[DRAFT] Prioritization for offering courses and programs in a face to face format.

Leadership Cabinet (President, VPs, Deans, Associate Deans from College Services and Instruction and Students Services) proposed the following process:

For summer 2020: focus on a very few limited test cases, to discover any unknown issues with having students and faculty return to campus for face to face instruction or activity (e.g. GED Testing).

For the 2020-21 Academic Year:

Instructional departments or service areas, with an interest in offering courses, or aa a program, or an activity in a face-to-face modality would complete the proposed application being developed by the Return to Campus Task Force. Applications will be due x weeks before each term that a course or activity is intended to be offered. Applications received after these deadlines will still be considered.The process would then proceed as follows:

1. This application would first go to the Instruction and Student Services dean overseeing that program.
2. If approved, it would then be reviewed by the Director of College Safety and Dean of Campus Services and forwarded on to all of the Instruction and Student Services Deans and Vice President of Instruction and Student Services.

The foundational value that is driving this process is public health. The College will continue to operate in ways that assume programs and services will be delivered remotely, unless a compelling case for face-to-face delivery can be made.   Decisions about what courses, programs or activities can be offered in a face-to-face modality will be made based on the following criteria:

1. Applications for face to face delivery demonstrate that the proposed course, program or activity cannot be offered in an online or remote modality, e.g. learning outcomes cannot be satisfied through online or remote delivery. At this time, if a course, program or activity do not meet this criterion, they will not be offered face-to-face.

Criteria 2-5 are listed in ranked order, and will be applied when courses, programs or activities need to be prioritized for face-to-face delivery because of capacity concerns or other limitations.

2. For fall, 2020, a course or activity that cannot be delivered online or remotely and must be completed by identified students in fall 2020 for a degree, certificate or program; Similarly we will identify needed courses or activities for students for winter and spring terms.

3. It is demonstrated that a course, program, or activity, when it has been offered in an online or remote modality, results in inequitable outcomes for underrepresented and underserved students, per Diversity, Equity and Inclusion Strategic Priority 2.
4. Application is received by the deadline for that term.

Other criteria that will be considered:

- Activity enhances connection or engagement of students to increase retention and/or possibility of success in the classroom (e.g. tutoring, computer lab, designed activities to engage/connect new students to CCC)
- Offering in a face to face mode will have a significant impact on enrollment (e.g. athletics or other student cohort).
- The number of employees needed on campus for the course, program or activity to be held.
- Programs that are required as part of a contractual agreement, grant, or IGA.
- External partners depend on CCC as a main or significant provider of education or training.
- Analysis / understanding of students who would be affected by a late start of courses.