

Good morning, Norco College,

As we begin this week I hope you are settling into your new teaching and working environments. Throughout my daily meetings and interactions with our sister colleges and the district I am continuously reminded about the outstanding work you all are doing. I am proud beyond measure to be a part of this community of innovators, collaborators, and communicators. Thank you for taking the time to truly connect with your students and colleagues in meaningful ways, it makes all of the difference.

Beginning Friday, April 10, I will be holding a virtual office hour every other week to address any questions or concerns you may have. The Vice Presidents will join in the as their schedules allow. I look forward to seeing you!



Below is an update from our Vice Presidents:

ACADEMIC AFFAIRS

- Thank you to the 105 faculty who have completed the survey so far. If you haven't completed it yet, please click [HERE](#) and do it:) I will leave the survey up this week. Below is summary of the response rate and summary breakdown of the 3 main questions.

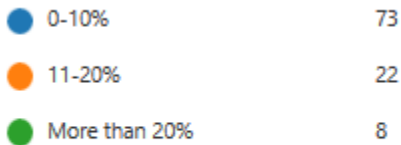
SPRING 2020 NC	EXPERIENCED OL/HYB		NEW TO OL/HYB		TOTAL
FULLTIME	44	12.3%	40	11.1%	84
PARTTIME	78	21.7%	197	54.9%	275
TOTAL	122	34.0%	237	66.0%	359

RESPONSES	RATE
53	63%
52	19%
105	29%

**Experienced DE includes those assigned a minimum of 1 Hybrid or Online section in Spring 2020*

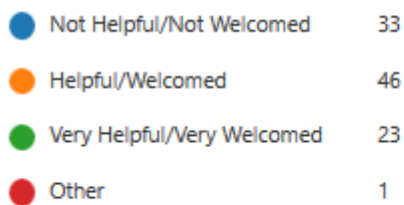
1. We understand that there are a number of unresponsive students in most of our Canvas sections, and we want to gauge the magnitude of the problem so we can contact them using their personal contact info and offer support to get them back on track. What percent of your students (guesstimated overall in all your sections) have not yet engaged in your Canvas courses?

[More Details](#)



3. If you had access to your students' personal phone and email address in Canvas, how helpful would that be?

[More Details](#)



5. We know that many faculty are new to online teaching and using Canvas. Canvas has a feature that allows instructors to invite others to join their classes as participants, alternate instructors, observers, supplemental instructors (SIs), or tutors. If this feature were turned on and you could invite one of our mentor faculty or faculty helpers to temporarily join your class to help you organize or improve accessibility or give advice, how helpful or welcome would that be?

[More Details](#)

● Not Helpful/Not Welcomed	31
● Helpful/Welcomed	49
● Very Helpful/Very Welcomed	23
● Other	1



- The Library & Learning Resource Center (LRC) continues to make progress expanding online support services for our students:
 - Norco College librarians are available [online via chat](#) during regular library hours: Monday-Thursday 7:30am-8pm; Friday 7:30am-4pm; Saturday 9am-2pm.
 - You can also [chat with a librarian](#) 24 hours a day, 7 days a week.
 - Make an [appointment with a tutor](#). Drop in tutoring is available via [ZOOM](#). Online tutoring is available via [NetTutor](#).
 - Contact [Damon Nance](#) for a report on your students' use of tutoring or Supplemental Instruction (SI).

BUSINESS SERVICES

CAMPUS ACCESS PROCESS/EQUIPMENT LOAN AGREEMENT/MAILROOM/WAREHOUSE SERVICES

The college process for **Campus Access** during the closure is outlined below:

1. Requests with justification should start with immediate supervisor
2. Request then forwarded to area Vice President and onto the President for approval.
3. If approved, President/VP sends authorization to College Police for parking information, who coordinates visit with Vice President and/or Dean
4. Employees on campus will be either escorted or items retrieved and drop-off at curbside arranged

Equipment Loan Agreement Form

If the request to come on campus includes the pickup of district-owned equipment, the **Equipment Loan Agreement Form** must be completed, approved by the area VP, and emailed to Esmeralda Abejar in Business Services with a copy to the employee's direct supervisor.

[Loan equipment pick up at Operation Center warehouse.](#)

Loaned equipment such as laptops, cables, etc., are distributed **every Friday from 10:00am to 12:00pm** by Business Services managers. **Keep 6 feet of distance and use of a face mask when coming to the college.**

Mail Room Services/Warehouse deliveries

- Mail to and from the college continues to be delivered/picked up every Wednesday. (Since approval processes are done online, the amount of mail has been minimal). If you have mail that needs to go out other than to the District office:
 - Drop your mail in the yellow box at the CRC with a note to Robert Rodriguez to mail it out. Please note: this needs to happen before Wednesdays.
 - OR**
 - Please mail out your correspondence and submit a reimbursement for the stamps you used using an IERR form. This option is limited to urgent matters and only if electronic records are not accepted (i.e checks, final signed contracts, etc.).
- RCC warehouse delivers ordered equipment and supplies to the college every Wednesday, with departments that receive deliveries being notified. Pick up of essential items takes place at the Norco Operations Center warehouse **every Friday from 10:00am to 12:00pm**. **Keep 6 feet of distance and use of a face mask when coming to the college.**

STRATEGIC DEVELOPMENT

- Adobe Acrobat Pro E-signature Instructions:
 - Go to <https://www.adobe.com/creativecloud.html>
 - Sign-in with college email address (top right)
 - It will ask if it is a company or school or student account (select company/school)
 - It will prompt you to sign-in through the portal
 - Open the Adobe Create Cloud segment
 - Choose Adobe DC app to install
- The [Online Education](#) page now has an additional Student Resources link to the [California Virtual Campus - Online Initiative](#) (California Community Colleges)
- New information regarding faculty's ability to record in Canvas has been added to the [Frequently Asked Questions - Students](#) page.
- Answers to common financial aid questions have been added to the [Frequently Asked Questions - Students](#) page.
- Spring Break message to students: The email below went out to all RCCD enrolled students on 4/6/2020. The message is also archived on the [COVID-19 website](#) under student communications along with all student communications since March 5th.

Dear Students,

We would like to inform you that spring break (April 13–17) has been **cancelled** to make up for the week of instruction lost when we transitioned to online instruction. This will

allow us to fulfill the State requirement for student contact hours. Please look for information from your professors about your class schedule/assignments. These are unprecedented times and we sincerely apologize for the inconvenience.

As you are aware, the Riverside County Public Health Officer extended the school [closure](#) order through June 19, 2020. For more information, visit the [District COVID-19](#) website or check your college website to find out more about resources and online learning:

- *Moreno Valley Online Services & Resources:* <http://mvc.edu/resources/>
- *Norco College*
Resources: <https://www.norcocollege.edu/online/Pages/index.aspx>
- *Riverside City College*
Resources: <https://www.rcc.edu/resources/Pages/home.aspx>

Please note that Riverside County health officials issued an order to [stay home and cover face](#) when leaving.

Face coverings can be bandanas, scarves, neck gaiters or other clothing that do not have visible holes.

Remember, “Stay in your place. Maintain your space. Cover your face.”

Thank you again for your continued patience during this time. We are learning together, and will continue to persevere and get through this together.

Helpful links

Riverside County School Closure

Order: https://rivcoph.org/Portals/o/Documents/CoronaVirus/RIV_COUNTY_SCHOOL_CLOSURE_AMENDED_ORDER.pdf

Stay home and cover face

order: https://www.rivcoph.org/Portals/o/Documents/CoronaVirus/April/4.4.20_HO_order_face_coverings.pdf?ver=2020-04-04-172943-200×tamp=1586046633879

Riverside County Public Health: <https://www.rivcoph.org/coronavirus>

STUDENT SERVICES

- Live Chat Totals for the Week of March 30th through April 5th: 537 chats
- The California College Student Emergency Support Fund of \$500 hardship grants for low-income college students, including undocumented immigrants, foster youth, and those who are housing insecure is now closed. They reached the maximum number of students that could be supported on Friday afternoon and no longer accepting applications or placing names on the waitlist. If a student already submitted their name to the waitlist, the foundation will be in touch with information about when, how, and if additional funding becomes available.

UPCOMING WEBINARS

Our partners at SDSU, Dr. Frank Harris III and Dr. Luke Wood, are hosting another webinar: Equity-Minded Student Services in the Online Environment. The webinar will focus on equity-minded student services strategies and practices that can be employed by community college professionals in the online environment, and is a wonderful way to support the *Vision for Success*. The webinar is Thursday, April 9, at 10:00 a.m. [Register at this link](#).

ONGOING 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 <https://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>.

Best,

Monica

Monica L. Green, Ed.D.

President ✦ Norco College

2001 Third Street ✦ Norco, CA 92860

(951) 372-7015 ✦ www.norcocollege.edu

Norco College is temporarily providing all services and instruction online to help prevent the spread of COVID-19. The health and safety of our students and employees is our top priority. Click here for [RCCD Updates](#) and for [NC online education support](#).

