

CBS WebEx – 3.27.20 – Q and A

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

Monica Wilson shared the link to the COVID-19 Google Folder:

<https://drive.google.com/open?id=1YKgQm4t11ew8uR2q0F5NrrSlogynPijW>

Jon shared all BEdA face-2-face(f2f) trainings for May are being canceled and an email will be sent out later with what we are able to do online.

He also shared notes from Jan's conversation with the Governor's Office late yesterday. Under the current executive order:

- Colleges are designated as essential services
- Faculty and staff may return to campus after midnight April 6, to prepare for the return of students in lab and equipment intensive classes with social distancing. Lab and equipment intensive classes can resume after midnight April 8, but must adhere to all sanitizing and social distancing rules.
- In yesterday's press conference, the Governor said that the **Stay Home-Stay Safe** executive order may need to be extended if there is not a decrease in cases in the next week.
- Remember that federal Master Grant, IELCE Grant, and CBO State Grant funds can be used to buy technology-including laptops, headsets, mics, and hotspots that can be loaned/checked out to BEdA students, staff, and faculty.

Student Services and Workforce will be sending out guidance on how funds from BFET, Opportunity Grant, Student Emergency Assistance Grants, Supporting Students Experiencing Homelessness Programs, Worker Retraining, and WorkFirst can be used to support technology needs.

Nate Humphrey shared that the Governor's mandate has also greatly impacted the Workforce side of the house. The face-2-face instruction being extended to at least 4/6, however it's anticipated to go longer. Most colleges are looking to begin the start of the Spring Quarter 4/14/20 with plans continuing for social distancing and seeing a lot of front-loading online instruction. Even exploring what programs can or cannot be offered, kind of rearranging curriculum within degree pathways as well.

There has been a lot of work with different boards and commissions, specifically with the Nursing Commission, Independent Colleges of Washington and the Council of Presidents. We have been able to submit joint letters on behalf of all three agencies to request that emergency and temporary regulator relief for various rules that impacting us and are keeping students from moving along their pathways.

There will be a guidance coming out over the next several days to the Workforce program, so your partners there, in addition to the regulatory board guidance's. There will also be a document coming out later this morning that will help inform how they can help with technology, i.e. Hotspots, loaner laptops.

SBCTC reviewed the Guidance that has been provided from 3/23-3/26

- Compliance – Troy Goracke

Allowable Process Changes – even after we return to normal business operations

- Electronic Files: Providers are allowed to keep student files electronically as long as the files are searchable, secure, and regularly backed up – Check with your IT Department and follow their policies/procedures. It also must be in compliance with the state’s archival rules.
- WABERS+ Forms at a Distance
 - The form can be completed through a phone interview with a staff member. On the signature line of the form, you would record “Phone Interview” and the completing staff member would also print and sign their name. This option does not require WABERS+ Helpdesk approval.
 - The form can be emailed to students to complete. The student can then email the completed form back. Providers would want to keep both the form and the email it came in as documentation. This option does not require WABERS+ Helpdesk approval.
 - A fillable document in a software supported by your organization (Microsoft Office 365, Google forms, etc.) is another option. Since students would need to be logged into their assigned accounts to complete the form, this would suffice for the verification the student provided the answers. WABERS+ Intake Forms re-created as fillable documents are required to be submitted to the WABERS+ Helpdesk for review and approval. This is a very quick process.
 - The WABERS+ Snapshot date of 4/9/20 will remain unchanged at this time.

Allowable During Suspended Operations Only

- Attendance: As a point of clarification, any face-to-face class that needs to shift to a distance education instructional model due to suspended operations can count that attendance and enter it as face-to-face. Providers are to document their process and retain in their records for monitoring purposes. These courses should remain coded as face-to-face classes in SMS and WABERS+ to avoid having Distance Education classes with exclusively face-to-face attendance. Any classes normally offered as Distance Education should follow normal Distance Education policy and process.

Guidance on Using Post-test Results – Troy Goracke

Providers may use CASAS test results from another provider in the following situations:

- Tests from another provider that are still considered valid according to the Carry-Over Dates for PoPs chart can be used as pre-tests.
- Tests given as post-tests by one provider may be used another provider when the following is true:
 - When a student is concurrently enrolled with both providers during a quarter
 - The post-test given is in the same subject the student received instruction in at your site, and the student has reached 45 hours of instruction in that subject area
 - Alternate CASAS form numbers were used (cannot be Same Test in Sequence)

When using a test record from another provider, you will manually enter the test record into WABERS+. You must maintain an audit trail of the source of the test record. Therefore, you may print or store a screenshot of the WABERS+ Statewide Search Result showing the original test record from the other provider or you may obtain a TOPSpro report from the other provider showing the test results. *Contact Scott Toscano with questions.*

- Technology/Open Education Resource – Jodi Ruback
 - Panopto training resources – sent out by Jodi Ruback on 3/24/20
 - Canvas training resources – sent out by Jodi Ruback on 3/23/20
 - Keep it Super Simple “KISS” Online classes available next week – sent out by Jennifer Whetham 3/25/20
- I-BEST – William Durden

First – primary objective is to provide online support to the providers who are running online I-BEST classes Spring quarter.

Second – this is an excellent opportunity to develop more robust online trainings and support that can be used in the future, as we believe many of the processes set in place now will continue into the future.

There will be a Spring 2020 I-BEST WebEx series happening beginning next Friday, 4/3 from 10:30am – 11:30am and will continue each Friday (4/10,4/17, 4/24, and 5/1) – it’s an open training, so no registration will be necessary. The first few weeks will focus on team-teaching/online teaching/support classes. Then on May 1st the focus will be on navigation. We can additional meetings as the need arises.

Please continue to reach out to Will so he’s able to help with your online team-teaching needs.
- Corrections – Pat Seibert-Love

The majority of faculty are on break. The deans/directors are trying to get clarification on when they are to return to work. As they don’t have the Internet, what they will be doing is the distancing and cleanliness.

Chat Questions:

- Q)** Can Master and IELCE funds be used to purchase technology, headsets, mics, hotspots, etc. to be loaned to students and faculty?
- A)** Yes. As usual, programs will need to keep an inventory of all technology purchased and have a process in place for checking items in and out.
- Q)** Can the CBO State Grant funds be used to purchase technology and hotspots to be loaned to students and faculty?
- A)** Yes. As usual, programs will need to keep an inventory of all technology purchased and have a process in place for checking items in and out.
- Q)** If funds are currently dedicated to other items in our budget (e.g., instruction, etc.) and are now going to be used for technology, would this require a budget revision?
- A)** Yes. Budgets would need to be revised in OBIS.

Please remember that if you are using FY20 funding, the items have to be received and put into inventory this fiscal year (no later than 6/30/20). Please be aware that the demand for laptops

and hotspots has significantly increased, and items may not be received in a timely manner. If items are not received and put into inventory by 6/30/2020, you would need to transfer those expenses to FY21 funding.

Q) What about technology - for instructors?

A) Yes, grant funds can be used to purchase technology for faculty. As usual, programs will need to keep an inventory of all technology purchased and have a process in place for checking items in and out.

Q) I have a question about \$25 tuition waivers. How can we provide these to students if we are unable to get a signature? Can we "sign" for them? What about for I-BEST since all students receive a waiver?

A) Use the same process as listed above for "WABERS+ Forms at a Distance" during this time.

Q) What is the rationale for not changing course coding to DE? *Judi, we assume that these would normally be classes you offer f2f, but are being offered online during this time.*

A) What we're finding is that some providers are moving their BEdA classes to fully online and coding them as DE. Other providers are coding BEdA classes that will be delivered remotely during the COVID-19 crisis as traditional f2f classes with the plan to return to f2f once the restrictions are lifted., These providers are continuing to code and track BEdA classes as f2f courses. It really is a local provider decision.

That helps with my question. It sounds like there is nothing wrong with coding everything online, in both SMS and WABERS, and having instructors all record as DE, correct?

A) Yes, correct

Comment) Troy, EVCC is requiring that we change everything to OL in SMS. Even though they weren't.

Q) If classes stay coded f2f, but are online, do faculty need to list which model they are using?

A) No, what they need to do is have evidence (documentation) of how they counted those hours. Some are doing online, some are doing packets.

I'd like to hear more about mailing packets. *Check last weeks WebEx chat notes in CBS Canvas, as the packets were talked about a bit last week.*

Q) Are we allowed to use these different methods for completing the WABERS form when things go back to "normal"?

A) Refer back to "WABERS+ Forms at a Distance" above, these are permanent changes of how you may do this. They are allowable now during this time of temporary operations and will continue to be allowable when normal operations resume

Q) How about coding for I-DEA classes?

A) The coding should be the same as it always is.

Q) Has there been any discussion with OSPI to provide high school seniors with HS+ opportunities? i.e., seniors coming and completing their senior year at the college

A) We are in initial conversations with OSPI, but we have some barriers that need to be resolved, as we are not currently allowed to serve those 18-year old students as their graduation cohorts have not completed. We hope to have joint guidance with OSPI out next week around this topic.

- Q)** Is there an update or change to how time and effort needs to work?
- A)** There are no changes in how Time & Effort would be tracked during the COVID-19 crisis. If employees are still working, they would log their time just as they always have. If they are on some kind of leave, they'd log that as leave (as normal). If they're on leave without pay, they'd log that as leave without pay (as normal).
- Q)** Should I-BEST classes also stay coded f2f?
- A)** Keep as f2f, however, unless the college decides otherwise.
- Q)** So, are we welcomed to invite our faculty to these initial I-BEST webinar series?
- A)** Yes, it is primarily designed for faculty, but still expect to have deans/directors attending.
- Q)** Our college is interested in using GED scores for college placement. Are there any guidelines other than what is on the GED website?
- A)** I would recommend looking at [Shoreline's assessment page](#) and [Highline's assessment page](#). Each has slightly different scores ranges for placement, but both fit in the general guidelines. I recommend these because they worked with faculty to set this and tracked students to make sure the placement was appropriate. [South Seattle](#) is also doing work on this. They have determined their English placement, but have not finished vetting the math placement.
- Q)** Would email confirmation still be necessary for a tuition waiver for I-BEST since all students receive the \$25 waiver?
- A)** As the tuition is waived at the policy level, you do not need a special email for those students.
- Q)** Will we be able to use other institution's post-tests as our post-tests when things go back to normal operations?
- A)** No, it will revert back its original format, if a student accrues 45-hours you would test them at your site.
- Q)** Similar question: release forms to serve underage students? *Clarification - she's referring to the current practice of the school district needing to release them before we can serve them.*
- A)** Jon and Troy are currently working on this with OSPI – current guidance is to contact your district and try to work out a process locally. Maybe an email exchange between the HS and the college that could be attached to the release form, might be acceptable to them. She'd like us to let them know if a broader policy is reached, as it is quite complicated when working with multiple districts.
- Q)** Do we have any update on when GED testing will be available again?
- A)** No, I do not have an update at this time for when GED testing will be available to the public again. I expect that public test centers will not make plans to re-open until after the stay at home order has passed.
- Comment) Our college has a placement guidance for GED scores. It is in revision process, though.
- Comment) At LCC, the bookstore is offering to mail books to students for spring quarter, so we may be working with them. They are also getting a drive-up service going.
- Comment) At WWCC, High schools have been in continuous contact with me and we are working on email and scanned document exchange. Hope this helps.