
From: [MCCC-BCCC, President](#)

Sent: Friday, May 22, 2020 8:54 AM

Subject: Form DE-2 for Online Summer Classes

Faculty teaching summer courses,

Joe Rizzo, DCE Grievance Coordinator from the MCCC, has recently advised us “[The recent COVID-19 agreement between the MCCC and BHE](#) distinguishes online courses from remote courses with ‘remote’ referring to courses that were planned to be F2F and switched to a remote format due to the current emergency (the international pandemic). This summer, courses offered pursuant to [the Distance Education \(DE\) Agreement](#) would be treated accordingly and the remote class should be handled the same as a traditional course. The [DE-2](#) should be submitted for formally designated DE courses most, if not all, are online.”

So what does this mean for you as a faculty member teaching this summer?

Since the college moved all courses online for the summer session (per an email from Suzanne Buglione on April 27), these are not *remote* courses. They are *online* courses, which are conducted under the [Distance Education Agreement](#), which can be found in [the DCE Contract](#) (starting at page 35). The instructor has academic freedom in how the course content is provided to learners.

Please fill out and include [form DE-2](#), The Distance Education Interaction Plan, and include it with your syllabus. In this form, you can make clear if your course will be *asynchronous* (learning on demand or as needed communication between students and faculty from multiple locations at times convenient to participants) or *synchronous* (entails the use of live, two-way communication among and/or between students and faculty in a scheduled or fixed points of time, much like classroom-based instruction).

Please exercise your rights to teach the course as you deem appropriate. Our understanding is that many decisions fall under academic freedom and you can make the choices for your class that you deem appropriate for the level and subject matter. Things for you to determine include: to hold your classes synchronously or asynchronously, to record your class or not, to make any such recordings available for viewing at a later time, any penalties related to missing deadlines and/or missing real-time meetings, etc.

As it appears that we are likely to be practicing social distancing and abiding by other COVID-19 restrictions for quite some time, it is important that faculty are able to teach their courses in the way they find works best for their students, while also keeping everyone as safe as possible.

The [recent MOA](#) also speaks to evaluations, “The BHE/community colleges agree that the colleges shall not conduct or consider student evaluations nor perform classroom observations for classes during Summer 2020.” We interpret this to mean that your syllabus will still be evaluated and checked against [form DE-1](#), the syllabus checklist for online courses. Note item 11 is the [form DE-2](#). Be sure to fill it out so that students know what is expected of them.

If you receive any push back on your DE Interaction Plan, if it is rejected or you are asked to revise it, please request that in writing and then let us know. We can help you address the issue or we can address it on your behalf. Forward any communication to Paulette Howarth, president, at pbazel@comcast.net, Emily Brown, vice president and president-elect, at 3asybee@gmail.com, and Colleen Avedikian, vice-president-elect at colleenmavedikian@gmail.com.

There are similar implications for faculty teaching in the fall. Suzanne Buglione recently sent an email that provides some information about the plans for Fall. She indicates that face-to-face courses will be converted to one of three modalities, all of which fall under the [Distance Education Agreement](#). Faculty would be required to submit [form DE-2](#) with their fall syllabi.

FYI:

Excerpt from Suzanne Buglione's email from April 27 which informed us that all classes will be online, not remote. "We have decided to move **all summer courses online** given the increasing safety concerns of the pandemic. The Deans and I will be working with the MCCC union and the Faculty and Staff Senate to develop a process to alter the face-to-face courses that are on the schedule. We will also be assessing our online course development needs in anticipation of the online summer session. Your Deans will be reaching out to share further updates with you and the Registrar's office will begin converting courses by the end of this week."

Excerpt from Suzanne Buglione's email from May 21, which discusses planning for the fall. Given the continued rise of COVID-19 in our region and the time that we all need to take this summer to be ready for fall, we are relying upon the conversations held with the union and senate to guide our decisions. We will move to make changes for the fall semester that will allow us to pivot easily if we are not able to be back on our campus locations fully. These changes will take place in the following way:

- Online courses will remain online.
- Face-to-face courses will be converted to one of three modalities:
 1. Face-to-face courses could be converted to Hybrid courses, which will give us the flexibility to be face-to-face at some point in the semester if allowable. This could be earlier or later in the semester and would enable hand's on learning, depending on the recommendations from the state. Given the potential restrictions of social distancing, we will be coordinating the face-to-face sessions by gathering faculty requests for campus location, day and time, for the in-person portion of the Hybrid courses.
 2. Face-to-face courses could be converted to Online courses.
 3. Some face-to-face courses could be converted to Synchronous Live, a new modality whereby instructional sessions are virtual but live at a specific time and day. Deans will be requesting recommendations from chairs and coordinators for these sections and will work to maintain asynchronous options for the same course so that we meet the needs of all students.
- Hybrid courses will remain as hybrids with the gathering of faculty requests for campus location, day and time for the in-person portion of the Hybrid courses to coordinate for social distancing restrictions.

Next steps:

Deans will be reaching out to faculty this week and next to prepare for the fall as well as Phase One and Two of re-entry. Please consider holding virtual office hours and/or recitation sessions in all courses.

We will establish some forms to track Hybrid course information to ensure that we can maintain social distancing requirements. We will follow the course development process/stipend for fall online courses as well as all recommendations that come from the statewide MCCC fall Impact