

## **CBS WebEx – 3.20.20 – Q and A**

WebEx called to order and welcome by Monica Wilson and Jon Kerr.

SBCTC reviewed the Guidance that has been provided

- Grants – Troy Goracke

Thank you, it appears that all of our Grants have been submitted on time – Thank you!

He recapped that some grant application questions responses could be submitted as TBD due to emergency operations or you could up-load a document stating the inability as to why signed assurances could not be provided at this time and that when normal operations resume, the provider will upload signed assurances so that the application may be approved.

If the application needs to have responses to questions provided, that will be done during the normal grant revision process keeping within the timeline listed in the Grant Guidelines.

- CASAS – Troy Goracke

- As normal at the end of Spring Qtr. and the student is expected to make a gain, submit the Post-Test exception, stating the reason as “due to suspended operations;

- Since CASAS does not have a distance testing option, there a few things we’d like you to consider – place new students with other measures i.e. transcripts, local assessments, and then CASAS pre-test those students once normal operations resume. And know that if you’re using Post-Tests as a way to document student progress, be sure to Post-Test those students once normal operations resume.

- Contact hours – Troy Goracke

We received permission from OCATE during this time, so that any face-to-face class that has been converted to a distance instruction class due to the suspended operations can have the attendance counted and the time can be entered into WABERS+ as face-to-face time, until normal operations resume.

- Compliance – Troy Goracke

Know that providers can choose to exempt a quarter with an excess of loss of instruction from the three-quarter rule, until normal operations resume. So, if you’re concerned that students might not be able to make the progress they need, you may exempt this quarter and another one with the excesses of lost instruction. This decision must be approved locally and documented for monitoring purposes and just note that we are all aware that this will affect the providers performance and post-test assessment rates and that is understood and expected. This will be explained in our end of year reports to OCTAE.

Also included in the document is a process/procedure for obtaining electronic signatures as an option for documents.

- I-BEST – William Durden

Is modifying his support course webinar to be online and team-teaching webinar – look for an announcement soon. It won’t be specifically to the team-teaching, but will be more about the modality and contextualization and that piece so it will be more of a 90-minute webinar.

- I-DEA – Jodi Ruback  
Is working with Shannon Potter, Olympic and Adria Katka, No. Seattle to do a 3-day, 3-hour training on how to use the I-DEA curriculum, so if you have instructors that have not taught online, this will teach them how to find the materials online and how to use them. So that they might be able to convert their instruction to online.
- GED Update – Lou Sager  
Most of the test centers are closed, unless they are in a facility like juvenile corrections. Or if there is an urgent need, some test centers are opening and testing 2-3 at a time, if they have staffing available to do so.  
Pearson Vue did not close down our test centers. They closed the Pearson Vue owned test centers, not all centers are owned by Pearson Vue, so there are some Pearson test centers on campuses that are testing, but very few and we do not have information on them as they do not fall under GED, they fall under Pearson.
- Technology/OER – Jodi Ruback  
Any resources you are using, please share them in Canvas Commons.  
I-DEA and HS+ are available in Canvas Commons that may help them to develop/convert for their own courses.
- Rendezvous – Monica Wilson  
Yes, we are still moving forward with Rendezvous and will keep everyone apprised as things develop.

### **Chat Questions:**

- Q) One of the questions that keeps coming up for faculty is how to teach students how to access CANVAS when they have not previously?
- A) Make a short video on how to access Canvas; campuses automatically load students into Canvas shells when their course begins, so a short “how-to” video and develop handouts with screen shots. Jodi will also reach out to Alyssa to see if there’s a resource that we can share out with regards to this.  
If campus computer labs are still open, you could bring in new students or low-level students, in groups of 10, to allow for social distancing.
- Q) Can we create an electronic WABERS form in Office 365 forms for students to fill out by logging into their student Office 365 account (proving it is them) and send to us for documentation? And, how do we know if our institution has permission for digital/electronic forms?
- A) Yes, campuses may create electronic intake form, please submit it to the WABERS helpdesk for approval as there are questions that cannot be added.  
As far as electronic signatures, you would need to check on your campus (maybe IT or eLearning) to see the campus has an approved e-signature policy on campus. We trust that you have done the proper checking on your campus and therefore, we will be accepting them from you.

Q) Do we have to use one of the approved distance ed reporting method for I-BEST hours?

A) Yes, on the basic skills side, you have to follow the same federal guidelines you would use for any of your basic skills programming.

If you are looking at this question from a different point of view, if right now you are recording those hours as face-to-face, you can continue to do that, you do not have to transition them to Distance Education.

We have checked and this will be acceptable during this time of emergency operations. These operations will be allowed until we resume normal business operations and we will send a verifying message out at that time.

Q) How should we handle attendance messaging to students in our syllabi this quarter?

A) If you had a regularly scheduled face-to-face course and have had to move to at a distance due to emergency operations, then you would report those hours as face-to-face. This would need to be explained in the syllabi as to how the hours will be reported. If the course is already set up to be a hybrid course, then continue to use that language.

Q) Would anyone care to share on local assessments being used instead of CASAS? Maybe we can talk after the meeting?

A) Regarding local assessments, this is a good opportunity, for those running a HS+ program to take advantage of HS+ program to use the HS+ credit option and then you don't have to worry about CASAS testing.

Another thing to be aware of, the majority of colleges have gone to making the distinction between distance learning classes (which were already set up as hybrid or distance), as compared to know what we used to call face-to-face, and we are now calling remote classes, these classes will revert back to face-to-face when normal operations resume. Remote being the temporary face-to-face classes.

Q) When will the Panopto training recording be sent out?

A) Jodi will check with Alyssa to see if it was recorded and if it was, she will send it out.

Comment: Sound Learning got the WebEx licenses - it took a couple of days, but it's done and great!

Q) We understand that the limit on two repeats of a single course is in the SBCTC Policy manual and that it is very succinct. The language includes "under no circumstances..." We understand that this rule is not specific to BEDA programs, but applied across the system. We understand that when we run a class, we are expected and required to meet the outcomes of that course regardless of the methodology. Still, my faculty would like to request that the three times and out policy be suspended during this rapid transition to 100% online instruction.

A) The guidance document sent out on March 5<sup>th</sup> provides clear direction on that. In terms of the 3-quarter rule, if your college or CBO determines an excess of instruction has been missed and does not allow a student to have access to instruction, the program can choose not count the quarter with suspended operations as one of the 3-quarter counts. If this option is used, programs will want to document this and have it approved through the proper channels at your agency. We will be sending this to the Instruction and Student Services Commissions as well.

Q) Can people share their how-to videos?

A) There are several in I-DEA that can be used and Monica will look into a space where others videos can be shared/posted.

Q) How can we help students who do not have a computer or internet access at home?

A) If your students have phones, they will be able to access Zoom and Canvas via an application they can download for either android or apple phones. So, providing directions on how they are able to do this would be helpful. Some campuses are rounding up any laptops (from the COW carts) they are able to find and setting up a checkout procedure for those who don't have computers.

She has also heard that Comcast and many phone companies are providing 60-day free internet access to low-income individuals during this time.

Jon has also heard that some campuses are extending their internet access to their parking lots, so students may still come to campus and work remotely from their cars. So, some of you may wish to look into this to see what it may take to extend your internet access to the parking areas, if it isn't already there.

Q) Currently we are enrolling new students into HS+/GED classes with the plan to collect their WABERS form once we return to on-campus classes. If we end up going 100% online for spring quarter, how can we get their WABERS form completed? I know an electronic form (with authentic signature) is acceptable. Is there an electronic WABERS form that can be shared for us to use with students?

A) No, SBCTC does not have one, however, campuses may create electronic intake form and submit it to the WABERS +helpdesk for approval as there are questions that cannot be added.

If you do create one that becomes approved, you may wish to share it on the ABEDIR listserv for your peers to use as a guide. Each provider would need to submit the form their campus is choosing to use and have it approved by the WABERS+ Helpdesk.

Comment: Hopelink seems to be operating in a stricter manner than some institutions. We are not seeing any students 1-on-1 and centers are closed to the public except for people picking up boxes of food from food banks. I'm wondering what this means for us. We could not post-test winter quarter students. We will not be able to pre-test spring quarter students.

Kelli's question is they had to stop seeing students in early March and don't believe they be able to post-test the Winter quarter students, nor will they be able to pre-test student for Spring quarter until Summer quarter. They won't be able to see students one on one manner, until Summer. What does this mean for them?

Please do test them whenever the campus is able. This is where you would explain in your year-end report what occurred and why targets could not be met. SBCTC understands what is happening and believe OCTAE will as well.

During this time, providers are able to use whatever tool they wish to place students and go back later to test and place students as needed.

Comment: in response to Shan Lackey - at Sound Learning 90% of our ELA students do not have internet access or computers. We are Using Google Classroom as a platform because it is cell phone friendly. We've had to look for all sorts of resources that are smart phone friendly because of this.

Comment: We are still working on making sure that everyone has technology at home as well.

Instructors have talked about creating short YouTube videos for that purpose or calling them to

walk them through the process. We have one lab open, but again the hours are limited. We will keep doing the best we can.

Comment to Shannon Klasell - Thanks for the info Shannon. Many students have good quality cell phones, however some do not. I worry about those who don't.

Q) Is this meeting being recorded for those who cannot attend?

A) No, it is being recorded for meeting transcription only. At the time of this WebEx, we did not have live captioning available.

Comment: TCH is closed to all services to March 30th, and our Spring Quarter was scheduled for April 13th. We were very lucky that we got most of our ELA students CASAS tested at EOQ. We have a link on the TCH website that I will share - a [spelling program](#) that we have students use that works on their phones as well as computers. We updated it with links as well.

Q) Some colleges have already stated they will be online all spring quarter. Is that approved for reporting?

A) Yes, during this emergency operations time.

Q) Scott, if I am not changing anything on the WABERS form do I still have to send it to the helpdesk for approval? And how long is the approval process?

A) Yes, if ANY changes are made to the form please submit it to the WABERS helpdesk for approval. We must know what each provider is using for their intake process. It's approved until another change is made, they do not expire.

Q) Can we all use the same eForm?

A) No, each organization defines how their process works.

Q) Our college has gone online for all of spring quarter and has recoded all classes as DE. Does the recoding require us to report hours as DE hours?

A) If you want to continue, they are really remote classes due to the situation, then you may report them as face-to-face hours, or you can choose to report them as DE hours. Whatever way you decide, you need to check with your VP of Instruction to ensure they are alright with the class being listed as DE and reporting in WABERS+ as face-to-face. You will need to keep evidence of what you did, so that in a monitoring visit, it can be explained as to why this was done.

Q) I don't know if someone has already chimed in about this, but is there a way for the state board to assist us in creating a standard web form of WABERS rather than having individual institutions create their own?

A) No, each organization defines how their process works.

Comment: At TCC we are working on creating a fillable WABERS form. once done - we will submit to helpdesk and share as soon as approved. We just got it translated in to 5 languages as well.

Comment: Hopelink, perhaps another agency can test your students for you....

Q) What if campuses don't open back up at all in Spring?

A) Providers should work to continue instruction with students in any mode available---distance, packets, limited instruction on campus with social distancing if allowed, phones, etc.

Q) We made the regular WABERS form into a fillable form but it is not on the internet. We are planning on emailing it students for them to complete. Does that qualify as an electronic WABERS that needs approval?

A) Yes, if ANY changes are made to the form please submit it to the WABERS helpdesk for approval. We must know what each provider is using for their intake process. It's approved until another change is made, they do not expire.

Comment: Diane, can you send a copy of that fillable form out via email to us, to use or modify and get approval?

Q) Will the POP be extended? If we aren't able to test students and we go into emergency operations.

A) Clarification – talking about how long a test is valid. POP is a federal rule and length of time a test is valid is a CASAS rule, so they are two different things. Both are good questions.

These are items that you'll document in the end of year report as to why certain measures are low or could not be met. Some students may need to be re-tested, as if the period is too long, they would need to be retested regardless.

Comment: On a positive note at WWCC, we have students reaching out because they can now access online classes where due to work or life schedules were not able to attend on campus. This has been exciting to see.

Comment from Hopelink to WWCC - Same here, Susie!

Q) A lot of stress from faculty trying to move to online...Anyone using "packets" or similar for ESL 1?

Responses:

- Highline is using packets for ESL 1.
- So. Seattle are using packets too.
- Literacy Source hasn't rolled out yet, but maybe using packets for ESOL 1 with tutors.
- BTC is using both packets and online.
- WWCC was planning on that, but if we happen to move to shelter in place, this will be a barrier. We are looking at other options.
- Some Renton Technical College faculty are using packets and posting answers to on Canvas.
- Everett is doing a variety of things. Some low levels will do packets sent out to students.
- At LCC, we are having packets as one of our many options for low level ESL and ABE.
- At Sound Learning , we are using packets and cell phones. Currently students can pick up packets right now. We may have to switch to mailing packets out. Instead of turning in, students are taking a picture with their phone and emailing to the teacher.
- Peninsula using packets and drop boxes for Forks and they will mail home packets weekly; main campus is going to I-DEA with Zoom
- Olympic said - In lieu of packets, can you just include a self-addressed return envelope. The postal service would love this!

Q) How is everyone going to offer their ABE Orientations?

- Hopelink plans to do orientation by Zoom
- For orientation you might use CANVAS conferences in an ed interview section.
- LWIT plans on running orientation as an online class in Canvas.

- Whatcom was able to get a Canvas shell for new student orientation with videos and assessments.
- BTC shared HS+ interviews on Google Voice.
- EDCC is putting together a very basic directed self-placement for our ELA program. We'll try it next week in combination with a phone call Speaking/Listening assessment.
- LWIT is using Zoom to do a face-to-face assessment.
- Spokane CC shared that the information from Ed Tech Center World Education is very helpful for considerations for ABE programs getting online.

Q) Kelli mentioned the possibility of a 2-week shut down for all. If this happens, will the snap shot be adjusted?

A) Please clarify a 2-week shut down, we haven't heard this message before. If the Governor issues the same restrictions as California, will the snap shot date be adjusted? That would be a shelter-in-place and all operations plan to continue working remotely. We believe it would continue to be 4/9/20.

- campus advice was to move critical files to their OneDrive so in the event that we close campus, they will have access to what they need. Hope this helps.
- Comment – Are these platforms FERPA compliant?
  - WWCC - Our IT has assured us that our files are protected for FERPA

Comment - Prior to restrictions, Hopelink had set up with businesses to do mock interviews with students. Now they have shifted this to be done remotely, as interviews may be done via phone or WebEx.