

CBS WebEx – 6.5.20 – Q and A

WebEx called to order and welcome by Monica Wilson.

Monica Wilson shared the link to the [COVID-19 Google Folder](#)

Jon's update:

- Ha Nguyen, SBCTC Student Services, sent out guidance 6.4.20 concerning the CARES Act Direct funding to students. Under this new guidance the restrictions on DACA, undocumented, and international students stay in place because there are restrictions based on existing law. However, the guidance about "must be eligible for TITLE IV" would not be enforced because it was made up for the 2nd guidance document. Guidance—now-- is that the Dept. of Ed. is giving Institutes of Higher Education the green light to move forward to disburse aid to students with COVID-19 related needs with the exception of DACA, undocumented, and international students. There were some still concerned at some of our colleges about this guidance, so Student Services is running this by our AG for confirmation.
- WEC Update: Safely Re-opening Update: A Phased Approach
Governor Inslee's Safe Start: Re-Opening plan went into effect 6/1/20. This continues the phased approach to re-opening education and our economy that has already been in place in our state, but now allows counties to move from phase to phase as their areas meet the eligibility criteria to do so. Currently, about 29 counties have moved into Phase II. Those providers in counties still in Phase I, are allowed to have non-lecture-based workforce programs that are on the approved list operate with the required safety protocols in place. Those providers in counties that have been approved to move to Phase II, can now allow all non-lecture workforce programs to operate on campus with the required safety protocols in place. The safety protocols for both Phase I & II have been merged. They are fundamentally the same with the exception of Phase I courses limited to the approved workforce list for allowable programs. The major difference between is now safety protocols for both Phase I & II allow the 6th social distancing bubble to be "broken" if it is required for the training (dental hygiene, CDL, phlebotomy, etc.) with the required PPE in use.

Questions?

- LCC – we are now in phase II and provide direct services to their students (intake/registration) – is anyone else doing this?
 - Jon believes that f2f services will happen in Phase III, probably in August
 - Local colleges are still able to determine guidance and how they will operate, with the Gov's guidance
 - WWCC – all of our student services are remote
 - GHC – is not providing f2f services
 - SPSCC – opened briefly for 1:1 registration
 - Sound Learning – as a CBO, we are classed as "professional services" and since we're in Mason County, we can open up with their guidance and as soon as we can do it safely. It's not easy.

- SVC – only our library is providing drive-thru service. No other in-person services.
- Update on distance ed for WABERS+ - beginning in Summer 2020, using DE moving forward will be coded DE hours in WABERS using an appropriate and approved method (Teacher Verification or Learner Mastery models) documenting those hours.

Conferencing software, synchronous class meetings used for distance education should happen at a regularly scheduled time, and include substantive instruction. Quick check-ins, office hours, or unstructured class meeting time should not be counted towards distance education hours. In order to document participation in synchronous class meetings, instructors should create a mechanism for tracking these assignments within the proxy hour reporting method being used for the class.
- Distance Education Reporting for Summer Quarter - See email dated 5.27.20 from Jodi Ruback

Below you will find links to the Google Slideshow used in the presentation, as well as the video recording: [Distance Education Slideshow – May 2020](#) and [May 12, 2020 Distance Education Recording](#). *Note: Video captions will be added when available.*

Additionally, answers to questions posed about counting Zoom hours, I-BEST attendance, Teacher Verification Model reporting, and counting Distance Education hours in CBOs can be found in the [Distance Education Q&A Document](#).
- Updated 2019-20 Assessment Policy – Scott Toscano’s email 6.2.20

Based on recent updates in [federal guidance from OCTAE](#), we updated our [WA State Assessment Policy](#) with a new appendix outlining our Suspended Operations Policy as it applies to assessment practices in BEdA programs. This is really just our way of codifying the guidance we’ve already given you and letting you know that we will continue to have this policy in place “until Governor Inslee’s Reopening process allows for testing to commence on campuses and in our community-based organizations.” ([WA State Assessment Policy 2019–20-revised 6.2020](#), page 21).

Additionally, this policy allows programs to use locally designed assessment methods to provisionally place students into an NRS Educational Functioning Level (EFL) when an approved NRS test cannot be administered. We will operationalize “provisional placements” by referencing the class with the lowest program level in which a student without a pre-test is enrolled to report them on the NRS Tables. Program levels are determined locally by the [Classification of Instructional Programs](#) (CIP) code on the class. This will be a back-end process in WABERS+ reporting and we do NOT anticipate any additional data entry requirements.
- [Financial Aid Dashboard](#)
- GED Update – Fact Sheets have been added to the CBS COVID-19 Web Meetings page
- FY20 Grant Year-end Deadlines – Michele Rockwell’s email 6.4.20 for full details
 - **Budget revision deadline** – **June 15, 2020** – this is the last day to submit budget revision requests for all grants that end June 30, 2020
 - **Invoice deadline** – **July 15, 2020** - This is the last day to submit invoices for all grant expenses through June 30, 2020 (regardless of whether the grant ends June 30, 2020 or continues on into the next fiscal year).

Note: Some of you are aware that we sometimes had the ability to accept late invoices in emergency situations in past years. Due to the timing of year-end this year, the early cutoff for interagency billings, and it being SBCTC's first year-end in ctclink, we do not believe we'll have the ability to accept late invoices this year.

- **Time and Effort** - Don't forget to make sure all applicable [Time and Effort](#) reports are completed and that you've reconciled those reports against payroll reports and the salaries and wages charged to the grant. If you have to make any adjustments to what was charged to the grant, please do so on your May or June invoices.
If your organization has an electronic signature policy, follow that policy when collecting electronic signatures on time and effort (T&E) reports. If your organization does not yet have an electronic signature, we will allow employees and supervisors to approve T&E reports via email.

- I-BEST and I-BEST@Work Updates – Will Durden and Nicole Hopkins

We have concluded our I-BEST web meeting series and also had an I-BEST Team Teaching training 5.29.20. Please reach out to Will at any time for assistance.

I-BEST@Work – essential grocery retail workers need the opportunities that education and skill training can provide, we advocated to use funding for new activities:

- Navigational Services
- Pathway Articulation
- Faculty Co-Planning
- Web Based Curriculum Development (*new*)
- Participant Certifications (*new*)
- Instructional Support (*new*)

Additional asks that were approved us of grant:

- Curriculum development for online classes
- Training for food service employees and hospitality workers
- Offer the training to both new and incumbent workers
- Train workers who are not currently working face to face with the public (e.g., Culinary, hospitality or retail management students)
- Pay for industry recognized certifications
- Utilize funds to support instruction

We have also received an extension through February 2021 to spend the funds. Nicole will be hosting a Zoom I-BEST@Work Session in the upcoming weeks so please keep an eye out for the invitation. We hope to have an employer from one of our partner state talk about the impact I-BEST@Work has had on their employees and community. Please reach out to myself or Will Durden for more information.

- Meeting frequency for these CBS/SBCTC web meetings – do we wish to continue meeting weekly? Most like bi-weekly and move to Thursday. Monica will send out a more formal survey to select final timing.

As of 5.29.20 the new college grant rules were approved and adopted, they go into effect 7.1.20 so co-enrollment in I-BEST and HS+ programs are now eligible for WA College Grant from their first quarter!! Look for an email from Student Services later today!

Questions / Answers:

Q) Sound Learning - We will be opening up for face to face with very small groups this summer, but will have to be Hybrid, because we have lost our space for ELA.

Is there a balance of time/distance vs f2f that we need to adhere to?

A) No requirements around that – just be sure to record your classes with the right coding

Q) Sound Learning – losing the space they use in school classes so social distancing and CASAS testing will be a problem. With limited space they want to ensure instruction continues, however, the need to test to place for instruction...what do they do?

A) When you are able to CASAS test, test – otherwise keep track of student who have not been tested and test them later

Q) Hopelink – distance ed question – July 1 from Troy's comments above

Trouble with synchronous Zoom classes...why do they have to do extra steps to record attendance?

A) Yes, it's affective July 1, 2020.

Troy agrees, that yes, this is an additional burden, however, the definition of distance ed – anytime they are remote (teacher and student are not in the same place), it's distance ed and must fall into the correct counting methods. These are the current requirements OCTAE is holding us all accountable for, so therefore, it must be done.

However, Troy will check if using a web conference software can count in some other way besides distance ed.

If you create a generic assignment in Canvas, you can easily duplicate it. Reach out to Jodi and she is willing to help

Q) SPSCC - What about using the Canvas Attendance Tool?

A) You can add a generic assignment in Canvas

Q) Sound Learning - and if we're not using canvas, but Google Classroom?

A) We are not familiar with Google Classroom; however, you just need a tool to track teacher verification and Jodi has an example she can send you.

Q) WVC – if we are doing synchronous using learner mastery, is there something else that needs to be done if she has a certain amount of number attached to that module, right?

A) Depends on if you loop Zoom attendance as part of completing that mastery module.

Q) Centralia - What does "Governor Inslee's Reopening process allows for testing to commence on campuses and in our community-based organizations" mean if campuses will open by county? Is this when the state is open?

A) Test when your college is allowed to test. The college determines when the testing center opens. They will also prioritize what type of testing will be happening in each test center.

Test anyone you are able to capture and track all of those who are not able to test as you will need to capture their testing later.

Lou's guidance is talking with your test center. They may be able to do other testing on certain days and be open for CASAS on a separate day, if they know you have a need.

Q) Highline - How will programs be compared to each other if some agencies are unable to test while others can?

A) Jon – talks are beginning to happen with regards to SAI and how roll out will be affected.

Q) Sound Learning – do we need to CASAS test now or not?

A) Test anyone you are able to capture and track all of those who are not able to test as you will need to capture their testing later

Comment) TCC – is receiving push back from faculty that teach shared classes (part ABE students and part Dev. Ed.) it is causing more faculty to complain about having ABE students in their classes

Q) CPTC - has heard conflicting guidance on whether testing is allowed in phase 2 or 3.

A) Test when your college is allowed to test. The college determines when the testing center opens

Comment) GHC – She's fearful that we will have the same push back when instructors of our co-enrolled classes fully understand these DE requirements.

- o SVC – has the same issue with my Dev Ed classes cross listed with BEdA classes

Comment) Hopelink – Only activities that prepare students for a class meeting (pre-work in a flipped model), extend learning, or have the student learning independently count towards distance education. Do not count homework time or non- instructional interactions between the students and the instructor (e.g. office time).

Q) What about office hours? Seems instructional too

A) In general, office hours are not instructional activities. If you believe that office hours are instructional, you would need to document it very specifically for it to qualify.

Q) Sound Learning – We have tutoring being performed via Google Meets and What's App, and educational interviewing time. Are these D.E.?

A) yes, because they are tutoring

Q) Corrections ed question, in phase 2, is there any room for us to have lab time for basic skills students, small groups, 6-foot rule etc.

A) In our corrections programs, there are no phases. This is now a local decision between the college and corrections.