DATE: June 20, 2020

TO: Department Chairs

FROM: Andrea C. Wade, Provost and Vice President, Academic Services

RE: Course Information Sheet Information

Colleagues,

I would like to thank you for ensuring the revised CIS documents were uploaded to the institutional content folders for spring 2020. It was a huge help to students as they navigated their new learning environments. We know some students will continue to struggle with challenges brought about by the COVID-19 pandemic, and I encourage you to have your faculty review classroom practices to ensure flexibility and inclusivity, while still upholding MCC’s high standards.

Following a recommendation from the chair’s network, staff in the Academic Learning Environments developed a draft CIS template for faculty use. It is a fillable Word document that is completely compliant with ADA standards and includes the information from this memo plus some additional sections on MCC policies and student supports. Please consider recommending faculty explore this template for their use—it will help provide consistent information to students across their classes. We have instructions that provide a clear step-by-step process for filling out the form. The documents are located at M:\MCC\Digital Resources\Course Information Sheet (CIS) template. The template includes a section on Student Supports that refers students to rooms on campus. We are looking into modifying this for our remote environment. If you have questions about the template, please email Jeremy Case.

Whether or not faculty choose to use the template, as always, please review your departmental CISs to determine if the detailed information required below is being included in each document. We will continue the practice from spring 2020 of reaching out to students who are absent from class at specific milestones, but we will not yet implement a withdrawal of students as a result of absenteeism. Also, because the Fall 2020 semester will be delivered almost exclusively either online or by remote instruction, we have included information on reporting student attendance at the end of this memo and revised some of the standard language in this memo, as needed.

The CIS should be made available to students by the first day of class. Please send an electronic copy of your CIS to your department secretary to ensure that it is posted in Blackboard prior to the start of the semester, if possible.

The syllabus is a description and plan for your course and should help the student easily access information about the course. According to guidance from the New York State Education Department’s [syllabus expectations](http://www.nysed.gov/college-university-evaluation/department-expectations-curriculum) (shown in red below), syllabi are reflective, comprehensive and confirm the expertise and pedagogical skill of the instructor, and should include the following items:

1. Course description: including course title as listed in the current catalog with course abbreviation, semester, and section.
2. Course objectives: learning outcomes as approved by the department and listed in the current catalog.
3. Prerequisites as they appear in the current catalog.
4. Credits allocated for the course (e.g., 4 credits).
5. Number of instructional hours, including mode of instruction such as Remote, Traditional, or Online. Include exactly what the student can expect in terms of instruction by Zoom or other collaborative platforms for your (lecture, lab, studio, etc.). Also, include how this is reflected for the course seat time requirements (e.g., 3 lecture hours, 3 laboratory hours).
6. Instructor Information: name, best method of contact, and Office Hours. You must post specific information on your office hours—times and methods such as phone or Zoom. Explain if the students will need to schedule an appointment or if your hours will be open. Give details.
7. Instructor MCC email address: instructor may include indication as to whether they will accept messages from non-monroecc.edu accounts and/or assignments via email.
8. Department information: name of department housing the course and a link to the departmental information from the webpage.
9. Required Course Materials: Textbooks, materials, instruments, special fees, and expenses.
10. Assignments and required activities, including lectures, movies, class discussions, field trips, virtual/computer work, projects, in-class work, readings, and any outside activities/assignments.
11. Method of assessing student achievement, including assessment rubrics at the course and project levels. If this information already exists in Blackboard, please link to the content or direct the student to the correct location.
12. Basis of grade determination: overall course grading scale; percentage of overall grade determined by each graded component, including:
	1. Examinations—comprehensive or not, number and type of tests
	2. Homework and outside class work
	3. Projects—general description of project; group or individual
	4. Class participation—how participation is graded and how participation grade status is made available to students during the course [information on “attendance” found at the end of this memo might help identify activities for class participation]
	5. Other graded work
13. Bibliographic and other resources.
14. Other course policies related to integrity of credit: for example, if extra credit is offered, a description of what will be accepted for extra credit and the circumstances under which extra credit will be accepted. Please ensure that extra credit assignments align with the course learning outcomes and are equitably accessible/available to all students in the course.
15. Make-up Policy: Exams, assignments, and classes.
16. Classroom expectations:
	1. Student Responsibilities.
	2. Instructor Responsibilities.
	3. Cell Phones: Instructions and or/class expectations.
	4. Zoom or other remote learning platform etiquette (here is one [link](https://education.depaul.edu/covid-19-resources/Pages/zoom-etiquette-for-students.aspx), there are many sites offering advice).
17. General MCC information:
	1. Faculty members may consider adding the following statement: Neither audio nor video recordings of the instructor or the class can be made without the explicit prior written permission of the instructor or when approved as an accommodation by the Services for Students with Disabilities Office.\*
		1. \*Faculty cannot deny students with disabilities access to an approved accommodation of digital recorded lectures. Such accommodations might be identified as necessary under Section 504 of the Rehabilitation Act. Instructors are therefore obligated to permit recording of their lectures when a student with a disability has been approved for this accommodation by the Disability Services office.
	2. Statement on Student Attendance\*\* and Withdrawal: Regular class attendance is one of the most important contributing factors to your academic success.  Missing classes may have an academic consequence.  In addition, failure to attend class may impact scholarships, grants, loans, veteran affairs status, satisfactory academic progress (SAP), participation on athletic teams, eligibility to live in campus housing, and, most significantly, ***financial aid assistance***.

MCC requires faculty to report student attendance in Starfish for all classes (see MCC policy [3.3 Student Attendance Policy](https://www.monroecc.edu/fileadmin/SiteFiles/GeneralContent/depts/policy/documents/Administration/3.3_Student_Attendance_Policy.pdf)). MCC uses the student attendance data to identify when students have been missing classes and to send messages from the Starfish Early Alert system letting students know when they have missed a significant portion a class. The messages will encourage students to reach out to their instructors to either re-engage in the class or to discuss withdrawing from the class.  **Please note: attending class is important to student success and this does not suggest in any way that it is OK to miss 10%, 20%, or 30% of class meetings**.

If you anticipate missing class, please keep in regular communication with your instructor. If you determine that you will be unable to complete any course, it is YOUR responsibility to withdraw (“W”) in order to avoid a failing (“F”) grade.  Instructors are not allowed to withdraw you from class for any reason, including poor attendance. If you need assistance in completing the withdrawal process, please contact the Registration and Records Office, [Room 6-203, 585-292-2300 (Brighton)]; [Room 210, 585-685-6003 (Downtown Campus)].

1. This statement must be inserted on all Course Information Sheets:

*Students are required to read and acknowledge College-wide policies each term. They are found in “College-Wide Policies” on Blackboard under Student/Courses.*

1. Course Outline and Schedule: Approximate dates of exams and major assignments (precise clarification a minimum of one (1) week in advance).
2. Studying with students remotely. Please consider adding the following information to your CIS in order to enhance your students’ learning:
	1. MCC has made the application Circlein available to you and your classmates. Circlein allows students to create virtual study groups. To get started on your computer, phone or other device, visit the app store and search for “Circlein” and then search for Monroe Community College which will take you to our Blackboard login page. Enter your MCC credentials and select “Authorize” to get started.
3. Consider linking students to the [MCC’s coronavirus website](https://www.monroecc.edu/coronavirus/) for information on the coronavirus.
4. For Face-to-Face classes, Public Safety recommends you include the following in your CIS:
* All individuals will wear adequate face coverings when on campus unless alone in an enclosed space or outdoors in an environment where proper social distancing is practiced. Exception - consuming food or beverage in designated location, while maintaining social distance.
* Hand sanitizer and cleaning solution is available in all labs or classrooms where instruction is taking place.
* Faculty or students should wipe down their work area used before and after class
* Use hand sanitizer after completing wipe down
* Students are not allowed to eat in classes.
* Students may drink water; however, water must be in a closeable bottle and only if allowed by professor.
* Students and faculty must remain at 6-foot distance from one another throughout the class, unless otherwise specified by instructor.
* No congregation in common areas is allowed, including, but not limited to hallways, lounges, atriums, and stairwells.
* All common areas, such as break rooms, conference rooms, elevators, and cafeterias, have restricted occupancy due to social distancing. Observe all signage.
* Students who fail to comply with face coverings or social distancing requirements should be asked to leave the classroom and campus immediately and may be referred to Student Services by Public Safety.

**Attendance**

Please include a statement discouraging students who are feeling unwell physically and/or mentally from attending in-person meetings and emphasizing that students will not be penalized for non-attendance.

*\*\*Attendance for online or remote instruction* defined in Title IV of the Higher Education Act, 34 CFR 668, refers to any academically-related activities that includes, but are not limited to, the following:

* Physically attending a class where there is an opportunity for direct interaction between the instructor and students
* Submitting an academic assignment
* Taking an exam
* Completing an interactive tutorial
* Participating in computer-assisted instruction
* Attending a study group that is assigned by the instructor
* Participating in an online course discussion about academic matters
* Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Thank you for your assistance and cooperation in these important matters.

ACW:mk

cc: Division Deans