

## Academic Affairs SPRING 2021

### Curricular and Co-Curricular Delivery Plan

All guidance and protocols outlined in the R2B Phase II Plan will define service delivery throughout Academic Affairs during Phase II, Spring 2021. The following details are intended to set general parameters around instructional delivery and the provision of co-curricular activities sponsored through Academic Affairs and offered throughout the College.

Guidance for course conversions and the determination of instructional modality was defined in the [VPAA Memo dated 10.02.20](#). That memo is appended to this document.

### General Guidance

#### *Curricular Offerings*

- Prior to the COVID-19 pandemic Academic Affairs planned a Spring 2021 schedule that aligned with the comprehensive curricular revisions resulting from our participation in the Guided Pathways 2.0 initiative.
- Academic Affairs leadership has revised the academic programming it has planned in the least disruptive manner possible while still adhering to the College's guidance on protocols regarding COVID-19.
- Instructional delivery of every class has been identified as one of the four methods defined in the R2B Phase II Plan:
  - **Face-to-face** instruction is limited to specific classes for which a virtual experience cannot be delivered. These classes will be delivered on the Cheyenne campus or at community affiliates (i.e., clinical hosts, internship sites, etc.).
  - **Hybrid** instruction is a combination of scheduled on-campus in-person instruction and additional activity in the virtual environment (i.e., Canvas, Zoom, Teams, etc.). These classes are scheduled on the Cheyenne and Albany County campuses and in all academic schools.
  - **Online synchronous**, or "online on a schedule" instruction is delivered in a virtual environment where all students and the faculty are engaged in that environment at the same time. These classes are offered in all academic schools through the Cheyenne campus.
  - **Online asynchronous**, or "online anytime" instruction is delivered through Canvas. In these classes no scheduled and required class meetings exist. These classes are also offered in all academic schools through the Cheyenne campus.
- Members of the Academic Leadership Team collaborated with faculty to define the on-campus in-person parameters for each face-to-face and hybrid class. These requirements have been published in Colleague and were visible to students seeking enrollment at the time enrollment for the Spring 2021 semester opened.
- All faculty will distribute the Spring 2021 COVID-19 Syllabus Supplement via Canvas on or before Friday January 15. The syllabus supplement will provide at-a-glance class-specific information regarding on-campus in-person requirements, virtual meeting expectations, and instructor contact information.
- All classes will be designed as "flexible" with plans to transition to exclusively virtual instruction should circumstances related to the pandemic dictate that action. This transition will occur at the direction of President's Cabinet.

## **General Guidance**

### ***Co-Curricular Activities***

Co-curricular activities at LCCC offer learning experiences that complement the academic curriculum. They are extensions of the formal classroom experience and are purposefully connected to a program's courses. These College-sponsored activities will be offered during Phase II, Spring 2021 with the following expectations and parameters:

- Faculty who oversee the co-curricular activity will collaborate in developing a Phase II Operation Plan that adheres to the guidance and recommendations of the association or organization that provides structure to the activity (i.e. The American Choral Directors' Association).
- Activity Operation Plans must assure alignment with the guiding principles in the College's R2B plan. Specifically:
  - The health and safety of LCCC students and staff must be prioritized.
  - The plan must focus on the most essential aspects of the experiential activity.
  - The plan must assure that the innovative delivery of the activity does not negatively impact the sustainability of the activity and/or the College's operations.

## **Co-Curricular Operation Plans**

### ***School of Arts & Humanities***

Faculty in the School of Arts & Humanities have developed several co-curricular activities that are associated with classes founded in the school. The activities and the parameters around which they will be delivered in Spring 2021 are detailed below.

#### *Wingspan*

- Wingspan intends to publish two paper issues per semester and expand the Wingspan Online content.
- Both paper issues will be published before April 16<sup>th</sup>.
- Much can be done virtually to prepare Wingspan paper issues for publication. However, small groups of students will need to come to campus for quality control checks when the issues arrive and to distribute them in campus boxes and Wingspan kiosks.
  - All COVID-19 protocols will be followed during this brief on-campus in-person interaction. Student attendance will be recorded via Canvas' RollCall tool.
- Wingspan has the ability to go fully online for the Fall 2020 semester if COVID-19 circumstances necessitate that they do so. In this case, future paper issues will be canceled and Wingspan will publish content online with similar regularity.

#### *Theatre*

- The performing arts at LCCC are tied to our mission; it is imperative that we stay active and visible in our community.
- The essence of theatre is its live, unmediated nature.
- There is no authoritative board or body governing college theater operations because each theatre company and physical building varies widely in design, layout, and level of activity.
- As a result, the delivery of the theatre activities identified below will adhere to the guidelines of the College's R2B plan.
  
- Theatre will stage two shows in the Spring 21 semester.
- The first will be a streamed production using Zoom or other technology. This will obviously be best for social distancing and to keep large groups from congregating in The LCCC Playhouse. The play would be performed in The Playhouse and streamed live.
- The second production should make use of the SPA, should it be completed. Ideally, it should be live and with a live but smaller audience, following whatever health guidelines and/or restrictions are in place at the time.
- Should the SPA not be completed, an outdoor production, with a model similar to the outdoor production in October 2020, would be best, in mid-May, just before the end of the semester.
- The theater instructor will choose plays that fit these requirements and provide meaningful opportunities for our students and our community.

This plan for the Spring 2021 theater productions recognizes the expectation to adhere to COVID-19 protocols and was developed with these additional goals:

1. Produce a piece of quality literature that provides LCCC Theatre students and audiences with a meaningful experience.
2. Produce a play that ensures the maximum involvement of LCCC Theatre students.
3. Produce a play suitable to the performance space and its circumstances.

Should evolving circumstances require that the college go completely virtual, *all* performances will be streamed either live or live-to-tape.

### *Vocal Ensembles*

Ensemble participation is a program requirement of all music majors at LCCC. It is also a required element in our transfer articulation with UW. Ensembles are a necessity for the performance experiences of music majors. The operation plans outlined below focus on the responsible delivery of ensemble experiences within the guidelines of the College's R2B Phase II plan.

- Full Ensemble Rehearsals
  - All participants (singers, directors, accompanists) will be required to wear masks during rehearsals and performances. This is the standard practice for larger regional universities including UNC and CSU. Masks do not greatly impede quality of sound production and provide a great degree of safety. Face shields were recommended by LCCC's Risk Manager in Fall 2020; however, this past implementation has revealed that face shields fog up substantially, making it very difficult for the students to see the conductor or their music. The research does not show this added measure decreases the risk of aerosol exposure; masks and social distancing prove to be effective.
  - The College's COVID-19 response prevents rehearsal with the full Collegiate Chorale which has attracted 40—50 participants in recent semesters. In order to meet the R2B protocols the following precautions will be taken:
    - A biweekly rotation of participants will be employed to keep numbers below 25 in rehearsals. The division of the choir into two smaller choirs is a temporary measure to ensure safety for the all participants.
    - All rehearsal participants will be distanced at six feet minimum.
    - A 20-minute recess mid-rehearsal will be implemented and all participants will vacate the rehearsal room to allow any aerosols to dissipate. The instructor will ensure that students do not congregate and that social distance is maintained.
    - In performance, the divided choirs will perform separate repertoire and will not come together as a large choir. This will maintain the safety in place during rehearsal and allow for chamber singing experience.
  - Expected size of Cantorei is 10—15 participants including music director and participants. Cantorei will rehearse with masks, shields, and six feet separation as stated above.
  - All rehearsals will be in Fine Arts 139 (Large Rehearsal Space)
    - Collegiate Chorale meets Mondays from 6:30—8:20 pm; students will attend on a biweekly basis.
    - Cantorei meets Tuesdays and Wednesdays from 12:30—1:20pm; students will attend all rehearsals.
  - The choral director, singers, and piano accompanist will all wear a mask.
  - Hand sanitizer will be provided.

- The ensemble director(s) will be responsible for overseeing the sanitization of equipment (e.g. risers, stands, chairs, music folders).
- Any individual that is not feeling well per the protocol of LCCC's self-evaluation for COVID-19 will be excused from rehearsal.
- Recordings of rehearsals may be obtained and posted online through Canvas (enrolled students) and a private YouTube page (community Life Enrichment) to keep all musicians up-to-date on preparation and progress.

### *Instrumental Ensembles*

- Full Ensemble Rehearsals
  - To retain the full consort of musicians performing, safe social distancing guidelines per the studies of the University of Iowa/National Institutes of Health, and the Bamberg Symphony will be followed.
    - String players (e.g. guitarists, violinists) and percussionists can maintain normal social distancing guidelines with masks.
    - Woodwind instruments (oboe, bassoon, clarinet, saxophone) require 10 feet for social distancing.
      - Flute players will be permitted to play with proper shielding (e.g. plexiglass) to prevent spreading of aerosols. Flutists may be asked to participate less often (biweekly or less) due to transmission of aerosols.
  - Brass instruments require 12—15 feet for social distancing; the spread of aerosols is greater:
    - 12 feet for non-forward directional instruments (e.g. horn, euphonium, tuba)
    - 15 feet for forward directional instruments (e.g. trumpet, trombone)
  - The size of these groups is not likely to exceed the congregational standard of less-than 50 stated in the R2B Phase II plan.
    - Expected size of Wind Ensemble is 30—40, including the ensemble director.
    - Expected size of Jazz Ensemble is 10—15, including ensemble director.
    - Expected size of String Ensemble is 10—20, including ensemble director.
    - Expected size of Guitar Ensemble is 4—10, including ensemble director.
  - All ensembles will rehearse in Fine Arts 139 (Large Rehearsal Space).
    - Wind Ensemble meets Tuesdays, 6:30—8:20pm
    - Jazz Ensemble meets Wednesdays, 6:30—8:20pm
    - String Ensemble meets Thursdays, 6:30—8:20pm
    - Guitar Ensemble meets Tuesdays and Thursdays, 1:30—2:55pm
  - Ensemble directors will wear masks. Musicians that can wear masks include singers, strings (e.g. guitarists, violinists), and percussionists (e.g. drummers). Wind and brass players cannot wear masks in rehearsal as it impedes their ability to play instruments with correct embouchure.
  - Hand sanitizer will be provided.
  - The ensemble director will be responsible for overseeing the sanitization of down stands, chairs, instruments, and equipment used in each rehearsal.
  - Any individual that is not feeling well per the protocol of LCCC's self-evaluation for COVID-19 will be excused from rehearsal.
  - Recordings of rehearsals may be obtained and posted online through Canvas (enrolled students) and a private YouTube page (community life enrichment) to keep all musicians up-to-date on preparation and progress.

### *Vocal and Instrumental Performance*

- Open public performance(s) with an online option
  - Attendance on-campus or at venue for a limited live audience; performance will be simultaneously streamed for an at-home audience. (Scheduling of performances will occur in mid-January.)
    - Typical turnout for a live concert has exceeded 300 audience members. In order to adhere to the R2B protocols we will arrange seating to reduce the size of the audience to no more than 75.
    - Sanitation needs for the room would require Custodial Services to clean chairs, doorknobs, and local lavatories before and after dress rehearsals and performances.
  - This would allow more people to view the concert at home in real time and aligns with the R2B Phase II guidance.
  - In the case of COVID-19 circumstances worsening, the option for a live performance entirely streamed and/or pre-recorded will be retained.

## **Co-Curricular Operation Plans**

### ***School of Business, Agriculture, & Technical Studies***

The following guidelines were developed with the health and safety of students, faculty, and coaches as the primary concern. This plan provides safe practices and learning opportunities for students while maintaining some degree of momentum and continuity of each activity. Should COVID-19 circumstances force a restricted virtual environment any time, activities will be conducted in a completely virtual environment (Livestock Judging) or will halt operations all together (Equestrian Team, Ranch Horse Team, and Livestock Show Team).

#### *Health and Safety*

All BATS co-curricular teams will adhere to the following:

- Coaches and teams will follow the LCCC R2B Phase II Spring 2021 Plan specific to COVID-19 protocols.
- Coaches and teams will follow the guidance of the risk assessment conducted by LCCC's Risk Manager pertaining to facilities and the health and safety of all facility users and all animals on site.
- Coaches will orient all participating students to team-specific protocols to be followed throughout the Spring 2021 semester. This orientation has been a standard procedure for all teams in the past; the addition of COVID-19 protocols will be required in Phase II. Orientations will occur prior to the first day of any activity.
  - Orientation will be conducted virtually for participants in Livestock Judging and Livestock Show Team.
  - On-campus in-person orientation will be held for the participants in Ranch Horse and IHSA Equestrian Team.
- All livestock and all horses will be given dedicated space (stalls, tie rail sections, and pens) where they can be tied, tacked, and handled when not being ridden or shown. Each space will be dedicated to a specified number of animals in order to limit contact.
- Students participating on Ranch Horse or on collegiate Rodeo who bring trailers with tack rooms will be expected to keep their tack in those spaces and tack-up at their trailers prior to all riding.
- Tack room assignments will be prioritized by Colt Training program students, IHSA Equestrian Team participants, and Ranch Horse and collegiate Rodeo participants when tack rooms are not otherwise available (no anticipated need for collegiate Rodeo participants to access the tack room). Only two students at a time will be allowed in the tack room.
- Practice times will be scheduled and strictly adhered to in order to keep teams from interacting.
  - A 30-minute break between times will be built into the schedule to allow for teams to leave and enter without interacting.
  - No participants will be allowed to hang out at the arena entrances.
  - Students may not enter the arena and training spaces until their allotted times.
- Cleaning
  - Surfaces cleaned throughout the day by students, the barn manager, and student workers include gates, latches, door handles, handles on pitchforks, grain bins, grain scoops, wheelbarrows, etc.

- Stall Cleaning and Feeding
  - A strict cleaning and feeding schedule will be adhered to by all participants and allow for 15 minutes between allotted feed times to allow for cleaning and elimination of cross-traffic.
  - Feed crews will be organized by familial units and limited to a number that allows for 6 feet of separation at all times.
- Masks and Personal Hygiene
  - Students and Faculty will wear masks at all times for in-person meetings. As the CDC and state guidelines change regarding the use of masks, LCCC's policy on masks may be updated as deemed appropriate.
  - Hand sanitation stations have already been installed throughout the facility.
  - Signage will be hung throughout the ag and equine facilities to remind students of social distancing and hand washing. All signage will be provided by Public Relations.
- Visitors and spectators will be allowed under the following conditions:
  - They are a prospective student intending to enroll within the next two years; or,
  - They are members of a current student's immediate family.
  - All visitors and spectators must wear a mask and be socially distanced from current students.
- Travel
  - All out-of-state travel requests must be approved by President's Cabinet at least 14 days prior to departure.
  - Travel will be limited to a select number of students representing the College at each event.
  - Two students per room in a hotel (rather than four) for any overnight travel. Housing will be assigned per familial units.
  - Masks will be required while traveling in vehicles and airplanes where social distancing is impossible.
  - Teams will buy groceries and prepare meals or drive through restaurants for dining on the road rather than eating out at various restaurants. All meals will be taken as carry out and eaten in spaces where social distancing can be maintained.
- Should circumstances regarding the COVID-19 pandemic warrant a closing of on-campus operations, the Athletic Director and Rodeo Coach will collaborate with the Dean of BATS, the Barn Manager, and the Agriculture and Equine Program Director to determine the care and/or removal of all animals on site.

### *IHSA Equestrian Team*

- The Equestrian Team competes under the Intercollegiate Horse Show Association (IHSA).
- The 14 students on this team include freshmen and sophomores, men and women, and they ride either or both English (hunt) and Western.
- The riders compete in five shows per discipline, per year, in order to qualify for individual and team points.
- For sophomores, this year is a use-it-or-lose-it opportunity to earn points. These riders will have priority on any shows, virtual and on-ground, that could result in points and the opportunity to compete regionally or nationally.
- If circumstances related to COVID-19 force our return to virtual operations, this team will stop practice and will not attend any virtual shows. These participants do not ride their own horses and the College cannot provide horses in a virtual environment.

- LCCC will work with judges to assess riders in a non-formal/non-travel capacity in the spring semester should the shows be cancelled.
- Anticipated IHSA Equestrian Team travel during Phase II Spring 2021 is outlined below. Please note:
  - Pre-authorization of out-of-state travel as stated previously will be enforced.
  - ^Competitions that require the accumulation of points in order to qualify and are not likely SP2021 opportunities given the cancellation of all shows in the prior semester.

Date	Event/Type	Location	Students and #s	Travel Mode
February 12-14	ISHA – Western	Longmont, CO	6-8 riders	College Vans
February 19-21	ISHA – Western	Colby, KS	6-8 riders	College Vans
February 26-28	ISHA – Western	Lincoln, NE	6-8 riders	College Vans
March 5-7	IHSA – Hunt Seat	Colorado Springs, CO	6 riders	College Vans
March 12-14	IHSA – Hunt Seat	Parker, CO	6 riders	College Vans
March 26-28	IHSA – Hunt Seat	Longmont, CO	6 riders	College Vans
^April 9-10, 2021	Hunt Seat Zones	Stanford, CA	Eligible Riders – generally 1-3	Flight
^April 16-18	Western Semi-Finals	Oklahoma (Tentative)	Eligible Riders – generally 3-5	College Vans
^May 6-9	IHSA Nationals	Syracuse, NY	Eligible Riders – generally 1-3	Flight

#### *Ranch Horse Team*

- The LCCC Ranch Horse Team is a part of the Stock Horse of Texas (SHoT) Association.
- The 25 students on this team bring their own horses to campus to ride.
- Team members include freshmen and sophomores, men and women.
- College students competing in SHoT have 8 semesters or 5 years of eligibility, whichever comes first.
- LCCC is set to host a Ranch Horse Team Show March 19-21 (see separate exemption request).
- If circumstances related to COVID-19 force our return to virtual operations, all practices and virtual competitions will stop.
- If students are living at home and are able, they will be asked to take their horses off College property until further notice.
- Students living in a Residence Hall or with minimal options to move horses, will work with the LCCC Barn Manager, Ranch Horse Team Coach, and Ag and Equine Program Director to develop a safe plan for horse care during this quarantine.
- Anticipated Ranch Horse Team Travel during Phase II – Spring 2021 is outlined below. Please note, the pre-authorization of out-of-state travel as stated previously will be enforced.

Date	Event/Type	Location	Students and #s	Travel Mode
February 19-21	CSU Show	Fort Collins, CO	Top 7 riders	Personal trucks and trailers and college mini-van
April 16-18	NCTA Show	Curtis and McCook, NE	Top 7 riders	Personal trucks and trailers and college mini-van
April 29-May 2	National Collegiate Ranch and Stock Horse Championship	Abilene, TX	Top 7 riders	Personal trucks and trailers and college mini-van
May 7-9	NJC Show	Sterling, CO	Top 7 riders	Personal trucks and trailers and college mini-van
May 14-16	Slidin' Daze Palooza	Elbert, CO	Top 7 riders	Personal trucks and trailers and college mini-van

### *Livestock Judging*

- The Livestock Judging Team participates under the National Intercollegiate Livestock Judging Association (NILJA).
- The 16 students on this team include freshmen and sophomores, men and women, and they compete as individuals and as a team.
- The team determines student travel opportunities based on an event's purpose (practice versus contests).
  - Freshmen will need to go to more local facilities for practice.
  - National contests in the spring are encouraged for freshman and any sophomores who may have eligibility left in the year.
- The single year of eligibility for these participants usually starts in January and ends in December (typically the second and third semesters at LCCC). This means the opportunities for competition throughout the year vary between practice (students in first semester and sophomores finishing their eligibility) and "official" judging contests (generally, students in second and third semesters).
- Anticipated Livestock Judging Team Travel during Phase II – Spring 2021 is detailed below. Please note, the pre-authorization of out-of-state travel as stated previously will be enforced.

Date	Event/Type	Location	Students and #s	Travel Mode
January 13	Oklahoma Cattle Congress	Oklahoma City, OK	Sophomores, 5-6 total	College Vans
February 7	Patriot Contest	Abilene, TX	All, 12-15 total	Fly
February 10	Bull Bash	Valentine, NE	All, 12-15 total	College Vans

February 13	Nebraska Cattlemen's Classic	Kearney, NE	All, 12-15 total	College Vans
February 14	Iowa Beef Expo	Des Moines, IA	All, 12-15 total	College Vans
February 27	San Antonio Livestock Exposition	San Antonio, TX	Sophomores, 5-6 total	Fly
March 2-3	Houston Livestock Show	Houston, TX	Sophomores, 5-6 total	Fly
April 14-17	NACTA	Hutchinson, KS	All, 12-15 total	College Vans

- If circumstances related to COVID-19 force our return to virtual operations, this team would continue to practice in a virtual environment.

#### *Livestock Show Team*

- The Livestock Show Team does not participate under a given authority, rather in livestock competition classes at national livestock shows.
- The 15 team members (men and women) work with local producers to select, train, fit and show livestock (currently cattle) at national contests. This team is unique to LCCC and not found at any other Wyoming college or the University of Wyoming.
- The Livestock Show Team will host a livestock show on May 8 at the Archer Complex in Cheyenne. Preliminary planning is in the works for this event; an exception request is anticipated and will be delivered to the VPAA on or before March 1, 2021.

#### *Ag and Equine*

- The Ag & Equine Pathway anticipates hosting the Wyoming State FFA Contest.
- The contest is tentatively scheduled during the first week in April.
- Preliminary planning is in the works for this event; an exception request is anticipated and will be delivered to the VPAA on or before February 15, 2021.
- Normally up to 1,000 students participate over three days. Historically the livestock and business-type contests were spread out throughout campus.

#### *Skills-USA*

- The State Skills-USA contest is held over a two-week period.
- We have teams of 6-8 students each from Welding, Automotive, Auto Body and Diesel who would like to compete.
- Welding participants compete in both weeks; one week is reserved for traditional welding, the second for fabrication. All other disciplines compete in a single week only.
- Programs secured funding last year through SAFAC and have fundraised as well.
- The Skills-USA organization is currently surveying teams across the state to gauge the ability to travel and alternative options (one includes competing on campus and submitting results).
- Plans for the national contest is for a completely virtual competition in June 2021.
- The Skills-USA club is open to anyone on campus who wants to participate.

- The club meets outside of class time and participation is not associated with a class or a program.
- However, in the current year and as a result of our COVID-19 response, the students competing are all tied to an LCCC trades program area due to a lack of scheduled time for non-program students to work in the labs.
- The team is co-advised by Sam Graham and Chad Parsons with a great deal of guidance from former advisors Rob Benning and Robert LaFaso.
- Anticipated Skills-USA travel during Phase II – Spring 2021 is detailed below. Please note, the pre-authorization of out-of-state travel as stated previously will be enforced.

<b>Date</b>	<b>Event/Type</b>	<b>Location</b>	<b>Students and #s</b>	<b>Travel Mode</b>
April 8-9	Welding and Diesel Skills-USA State Contest	Gillette, WY	6-8 for each team (12-16 total)	College Vans
April 28-30	Auto and Welding Fabrication Skills-USA State Contest	Casper, WY	6-8 for each team (12-16 total)	College Vans
*April 28-30	Autobody Skills-USA State Contest	Casper, WY?	6-8 students	College Van

\* The Autobody contest has moved around the state historically and the last time LCCC competed, the state didn't hold a contest and the team qualified at a regional event in Greeley, Colorado. The scheduling of this contest in Casper is not confirmed and it may be true that travel to Greeley is requested.

# MEMORANDUM

Date: October 2, 2020

To: Members, Academic Leadership Team

From: Dr. Kari Brown-Herbst  
Interim Vice President, Academic Affairs

CC: President Joe Schaffer

Re: Spring 2021 Course Planning, Academic Affairs

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Academic Affairs will continue to support the objectives of the College's phased Return to Business (R2B) planning as we collaborate in shaping the institution's response to the COVID-19 pandemic. We must reconsider the activities and classes that were planned pre-COVID, to design the delivery of a Spring 2021 semester that adheres to the public health and safety guidelines at the State and local levels. The guidance that follows will be the foundation from which the Spring 2021 course schedule and instructional delivery determinations will be developed.

## Assumptions

- Prior to the COVID-19 pandemic Academic Affairs planned a Spring 2021 schedule that aligned with the comprehensive curricular revisions resulting from our participation in the Guided Pathways 2.0 initiative.
- It is incumbent on Academic Affairs to revise the academic programming it has planned in the least disruptive manner possible while still adhering to the College's guidance on protocols regarding COVID-19.
- Instructional modalities for all courses will be defined institutionally for consistent communication; modalities for all instruction are outlined below.
- The 2020-2021 Academic Calendar will remain unchanged with the following exceptions:
  - Registration for the Summer 2021 semester will coincide with registration for Fall 2021;
    - Registration for current students will open on April 6, 2021.
    - In order to facilitate informed advising with all students, Academic Affairs will provide the anticipated course list for Summer 2021 to Student Planning & Success in late October.
  - All classes will be designed as "flexible":
    - On-campus in-person components in any class may need to be delivered online as a result of student quarantines.
    - Similarly, exclusively virtual instruction may be required throughout the College should circumstances related to the pandemic dictate that action. This transition will occur at the direction of President's Cabinet. This determination may result in adjustments to the 2020-2021 Academic Calendar.
- College procedure defining enrollment management practices will dictate course offerings at all locations.

- All online sections will be scheduled through the academic school offices in Cheyenne as is current practice.
- The Spring 2021 Schedule will be finalized and visible in Colleague and Navigate on or before Monday October 26, 2020.
- All students will receive early, tailored communication regarding their specific course modalities.

## Instructional Modalities | Spring 2021

### General Parameters for all Classes

- All class sections will bear the appropriate section number to reflect instructional modality. The section number will be assigned in Colleague and will be visible to students and advisors in Navigate. LCCC section numbering will be revised to allow for the disaggregation of synchronous and asynchronous online classes and hybrid distance and hybrid face-to-face offerings.
- The following section numbering scheme will be implemented in SP 2021:
  - 370-374 Hybrid Distance, ACC
  - 375-379 Hybrid Face-to-Face, ACC
  - 500-519 Online Asynchronous
  - 520-539 Online Synchronous
  - 540-553 Hybrid Distance, Cheyenne campus
  - 554-569 Hybrid Face-to-Face, Cheyenne campus
- Face-to-Face and Web sections will be numbered per historical practice; the numbering scheme for such sections will not be changed. No additional changes will be made to the section numbering scheme.
- Instructors will prepare a Syllabus Supplement for each class. The Supplement template will be developed by the Academic Leadership Team and will be made available to all faculty via The Exchange as well as email distribution. Syllabus Supplements will address instructional delivery, virtual meetings, and on-campus expectations in a clear format.
  - Syllabus Supplements for A Block classes will be distributed to all enrolled students via Canvas Inbox on Friday January 15, 2021.
  - Syllabus Supplements will be published in all Canvas class shells and will remain available through the duration of the class.
- Attendance in all classes with any on-campus in-person meetings will be recorded via Canvas' RollCall tool. The CET will ensure that weekly attendance reporting is made available to the Dean of Students to assist with contact tracing.

### Definitions and Considerations

#### Face-to-face instruction

Instructional delivery through exclusively on-campus, in-person class meetings at the Cheyenne campus.

- Per the Academic Leadership Team face-to-face instruction is reserved for:
  - EQST courses that require students on horseback or on livestock and are scheduled exclusively in the LCCC Arena (BATS)
  - *Some* clinical and/or preceptorship classes as required by external accreditation (HSW)
  - Non-credit instruction in CPR/First Aid, CDL, Fiber Optics, OSHA, Shooting, Crochet, Equine, Autobody, VA Claims, Introductory Computers, March through History, Zumba, Photography, Backflow, and Art (OWD)

- Delivery plans must:
  - identify how all COVID-19 protocols will be followed when meeting on-campus in-person,
  - allocate instructional spaces per institutionally defined social distancing protocol (approximately ½ capacity unless seating is fixed),
  - identify the option to change to virtual instruction should circumstances warrant.

### Hybrid instruction

Instructional delivery that includes some element of on-campus, in-person class meetings at one of the LCCC campuses combined with an element of virtual instruction.

- Hybrid Face-to-Face classes will have no more than 75% of the standard contact time as scheduled on-campus in-person meetings. Class meeting days and times will be scheduled in Colleague prior to the start of Spring 2021 registration.
- Hybrid Distance classes will have no more than 25% of the standard contact time as scheduled on-campus in-person meetings. Class meeting days and times will be scheduled in Colleague prior to the start of Spring 2021 registration.
- Per the Academic Leadership Team hybrid instruction is reserved for specific classes in the following disciplines:
  - *Some* high-demand General Education courses as defined by Pathways' program maps
  - Art, Music, Theater, *some* English (A&H)
  - Agriculture, CIS, Equine, *some* Business (Accounting, Marketing, Information Management) all Trades (BATS)
  - Dental Hygiene, EMS, Exercise Science, Nursing, PTA, Radiography, Sonography, Surgical Technology (HSW)
  - *Some* Math and *some* Sciences (M&S)
  - Non-credit instruction in CCMA, CDL, Fiber Optics, Manufacturing, Phlebotomy, Pharmacy Technician, Plumbing, *some* Life Enrichment, and ACES components (OWD)
- All classes scheduled at ACC will be delivered as Hybrid.
- Delivery plans must:
  - identify how all COVID-19 protocol will be followed when meeting on-campus in-person,
  - allocate instructional spaces per institutionally defined social distancing protocol (approximately ½ unless seating is fixed),
  - meet on-campus, in-person
  - identify an option to change to virtual instruction should circumstances warrant.

### Online Instruction

Instructional delivery that occurs exclusively through Canvas and its supported technologies.

- Online Asynchronous: All instruction and engagement occur asynchronously. No scheduled and required class meetings exist. This is also called "online anytime".
- Online Synchronous: Instruction and engagement occur in Canvas through scheduled class meetings attended by all students and the faculty. This is also called "online on a schedule".
- All classes that do not meet the on-campus in-person parameters for face-to-face or hybrid instruction will be delivered online.
- All online classes will be scheduled from the academic school offices on the Cheyenne campus.