



March 12, 2020

BOARD OF TRUSTEES

Dear Faculty and Staff,

OSCAR VALLADARES  
PRESIDENT

In response to the recent coronavirus pandemic and in consultation with the Board of Trustees we will begin transitioning courses to an online format. Effective March 16 through April 4, as many courses as possible will be moved online to *Canvas*.

ROSAELVA LOMELI  
VICE PRESIDENT

The purpose of this change is to limit exposure to COVID-19 by preventing large groups from assembling on campus. **The campus is not closing.** RHC will continue to offer critical services to our students, staff, and the community. Furthermore, our academic calendar will continue to be observed, so campus will be closed for spring break (March 21 to March 27).

VICKY SANTANA  
CLERK

NORMA EDITH GARCÍA  
MEMBER

The College COVID-19 Taskforce will continue to regularly monitor guidance and alerts from the California Department of Public Health and the Los Angeles County Department of Public Health, and prepare to respond to changes.

GARY MENDEZ  
MEMBER

Please review the guidelines below for specific information impacting Instruction, Instructional Support Services, Student Services, and Facilities.

DR. ARTURO REYES  
SUPERINTENDENT/PRESIDENT

### Instruction

All lecture courses will transition to an online format. The Office of Distance Education (DE) will continue to provide support for faculty, and will remain open during this period. This transition applies to all lecture courses, and courses with a lecture component.

Some programs (including Nursing, Police Academy, and Fire Technology, among others) cannot transition to online instruction due to regulatory and governing body guidelines. Additionally, courses with a laboratory component traditionally taught face to face and which cannot be accommodated online will continue to meet in person; see the attached list of courses for more information. Finally, dual-enrollment courses offered at local high schools will continue to meet in person as long as the host school remains operational. Please communicate with your dean if you have questions about your specific course or program.

The DE Office has created a *Canvas* shell for all CRNs. You will receive a message shortly with access to your *Canvas* shell. The DE Office <https://www.riohondo.edu/distance-education/> will offer numerous online tutorials and workshops, today and throughout this period, to provide faculty support. In order to ensure the best instructional services for students during this time please consider the following recommendations:

- Whenever possible, continue to offer instruction using the *Confer Zoom* platform (within *Canvas*) during your regularly scheduled class time.
- If you must provide instruction outside of your regularly scheduled class time, please refer to best practices (<https://www.riohondo.edu/distance-education/regular-effective-contact>) to ensure regular and effective contact.
- Regularly scheduled office hours should continue. It is recommended that faculty use *Confer Zoom* or another online tool for office hours. Again, the campus will not be closed: Faculty may choose to provide office hours on campus face to face.
- Faculty are not being directed to stay home. Remote instruction can occur from offices on campus if you choose.
- RHC must ensure students are meeting minimum contact hours for conferring unit credit to students. Therefore, it is imperative you make every effort to provide the equivalent level of instruction and contact hours as before.
- Exams must also be conducted in an online format. Please continue to provide accommodations for students with a documented DSPS accommodation. If you need further assistance contact the DSPS office <https://www.riohondo.edu/dsps/>

#### Instructional Support Services

Instructional support labs (e.g., the Math and Science Center, Learning Resource Center, Library, District Lab, and others) will continue their normal hours of operation. Faculty, staff, and student workers will continue to provide services as usual. Please contact your respective supervisor if you have any questions.

#### Student Services

Student services will continue to operate as regularly scheduled. Student contact in these areas is typically one on one or in small group settings. In addition, these services are critical to many of our students. Please contact your respective supervisor if you have any questions.

#### Facilities Services

Our Facilities team has secured additional cleaning supplies to maintain and sanitize high traffic areas. Please contact your respective supervisor if you require additional supplies.

Thank you for your continued support of our students during this time. Please continue to monitor the College website <https://www.riohondo.edu/student-health-services/coronavirus/#resources> for further updates.

Appreciatively,



Dr. Arturo Reyes,  
Superintendent/President