
From: [Buglione, Suzanne](#)

Sent: Wednesday, July 8, 2020 6:51 PM

To: [Buglione, Suzanne](#)

Subject: Important dates and resources for faculty

Hello everyone,

In my email last week, I promised to continue to provide you with more detailed information and updates as the summer work unfolds. Here is all the news I have to share at this time:

Completing incompletes this summer

Hope you have been able to connect with students from your courses that received incomplete grades to make a plan to help them get their work done **by August 15**. Stipends for qualified faculty were outlined in the email last week. Students have been notified about their financial incentive and that email is available for you to view at [Email to Students about Incomplete Grades](#) – we will be sharing student communications with you going forward. Thank you to those who requested them. Your help in leading the completion of these incompletes is greatly appreciated and important so that students can continue their academic path in the fall.

Course search for fall

Course modalities have been updated in the course search information for students by the Registrar's Office. Student Services and Enrollment Management (SSEM) staff will be calling every student to help them understand the changes that have been made since the original fall schedule.

Wrapping up summer online course development

Just a reminder about the deadlines for completion of this work. These deadlines reflect the last date in which your course materials must be approved by Online Learning staff to be paid the stipend. The deadline schedule is as follows for summer online course development, as reflected in the email sent last week:

- Summer 1: (6/1-6/25), the deadline was **July 6, 2020**.
- Summer full term: (6/1 – 8/13), the deadline is **July 24, 2020**.
- Summer 2: (7/13-8/20), the deadline is **July 31, 2020**.

Preparing for fall this summer

The new Online course development form for fall courses is ready – please use it for both Online and Hybrid Courses. If you were stipended to develop the course previously or plan to use someone else's course materials, there is no need to complete this form. It is intended for courses you have not developed before. You will need to do one form for each section of Online or Hybrid Courses you are assigned to teach this fall. It is accessible at [New Online Course Development Form July 2020](#) and will live on the [AccessBCC on the Faculty/Advisor Tab](#). You must submit this form by **July 17**. For those of you who submitted Part One of the old forms, you will need to resubmit your information in the new form.

Please note that we have added some required workshops all of which will be virtual but live:

- For Hybrid and Online Courses, you are required to attend the following 8 hours of training:
 - Zoom Training (1 hour), Blackboard Basics (2 hours), Advanced Blackboard (2 hours), Universal Design (1 hour), Equity in Online Learning (2 hours).
 - Attendance will be part of the \$500.00 per credit compensation.

If you believe that you should be exempt from the Blackboard Basics workshop because of your work in Online Learning, please email michael.murphy@bristolcc.edu to make your request. We do understand that many of you have mastered the basics of Blackboard already.

If you are teaching a [Synchronous Live Course](#), a temporary COVID-related modality, the statewide impact-bargaining continues, and we will send you updates on training and stipends as soon as possible.

A schedule of workshop dates and times has been developed by Online Learning and the Lash Center for Teaching and Learning (LCTL) – see the schedule at [Fall 2020 Online Course Development Training - Summer '20 Schedule.docx](#). This schedule will continuously be updated with additional dates and times to offer you as much flexibility as possible, so please keep checking back as sessions are added. The Schedule will live on the [AccessBCC on the Faculty/Advisor Tab](#). Required workshops will be offered through **August 21**. You will notice a host of additional workshops that are optional, and we encourage you to participate in all that interest you to further develop your online teaching and course design skills. There is no need to register prior to workshops.

[Faculty mentors are available](#) all summer to support your course development work. I encourage you to meet with them and use their experience to help guide you. In addition, there will be a [Reflective Practice Group \(RPG\)](#) meeting virtually to create a space for faculty teaching online to bring questions and concerns, as well as share your experience and expertise with others. I believe it will prove a great place to get support. There will be additional [resources unfolding for online students](#) including a weekly [Tea with Stefanie for Online Students](#), located on the [Online Blackboard home page](#). Additionally, an Online Learning Chat Room, also located on the [Online Blackboard home page](#), as well as orientation for fall online students. Special thanks to Online Learning and Title III for supporting these efforts. If you have online students now or later who are struggling please send them along to Stefanie Gouveia or Dennis Baldwin.

Please remember that there are also options for you to utilize Open Educational Resources (OER) in your online course development for an additional stipend.

Online and Hybrid course development including a final review by Online Learning staff, as well as attendance at required workshops must be completed by **September 2**. Payment for this work will be done as soon as you have submitted your materials and they have been reviewed by Online Learning staff using the agreed-upon rubric.

I appreciate the work of the SSEM, LCTL and Online Learning staff. And I am grateful to you for the important work you do despite the challenges this pandemic has brought to us.

Thank you.

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Knowledge emerges only through invention and re-invention, through the restless, impatient, continuing, hopeful inquiry human beings pursue in the world, with the world, and with each other. Paulo Freire