

Subject: Update: HACC's Preparation for the Coronavirus – March 30, 2020
Date: Monday, March 30, 2020 7:52:51 PM

Good evening, colleagues!

I hope that you were able to spend some time recharging over the weekend. With the [announcement](#) that all Americans should continue to follow social distancing guidelines through the end of April, it is becoming clearer that this is our “new normal” for now.

On difficult days, I find inspiration and hope in the good work of HACC employees and students. This week, we will be sharing multiple stories from our new “HACC Heroes” series, [including this one](#) about our Nursing and Allied Health programs. I hope these stories give you a boost if and when you need one.

As you have come to expect, following are the commonly asked questions and our responses to them. Please note that some of these responses are tentative and subject to change.

If you have additional questions and you do not see the answers on the website, please submit the online form located on the website. Please see the webpage section called “[Information for Employees](#).” If you would like to see the information being communicated to students, please see the webpage called “[Information for Students](#).”

We will continue to update you regularly via email, the aforementioned website and Zoom sessions.

Thank you!

John J. “Ski” Sygielski, MBA, Ed.D.
Pronouns: He, Him, His
President & CEO
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1. How can I prevent “Zoom bombing” in appropriate videos in my classes?

Please see the information in this article:

[https://security.berkeley.edu/resources/cybersecurity-and-covid-19/settings-preventing-zoom-bombing?
fbclid=IwAR0R1tTwl68b1IPVploJMjkqv0YDibY_7V2Lq3PVy2aVHXWMKec1LZ8z2YM](https://security.berkeley.edu/resources/cybersecurity-and-covid-19/settings-preventing-zoom-bombing?fbclid=IwAR0R1tTwl68b1IPVploJMjkqv0YDibY_7V2Lq3PVy2aVHXWMKec1LZ8z2YM)

2. How can I make sure students have consented to be recorded for my Zoom class sessions?

Please have students consent to be recorded before they enter Zoom.

- Here is an explanation: <https://support.zoom.us/hc/en-us/articles/360026909191-Consent-to-be-Recorded>
- Here is a video our instructional designer, Jordon Barrie, made to explain how: <https://youtu.be/5DxfGZ59Yig>

3. How can I get help from an instructional designer during the week of March 30?

The Center for Design and Instruction (CDI) is hosting open sessions via Zoom this week:

- April 1; 2-3:30 p.m.
- April 2; 2-3:30 p.m.

Please email your questions or request one-on-one help:

- For D2L/Brightspace inquiries, please contact Joe Mendrzycki at jdmenzrz@hacc.edu or Jordan Barrie at jcbarrie@hacc.edu.
- For Zoom inquiries, please contact Qiquan Wang at qqwang@hacc.edu.

4. I have been notified by a student that they have a confirmed case of COVID-19. What should I do?

Employees and students with a confirmed or suspected case of COVID-19 are strongly encouraged to disclose this information to Aimee Brough, vice president of human resources, at abbrough@hacc.edu or Della Archer, director of employee relations, at daarche2@hacc.edu.

If you have been made aware that an employee or student has a confirmed or suspected case of COVID-19, please provide the individual's name and contact information to Aimee or Della.

5. What happens to the identifiable employee or student information that is reported to the Office of Human Resources (OHR) related to COVID-19?

Any information shared with the Office of Human Resources (OHR) as a result of the COVID-19 pandemic is held in a confidential status and only disseminated to those having an operational, medical or legal need to know as allowed under the Health Insurance Portability and Accountability Act (HIPAA); Family Educational Rights and Privacy Act (FERPA); and other applicable local, state and federal laws.

6. What steps are being taken when the College receives reports of COVID-19 exposure, suspected cases or confirmed cases?

The efforts to respond to concerns related to COVID-19 are coordinated through the Office of Human Resources (OHR) and in conjunction with College leadership. Procedures in responding to reports of potential or actual COVID-19 cases within the College community include:

- A. OHR receives information related to suspected or confirmed case.
- B. OHR collects information specifically related to onset of symptoms, last contact with the College community and current status of the reported case.
- C. OHR determines appropriate next steps, which could include:
 - i. Contacting the Pennsylvania Department of Health
 - ii. Obtaining medical documentation from affected individuals
 - iii. Making arrangements for instruction continuity for students or work continuity for employees
- D. OHR will provide relevant information to those with a medical or legal need to obtain such information.
- E. OHR will continue to monitor the situation.

7. **What are some best practices instructors can employ to minimize cheating during exams? In an effort to curb cheating, my instructors are greatly minimizing the time (75-80 questions in 40 minutes) I have to complete quizzes and tests that require typed input (not multiple choice), which negatively impacts my performance. I hope there is another alternative.**

As you have identified, academic dishonesty is a concern when assessing student learning remotely. Instructors are challenged to design quizzes and exams in such a way as to minimize the opportunities (or temptations) to use unauthorized resources. Your question specifically focuses on the concern about students looking up answers while completing an exam. There are a number of ways an instructor can address this:

- A. Limit the amount of time per item. Recommended limits for multiple choice items range from 45-60 seconds. Short answer and essay questions should be longer, but the optimal length will depend on the nature of the item and the amount of detail and explanation expected in the response.
- B. Design test items to require application of concepts (versus memorization of definitions, names or dates) so that students cannot easily find an answer online or in the textbook.
- C. Design the assessment so that it is an open book or open note assignment, again generally relying on students demonstrating a higher level of comprehension of key concepts and theories.
- D. Utilize a live online exam proctoring service. This costs money and requires students to have a minimum level of technology, such as a webcam.
- E. Place more emphasis on other methods for assessing student learning, such as in-class assignments, discussion board postings, term papers and class projects.

Please contact your instructor to discuss any concerns about testing.

8. **How do students return textbooks at the end of the semester?**

The spring 2020 textbook rental due date has been extended from May 18 to May 28. Students who did not rent a textbook and would like to sell the textbook back before the bookstores reopen on May 18 should check the HACC bookstore website bookstore.hacc.edu on or after April 1 for step-by-step instructions for remote buyback. Please note that the bookstore will buy back textbooks for the summer and fall semesters on campus starting on May 18. If the textbook is being used for summer or fall classes, if it has all the required supplements and if the bookstore has not met the quantity to fill, students will receive cash for those books. This price will be higher than the remote buyback price. Please note that buyback prices may change daily.

9. **How do I fill out my timesheet for the pay period from March 15-28? Many employees worked remotely, and other employees worked on campus.**

The federal government recently passed the [Coronavirus Aid, Relief, and Economic Security Act](#) (CARES Act) that provides a variety of support to individuals, businesses and government entities. To ensure that employees are paid accurately and we are able to track eligible expenses for reimbursement, we need to be sure timesheets are coded properly. The Payroll Department has developed a [timesheet guide](#) that provides examples of how employees should code their timesheets based on their situations.

Please note: This guide is different from previous communications due to the changing situation. It is important that all employees review and follow this timesheet guide for the pay period March 15-28.

- 10. If I'm a full-time employee (including faculty) working remotely, do I need to submit a timesheet? If I have to submit a timesheet, how do I record my time on my web timesheet?**

Please refer to the [timesheet guide](#) for details on how to submit a timesheet based on your specific situation.

- 11. Now that we know remote working is the new normal, do we still need to stick to the one-business-day turnaround time for responding to phone calls and emails?**

For the rest of the semester, please respond to phone calls and emails within two business days. This pertains to all employees.

Quote: "The secret of change is to focus all of your energy, not on fighting the old, but on building the new." ~Socrates

Thank you!