

Subject: Your Coronavirus Preparedness Questions Answered – March 30, 2020
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Greetings, HACC student!

Please remember that you are invited to join me for a Zoom session tomorrow, March 31, at 1 p.m. I am looking forward to hearing your feedback on what we can do to continue to serve you in the best ways possible. Details for logging in are below:

[Zoom information is redacted for security purposes.]

On difficult days, I find inspiration and hope in the good work of HACC students and employees. 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 Students.”

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

Thank you!

John J. “Ski” Sygielski, MBA, Ed.D.
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1. **I was already enrolled in an online math course with exams proctored on campus. How will the proctored exam be handled now that campuses are closed?**

Math faculty have worked out alternatives to live proctored exams. Your professor will have information on how tests will be handled.

2. **What happens with students who are in labs? Since we cannot go to our labs and cannot dissect things in our homes, what will happen to the lab fees we paid? Will we need to complete the lab parts of our courses once the campus opens back up?**

Many faculty members have created videos to assist with lab demonstrations. Some hands-on classes, though, will need to be completed once we return to campus. For details, please ask your professor.

3. **With the first week of remote classes finished, I have concerns with my classes. Instructors are using Zoom recordings that total less than the allotted class time. I struggle with online classes as it is and meeting once a week via Zoom, I feel like I am being cheated, with not only my education and learning, but financially.**

Our faculty are balancing meeting with students during the scheduled class time and working with students who are unable to meet during the scheduled class time because of new work schedules or childcare responsibilities. While you may only see a one-hour video for two scheduled hours of class time, faculty are supplementing those with additional conversations with students, including calls and emails. If we were still meeting twice a week on campus, we would continue as planned. In this new modality, faculty are working to be as flexible as possible for students who are struggling outside of class.

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.

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