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READ THE LATEST **KV FOCUS**

Greetings,

During these unprecedented times and the uncertainty this season brings, I am grateful for your continued support of the college and its mission. We all can agree that the health and well-being of our students is our top priority.

Over the last several days, I have had multiple meetings with groups and individuals about how to move forward during this period. I extend my appreciation for your work and willingness to keep focused on our students.

I understand your growing concerns about your safety and that of your family. For this reason I wanted to let you know that we are finalizing the Employee COVID-19 (Coronavirus) Short-Term Telecommuting Remote Work procedure. We know that the duties of some employees cannot be performed remotely. Again, these employees are encouraged to use sick or annual leave if they believe they need to be away from the office during these times. I have called an Administrators Plus meeting today at 4 p.m. to discuss the Remote Work procedures and anticipate that we will share those details with the campus community by the close of business.

While our collective response to COVID-19 Coronavirus continues to impact every area of our lives and the lives of our students, let us look for new ways to work cooperatively with one another. Please find ways to extend encouragement and support to one another.

In addition, please continue to grant one another plenty of grace as we make our way through these uncharted waters.

Sincerely,

A handwritten signature in black ink that reads "L. Marshall Washburn". The signature is written in a cursive style with a large, sweeping initial 'L'.

L. Marshall Washington, Ph.D.

President

IMPORTANT TEACHING AND TRAINING INFORMATION

You may have noticed that Moodle went down within hours of the President's announcement about suspending face-to-face teaching due to coronavirus.

The problem is that Moodle is an old system that still contains all courses dating back to 2011. Unfortunately, this means it's currently 99% full and that the sudden increase of course files and teacher/student traffic during the campus closure will continue to crash the system unless we take measures to prevent it. IT has carefully considered alternatives and determined that either adding more space or deleting old courses simply carries too high a risk of important class data being permanently lost.

To ensure it remains working for those who need it most, use of Moodle will be limited to instructors who:

1. Are currently teaching online or blended classes.
2. Are using a meta courses (i.e. you requested to have multiple course sections combined into one Moodle class)
3. Have students who need Moodle in order to log into third-party courseware, such as Cengage MindTap, SAM, Pearson MyMathLab, Testout, Elsevier Evolve, Knewton Alta, etc. Note: this does not apply if you use these tools but your students log in outside of Moodle.
4. Fill out [this form to request access](#) and have the request approved by their Dean. This form is for those who believe continued access to Moodle is essential for their class and their students and therefore their access should be prioritized.

You (and your students) will continue to be able to see and download content you've already posted. But until further notice, unless you meet one of the requirements above, you will not be able to make changes or upload additional content, grades, or announcements.

We understand that this is yet another massive disruption for both faculty and students, and we would not consider removing such a helpful and widely-available tool if it wasn't absolutely necessary. Thankfully, the solution to Moodle's instability was already known and well underway with its replacement, Canvas.

Canvas is Open for Business

Moodle was originally due to be replaced by Canvas during the Summer and Fall 2020 semesters. Due to the pressing circumstances, Canvas has been made available to any faculty who wish to use it to help facilitate their current, Winter 2020 classes.

Here's what you need to know:

- Instructors who log into canvas.kvcc.edu right now should find their empty course shells for their Winter 2020 courses already waiting for them. Students have already been enrolled, but the courses remain unpublished (aka hidden) [until you decide to publish \(unhide\) the course for students to see it.](#)
- See below for details of more last-minute Canvas trainings from the FSC and many helpful volunteers. Keep an eye on your email and the [workshop registration system for dates, times, locations, and signups.](#)
- You are NOT required (or even encouraged) to re-create your whole Winter 2020 Moodle course in Canvas or to develop an entirely new course. But you are welcome to make use of Canvas's user-friendly communication features (announcements, discussions, pages, file uploads, etc.) to share material with your students while Moodle is unavailable.
- Your imported Moodle courses from Winter 2020, Fall 2019, Summer 2019, and Winter 2019 will be available in Canvas as soon as possible. We did not import Moodle content directly into your Winter 2020 course shells because Moodle imports are imperfect and will require cleanup if you decide to use them. To copy some or all of your Moodle course content into your live shell (where your students can see it), [follow these instructions](#) and reach out to the Faculty Success Center with any questions.
- You will not be required to move your Moodle gradebook into Canvas. You will find [instructions for downloading an Excel copy of your gradebook from Moodle if you wish to do so.](#)

Teaching Continuity Faculty Resource

We're here to help! Like many colleges around the country, the Faculty Success Center has developed an online resource to help faculty know what options they have for teaching during the closure. [You can find this information here at the Teaching Continuity Canvas Course.](#) This is still very much a work-in-progress, and will be rapidly expanding as we add tutorials, recommended tools, video demonstrations, how-to articles, and more.

Tons of New Workshops: Attend In Person or Zoom In

[Click here to see a live, up-to-date list of the additional trainings for faculty have been scheduled.](#)

These begin this Friday, March 13 and will be available for registration soon here. These trainings include the following topics so far:

- **Zoom web conferencing:** hold live class sessions and virtual meetings with students.
- **Panopto:** Record lecture videos, including your computer screen and Powerpoint, and share them with students online or in Canvas.
- **Canvas Bare-Bones:** Get started right away with the most helpful communication tools in Canvas
- **Google Drive:** Using Google for File sharing and storage
- **Using the Class Roster to Communicate:** Learn ways to contact your whole class at once using the Student Support Portal

- **Using Zimbra to Communicate with your Students:** conquer your email and make communication easier
- **Options for Assessments:** Many of you have had questions about assessing students from afar. Mary Kay is here to discuss your options.

Links to join remotely via Zoom will be posted on the registration page for the workshop, and recordings will be available afterwards with captions.

We Welcome Your Feedback and Support

The Faculty Success Center, Office Support, Information Technologies, Libraries, and other offices and departments have banded together to try and make this difficult time as smooth as possible for faculty and students, but we can't do this without you. If you would like to volunteer to offer a training to faculty (recorded, live in-person, or live online via Zoom), please contact Gail Fredericks at gfredericks@kvcc.edu.

We welcome your input on this difficult process. Please contact facultysuccesscenter@kvcc.edu with any comments, questions, concerns, or ideas. Thank you!

TTC CAFETERIA OPERATIONS BETWEEN MARCH 16 AND APRIL 6

During the time Kalamazoo Valley has suspended face-to-face instruction (March 16 to April 6), the TTC cafeteria hours will be 7:30 a.m. - 1:30 p.m. In an effort to minimize the risk related to the spreading of communicable diseases, including COVID-19 (Coronavirus), the options and service will be altered.

There will be no re-usable mugs or cups allowed. If you usually bring a re-usable, you can let them know and they will still honor the 10% discount.

Breakfast items will consist of grab and go items such as fruit & yogurt cups, granola, muffins, scones, and Subway. Coffee will be available. Lunch options will consist of Subway, which includes pizza, soup, salad, and sandwiches.

Some individuals have used the cafeteria for hot water and/or ice. Carafes and buckets will be available. Please return those to them after use so they can be cleaned and re-used.

If you have any questions, please send an email to blueth@kvcc.edu or call 269.488.4256.

Consider Using Telemedicine Benefits

- Did you know that \$0 co-pay Telemedicine is a part of your Kalamazoo Valley medical coverage?
- Amwell Telemedicine is a convenient way for you and your covered family members to receive care without making a trip to urgent care or your doctor's office.

- Connect with a board-certified doctor by calling 1-844-733-3627, logging on to Amwell.com or download Amwell's mobile App.
- AmWell offers treatment for many common illnesses and conditions, including pink eye, headache/migraine, ear infections and more.
- If medication is needed, the provider will send prescriptions to your local pharmacy.
- When you visit Amwell.com or download the mobile app, you will need to register for an account.
- Enter your name and e-mail address, create a password, and answer a few simple questions.
- Be sure to enter "asrcopaywaived" in the service key area for your \$0 co-pay benefit.
- A flyer for Amwell services is posted on the benefits page:
<https://www.kvcc.edu/about/working/benefits.htm>.
- Please let Director of Employee Benefits, [Susan Matlis](#), know if you have any questions at 269.488.4448 or 269.373.7879.

Wellness and Fitness Center Closure

The Wellness & Fitness Center, free weight room, gymnasiums, pool and locker rooms will be closed from Monday, March 16 to April 6. Drop-in fitness classes are also canceled.

Faculty and Staff Development offerings will still go on as scheduled unless you are otherwise notified. Contact [Molly Cartwright](#) with questions.

Accessing the Student Services

During the temporary suspension of face-to-face instruction beginning March 16 through April 5, students will be able to access many college services [online](#) and in person.

Most student support services including those listed below will remain open at all locations during regularly scheduled and previously posted hours:

- Libraries
- Computer Labs
- Financial Aid
- Admissions/Registration/Records
- Student Services

The college will exercise the option, if necessary, of limiting the number of students in any specific area at any time, current guidelines include only 15 - 20 students in a confined area at any time and maintaining a 3 - 6 foot distance between work areas.

VALLEY FOOD SHARE FOR MARCH 16

Kalamazoo Valley students in need of food should stop by Anna Whitten Hall today, March 16, between 2 - 4 p.m. Valley Food Share boxes will be available on a first come, first served basis.

TIME SHEETS FOR 4/1/2020 PAYROLL

The payroll department noticed that a number of time sheets were submitted by employees today (3/13/2020) and while we appreciate your diligence in submitting your time sheets, we wanted to make sure you knew that the current pay period is a three-week pay period and time sheets are not actually due until NEXT Friday 3/20/2020.

If you have already submitted your time sheets for the 4/1/2020 pay, you can contact your supervisor and have your time sheet returned to you to continue your time entry. If you are unable to reach your supervisor, please contact Anita in payroll and she can assist you in returning your time sheet.

As a reminder, the Banner Self Service application can also be accessed off campus by logging into your My Valley account at www.kvcc.edu.

Please contact the payroll department with questions. You may call Anita Gonzales at 488-4872 or send an email to payroll@kvcc.edu.

Thank you,

[Sara Herrmann](#)

CALENDAR OF
EVENTS

HUMAN
RESOURCES

STAFF & FACULTY
DEVELOPMENT