

Good afternoon, Norco College,

Although we are not all together in one place, our Norco College teams are buzzing with activity and the daily operations of the college are beginning to take shape in this new virtual environment. I encourage you to create time and space inside your home workspace and offices to relax and restore. The daily updates will continue in this format so please feel free to send your suggestions or additions to your area VP.

#### TELL YOUR STUDENTS WHO NEED LAPTOPS:

- Please come to the CSS drive-through for one last chance to check out a laptop tomorrow, Thursday, March 26 between 12:00 - 2:00pm.

#### FOR FACULTY/STAFF STILL IN NEED OF LAPTOPS:

- Please come to the Norco Operations Center either today between 12:00 - 2:00pm or this Friday (March 27) between 10:00am - 12:00pm. When you arrive, please park outside the gate and walk into the OC along the north-east side (near the loading dock). A Business Services manager will be waiting for you.

Below is an update from our Vice Presidents:

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#### **ACADEMIC AFFAIRS**

- Course Leads are being established for specific courses (or clusters of courses) that need additional coordination and support as they move online. If you would like to serve (or believe you are already serving) as a Course Lead, please confirm with your Chair and Dean. Once confirmed, Course Leads will be set up for special project pay of up to 20 hours for the spring term.
- Online Mentors are also being established to help faculty (in any discipline) who are new to online teaching get up to speed quickly. If you would like to serve (or believe you are already serving) as an Online Mentor, please confirm with your Chair and Dean. Once confirmed, Online Mentors will be assigned special project pay of up to 10 hours for the spring term.
- We have been getting requests for faculty to come on campus to pick up grade books, files, etc. We're looking at ways to accommodate this if possible. Stay tuned for details on whether or how this might be possible.
- Dr. Parks has sent out an email to all students who have not yet been active in their Canvas courses. He is using their personal email address. So far the responses have been positive, so please be on the lookout for those students as they come online in your classes. We will be forwarding a list on students and their personal contacts to Chairs and Deans, who may forward the list to faculty. Faculty are asked to contact their unresponsive students and encourage them to engage in Canvas. Please let Dr. Lee's office know of any problems students are having so we can look for solutions.

#### **STRATEGIC DEVELOPMENT**

- Would you like to call students from a unique phone number (not your own)? Here are [instructions to set up Google Voice](#) on your computer or mobile device. Anyone can use this app for free with a Google account. (Thanks for the link Dr. Parks!)
- The [Online Student Services page](#) has been updated to include graphics and an accordion to improve usability.
- Coming Soon! We are working on compiling an Employee Resource Guide with various tips and guidance for working remotely.

## STUDENT SERVICES

- Laptop Distribution for March 24<sup>th</sup> of 65 laptops including general student population and special populations. We will distribute laptops again on Thursday, March 26<sup>th</sup> from Noon to 2pm at the lower level of the Corral.
- Grab-n-Go bags distribution of 57 bags to students occurred yesterday. We are coordinating a day and time to continue distributing bags once a week.
- Live Chat Stats
  - March 23rd – 292 Chats
  - March 24th – 260 Chats

## UPCOMING WEBINARS

There are several resources provided here, please take some time to explore them and share with students and colleagues as appropriate.

### *NEW: Ongoing Statewide Webinars*

Beginning Wednesday, March 25, 2020, the Chancellor's Office will host weekly webinars until further notice. Weekly webinars are on Wednesdays from 9:00 am to 10:00 am. Each webinar will be recorded and available on the Vision Resource Center following the event. California Community Colleges faculty, staff, and administrators will find resources and information within the Vision Resource Center. Visit [visionresourcecenter.cccco.edu](http://visionresourcecenter.cccco.edu) for additional responses to webinar questions. After logging in, under the "Connect" menu, visit "All Communities" and look for the "CCC | COVID-19 Resources, Tools, and Discussion." Select the community and then click "Join Community" to access the content. To join the live weekly webinar sessions, please connect here <https://cccconfer.zoom.us/j/299858221>.

### *Equity-Minded Online Teaching Practices*

Our partners at SDSU, Dr. Frank Harris III and Dr. Luke Wood, are sponsoring a webinar: [Equity-Minded Online Teaching Practices](#). The webinar will be on March 26<sup>th</sup> at 10:00 am. You can register here, [https://zoom.us/webinar/register/WN\\_L8m3z5uERsmOOa9xm-zm-w](https://zoom.us/webinar/register/WN_L8m3z5uERsmOOa9xm-zm-w). Please share this resource to help faculty and staff design online instruction with equity in mind.

### *Active Minds Webinars*

Recognizing the challenges faced by students everywhere during these unique circumstances, Active Minds has created a [special online hub](#) for students to support their mental health during COVID-19.

Active Minds are offering two more free webinars this week, one of which are specifically designed for students. Please feel free to share widely with students who want to learn about caring for their own well-being, want to continue their mental health advocacy online, and/or want to learn about how to navigate unique communication challenges that come with returning home, transitioning to online learning, and staying connected while practicing physical distancing.

**1. Student Chat: Student-Led Mental Health Advocacy in an Era of Physical Distancing - Wednesday, March 25, 7pm ET**

Intended for: Student mental health advocates

In an unprecedented moment for higher education, students continue to lead the way with innovative, creative, and impactful ideas to support the mental health needs of their peers. This interactive meeting and discussion, led by Active Minds, will share strategies students have employed to maintain connection, educate and support mental health and wellness, and build community at a time of increased anxiety, isolation, and instability among students. Limited to 100 student participants. [Register here.](#)

**2. Communicating in Quarantine: Tips to Encourage Mental Wellness in Close Quarters - Thursday, March 26, 7pm ET**

Intended for: young adults, parents, remote workers, neighbors/community members

All over the country, families, communities, schools, and workplaces are facing feelings of isolation and challenges with communicating with others as a result of students returning home after school closures; individuals balancing multiple responsibilities in a shared space with each other and other family members or roommates; colleagues, students, faculty, and administrators continuing their work through online formats; and members of the community working to support their most vulnerable neighbors while practicing physical distancing. This webinar will share easy, practical ways we can start supporting each other better right now through active listening. Limited to 500 participants. [Register here.](#)

Wishing you all a good rest of your day.

Best,

Monica

**Monica L. Green, Ed.D.**

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