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DR. DAVID VIAR

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Yvette Vartanian Davis • Dr. Armine Hacopian • Dr. Vahé Peroomian • Ann H. Ransford • Anthony P. Tartaglia

March 16, 2020

Dear GCC Colleagues,

This message is to inform you that due to rapidly changing and evolving efforts to reduce the transmission of the coronavirus we are expanding the closure of classes at GCC for the entire week from Monday, March 16 through Saturday, March 21, 2020. In addition, we are moving **ALL** instruction to a virtual learning and service environment effective Monday, March 23, 2020 until further notice.

The most recent information provided by the County of Los Angeles Department of Public Health has prompted this latest action to assure the health and safety of our students, faculty, classified staff, and management. This means that we are now requiring that **ALL** credit and noncredit classes taught at the Verdugo and Garfield Campuses be offered through virtual and alternate modalities (remote instruction) with NO direct in-classroom experience.

The College will remain open but with limited services to the public.

Effective March 17, 2020, managers will begin working with all employees to determine if onsite presence is necessary with social distancing practices in place. By March 23, managers will have identified employees and schedules for both remote and onsite work. Those who work from home will be provided the necessary support, guidance, and tools needed to fulfill their responsibilities.

Student workers are not to report for work effective March 17, 2020, but will be paid for their assigned work schedule through the end of the semester. Managers will work with student workers to identify tasks and duties the student workers may perform remotely.

The Food Pantries starting March 18, 2020 will be open Mondays and Wednesdays 12:00PM – 1:30PM at Garfield and Tuesdays and Thursdays from 12:00PM – 1:30PM at Verdugo, but with increased requirements related to social distancing, health and safety, and subject to food availability.

The Verdugo and Garfield Campuses Child Development Centers will be closed until further notice.

As of March 16, 2020, all public events and other activities scheduled at the Verdugo and Garfield Campuses are cancelled. College athletics, drama, music, and dance events are also cancelled. All college related travel for college employees and student trips remains prohibited until further notice.

CANVAS TRAINING



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As previously noted in my March 12, 2020, announcement, classes will be taught in the online platform Canvas, using tools such as Canvas Conferences, Chat, and Zoom. Extraordinary professional development efforts for faculty will continue through March 22, 2020 and beyond as necessary. The professional development offerings will be offered remotely beginning March 17, 2020, and will require non-person group meetings.

Faculty whose classes previously were identified as needing in-classroom experience will be receiving additional professional development support through their instructional division chairs. Faculty with specific questions may address them via canvashelp@glendale.edu or call Canvas 24/7 at Faculty line: (833)544-3109.

In a survey of all full-time and adjunct faculty, 89% of respondents said after receiving Canvas professional development assistance they would be ready to fully transition to remote course delivery by Friday, March 20, 2020. The extension of the class closures for this entire week (March 16-21) provides five additional days for faculty preparation so we can to move all classes to remote instruction by Monday, March 23.

CANVAS ACCESS

Students with specific questions regarding the use of Canvas may address them via canvashelp@glendale.edu or call Canvas 24/7 at (844)600-4951. Students can find information on Canvas basics at www.glendale.edu/COVID19.

Students who do not have access to computers, mobile phones, and/or Wi-Fi to accommodate the alternate means of instruction may check out computers at the Verdugo Campus library. The library will not be open to the public, so students must email to laptopcheckout@glendale.edu or call 818-240-100 ext. 5586 to schedule an appointment to come in to check out a device.

COUNSELING

Academic counseling is available online for students who would like to speak with a counselor, but do not wish to come to the college for an in-person meeting. Online counseling appointments and online drop-in counseling services can be accessed through the Academic Counseling office web page using the following link: <https://www.glendale.edu/students/student-services/academic-counseling/online-counseling>. Students may also make appointments to meet with counselors by telephone by calling the main college number at (818) 240-1000 and then individual Student Services offices at the following extensions: 1) Academic Counseling (Verdugo Campus) x5918; 2) EOPS x6900; 2) DSPS/Center for Students with Disabilities x5905; 3) Student Equity Program x3520; 4) International Students Program x6645; 5) Admissions & Records x5910; 5) CalWorks (Verdugo Campus) x5508; 6) CalWorks (Garfield Campus) x5681; 7) Academic Counseling (Garfield Campus) x5055 or x5035.



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DSPS students who may need additional support to achieve a successful learning experience with the non-classroom environment may contact the Center for Students with Disabilities (818)240-1000 ext. 5905 to speak with a counselor who can make the appropriate assessments, referrals, or accommodations.

Thank you for your patience and understanding during this unprecedented challenge. We are monitoring all announcements from the national, state, and county offices and are prepared to change our operations plans as necessary. Our goal is to maintain a healthy environment while seeking to support the education mission and needs of our students. To see the full list of the latest action items click on this [link](#).

For those employees, students and public members who do come on our campuses, I assure you that college personnel will continue efforts to ensure a clean and healthy environment.

A handwritten signature in cursive script that reads 'David Viar'.

David Viar
Superintendent/President