does not resolve the situation, you should ask the student to leave (and file a COM Cares report). If the student refuses you can stop class (and file a COM Cares report). At that point you would, via the COM Cares system, have the option of having the student removed from the next class session while the student conduct issue is being addressed.

How are HEPA air purifiers for classrooms being handled?

Maintenance & Operations has ensured the proper functioning of all building air-handling systems, including frequent filter replacements. M&O staff are additionally placing air purifiers in classrooms. If by Flex Week you have concerns about the status of one or more of your classrooms, please contact your dean/director for follow up.

Will I be able to use a see-through mask if I find it helps me teach content better?

Yes. We are purchasing some see-through masks that meet the facial covering requirements for use in classes where seeing the instructor's mouth (such as language classes) is necessary for instruction. The masks being purchased are similar to these: https://www.amazon.com/ClearMask-Transparent-Anti-Fog-Adjustable-Healthcare/dp/B098HQ4GSF/ref=sr_1_8?crd=27SVLBRK7R40H&keywords=clear+masks+for+adults&qid=1638481028&sprefix=clear+mask%2Caps%2C242&sr=8-8

What is the updated procedure for students requesting technology, such as laptops and hotspots?

Students needing to borrow a technology device from the library should complete the [Technology Request Form](#) or drop by the library. Pickups will be located at the main entrance to [Fusselman Hall](#) as follows:

- January 15, 2022: 9am to 1pm (Saturday)
- January 20–21, 2022: 9am to 5pm
- January 24–May 27, 2022:
 - Monday–Thursday, 8am to 8pm
 - Friday, 9am to 2pm

If a student needs to pick up materials outside of these dates and times, they should call (415) 485-9656 or email LibraryCirc@marin.edu.

Can students get COVID tests at the Health Center?

The Health Center provides asymptomatic testing for students when required. However, if any member of the College community is sick, they should not come to campus and should consult a healthcare provider and/or seek diagnostic testing.

Where are we with increasing flexibility for teaching distance education courses?

Our Distance Education policy (AB 4105) will be revised in Spring 2022 to incorporate Title 5 changes along with anticipated language the Chancellor's Office is expected to issue early in the spring semester. As part of the overall policy review, the Distance Education Committee will propose an expanded list of distance education modalities to include in the policy. These recommended revisions will be reviewed by the Academic Senate and will go through the participatory governance process before being finalized for Board approval. The DE Committee has invited an expert on hy-flex instruction to present during Flex week on Thursday, January 20th from 1-3p.m. (details to follow). Per the current DE policy, courses that satisfy the IGETC and CSU GE-Breadth patterns are prioritized for DE course development and offerings in a hybrid and/or online format. For more information about how faculty become DE certified (which includes taking the Online Teaching and Design 12-week course and bringing the course(s) to be taught online/hybrid through the Peer Online Course Review (POCR) process), please contact Kathleen Smyth, Distance Education Coordinator, at ksmyth@marin.edu.

What if I have concerns about my health and teaching in person?

Faculty seeking accommodations for medical issues need to follow the established interactive process through Human Resources, which involves obtaining medical information, discussion of reasonable accommodations when warranted, and written follow up.

What do I need to know about teaching remotely the first week?

All spring courses scheduled as in-person instruction must meet as **synchronous** online courses in the first week (starting January 22nd for Saturday classes and January 24th for Monday-Friday classes). In other words, if you are teaching a class at 9a.m. on Tuesdays, you will need to plan for a 9a.m. Zoom class session on January 25th.

Courses in Canvas will be made available to students on January 14th, 2022

- Course Welcome Letters should be ready for students to view (if possible) by January 14th. Please ensure Course Welcome letters are updated to include important information about the first week of classes, **including Zoom links for in-person classes that will meet virtually the week of January 24th**

SAMPLE LANGUAGE FOR YOUR COMMUNICATION TO STUDENTS:

College of Marin will conduct the first week of instruction online and hope to have in-person instruction begin January 31st. This extra week gives more time for any students who have yet to receive booster shots to do so and to let the Omicron surge further run its course. This means our class will meet via Zoom on {INSERT INFORMATION HERE}. You may be relieved by this shift or you may be frustrated by it. Either way, I want you to know I am committed to your success in this course and we will all work through these changes together. If you have questions or needs relating to this first week and remote instruction, please let me know so I can connect you with the right campus resources....{INSERT ANY ADDITIONAL INFORMATION YOU WISH TO SHARE HERE}.

- Unpublish any content or modules that you do not want students to access prior to the first day of class
- Remind students to check Canvas regularly for updates and course information from the instructor
- Refer to the start of the semester checklist, linked here:
<https://marin.instructure.com/courses/3266/pages/2-dot-1-term-start-checklist-prepare-your-course>

What if I have a question not answered here?

Please reach out to your dean/director, who will research the issue and respond back to you.

Canvas Start of Semester Checklist

2.1 Term Start Checklist - Prepare your Course!

All Canvas courses are published one week prior to the term start date.

The following tasks should be performed prior to course opening and the start of the semester. Links to instructions in the Canvas Guides and other pages within this resource course are provided.

Reminder: This is an excellent time to review and fix course accessibility issues! Do your images contain alt text? Are you using text headings? Are your videos captioned? View the following page for more tips on maintaining an accessible course: [3.3 Accessibility and Universal Design](#)

Note: If you wish to combine your course sections into one course shell, please review the [FERPA Compliance in Combined LMS Courses](#) information located on the Online Learning website. Submit your request for combined courses using the following form: [Canvas Combined Course Request](#). This should be

done prior to importing content.

To Do List

- [Import course content](#) from the previous term
- Check for updates to COM Module 0 and Student Support page in [Canvas Commons \(Links to an external site.\)](#)
- [Upload your current syllabus \(Links to an external site.\)](#) or revise the [Syllabus tool. \(Links to an external site.\)](#)
- Select your [course home page. \(Links to an external site.\)](#)
- Reorder and hide your [course navigational links. \(Links to an external site.\)](#)
- Navigate your course from [student view. \(Links to an external site.\)](#)
- [Publish/Unpublish \(Links to an external site.\)](#) modules, content, activities, etc. that should be hidden or visible to students.
- Revise activity [due dates and availability dates \(Links to an external site.\)](#) from the previous term.
- Check your course [end date and restriction settings \(Links to an external site.\)](#) to ensure your students have access (or don't have access).
- Enable [Zoom meetings](#) (if applicable)
- Run the [Canvas Link Validator. \(Links to an external site.\)](#)