

# Atlanta Metropolitan State College

## COVID-19 Return to Campus Plan

### SUMMARY

In reopening Atlanta Metropolitan State College (AMSC) for class, AMSC will promote a healthy and safe environment and comply with Executive Orders and directives from the Governor's office COVID-19 Task Force, the Georgia Department of Public Health (GDPH) and the Centers for Disease Control and Prevention (CDC) recommendations. Everyone on campus has an individual responsibility to contribute to proper behavior and to adhere to GDPH guidance to protect themselves and others as well as to help contain the spread of the virus.

**The following items represent a high-level summary of the opening plans for AMSC. The full plan is after this summary. Note, items that have been changed, added, or enhanced from the previous semester are "bolded" below:**

- The plan addresses 3 scenarios
  1. Classes beginning with social distancing expectations
  2. Classes being fully online
  3. The schedule is interrupted causing classes to go online at some point in the semester
- AMSC has received a significant amount of PPE resources which include disposable gloves, cloth masks, hand sanitizer and disinfectant spray. All items can be picked up from the HR office as needed.
- The AMSC Human Resources Office (HR), in conjunction with the AMSC Management Information Systems (MIS) team, will ensure that each employee has the proper equipment (laptop, etc.) needed to continue work from a remote location, as necessary.
- Staff and Faculty are expected to:
  - wear masks
  - use disinfectant wipes to routinely clean high touch areas and surfaces in their work areas
  - regularly wash hands and use hand sanitizer
  - employ the proper use of PPE, which includes gloves, face masks, and Plexi glass shields
  - practice at least 6 ft. social distancing
  - identify Covid-19 symptoms, self-monitor, and stay home if not feeling well or if you have tested positive with Covid-19
  - **conduct office operations and deliver services in a manner that will accommodate students, other faculty, and staff, as well as visitors whether face-to-face, via the telephone, virtually during regular business hours.**
- **All classes, except those courses that are already scheduled to be fully online, will be designed through a hybrid, also known as a blended instructional model. For example, a student taking a "hybrid" class that is held twice per week will meet face to face on campus one day a week and meet via Microsoft teams (or another accepted format) the other day of the week.**

- Classes will be scheduled to manage student/faculty/staff activity and personal contact
- While AMSC will utilize hybrid/blended delivery and has planned for compressed course options for the spring 2021 semester, the credit hour/contact hour requirements will comply with the policy of the Board of Regents of the University System of Georgia (USG) and Southern Association of College and Schools Commission on Colleges (SACSCOC) for all classes
- **Classes will begin January 11, 2021**
- Because COVID-19 has presented an unprecedented evolving circumstance, AMSC will not participate in any study abroad/study away programs for the Academic year 2020 - 2021
- In following the guidelines of the CDC and the USG, AMSC will suspend all study abroad travel for our students and faculty.
- Non-essential travel of any kind is currently prohibited for USG employees.
- AMSC will communicate to each faculty member about their current innovative teaching plans and research agendas/projects that may have been interrupted during the COVID-19 pandemic.
- External events scheduled at AMSC should conform to the current campus status and be in alignment with USG, GDPH, and the Governor's office guidance and directives.
- Atlanta Metropolitan State College's dining partner is Aladdin. Aladdin and AMSC will follow the Georgia Department of Public Health COVID-19 guidelines, as well as any CDC guidelines. Aladdin will continuously check for updated guidelines and will implement them as soon as possible.
- The Counseling, Career and Disability Services unit will make alternate arrangements if necessary, to deliver safe and confidential services to students who request and/or require special accommodations.
- Access to the Game Room and Fitness Center will be limited to always ensure compliance with social distancing guidelines
- Use of the Aerobic Room located in the Fitness Center will be by appointment only
- AMSC will adapt existing strategic enrollment management plans to account for the expected changes in recruitment, admissions, and retention related to COVID-19
- AMSC's general communications will be coordinated through the Office of Development and External Affairs

## **Web Resources**

<https://www.atlm.edu/publink/RTC-Employee-FAQs.pdf>

<https://www.atlm.edu/publink/RTC-Student-FAQs.pdf>

<https://dph.georgia.gov/>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://dps.georgia.gov/divisions/deputy-commissioners-office/governors-task-force>

# Atlanta Metropolitan State College

## Spring Opening Taskforce | Workplace & Health Safety Working Group Report

### WORKPLACE & HEALTH SAFETY

For Spring 2021, AMSC will continue to promote a healthy and safe environment and follow Executive Orders and directives from the Governor's office COVID-19 Task Force, the Georgia Department of Public Health (GDPH) and the Centers for Disease Control and Prevention (CDC) recommendations. As we plan for students to return and for instruction to begin, we recognize the COVID-19 situation is fluid, which necessitates planning for various scenarios. The goal of this plan is to provide a robust and engaging experience for students while simultaneously prioritizing the safety of our faculty, staff, and students as we reopen the campus.

Everyone on campus has an individual responsibility to contribute to proper behavior and to adhere to GDPH guidance to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out. It is essential that everyone on campus take responsibility for their actions and adhere to the guidelines. The following represents the plans for addressing

- Contingency 1- Classes beginning with social distancing expectations
- Contingency 2- Classes being fully online
- Contingency 3- The schedule is interrupted causing classes to go online at some point in the semester

The USG will work in tandem with the Governor's office, the Governor's COVID-19 Task Force, and the Georgia Department of Public Health (GDPH) to make public health-informed decisions affecting the status of any of our campuses or our system.

Please note, Contingency plans 2 and 3 will require similar planning which is reflected in AMSC's plan. Classes and operations will be able to start or transition to an online, remote environment if the COVID-19 situation requires us to do so. Decisions about moving online will be made at the University System Office in consultation with the Governor's office, the Governor's COVID-19 Task Force, and GDPH.

Using the Spring 2020 semester as a reflection point with lessons learned, AMSC will implement best practices in the online delivery of courses and in the remote delivery of institutional services. These plans include employees working remotely when possible and employees working on campus.

## **CONTINGENCY PLAN 1 classes begin with social distancing expectations**

### **Training**

Building on AMSC's plan from fall 2020, the following, additional actions will occur to ensure that the staff on campus are prepared to start the spring semester, including serving students in person, while also practicing social distancing whenever possible.

AMSC has partnered with Dalton State University to provide training and information on work practices that include procedures for safe and proper work used to reduce the duration, frequency, or exposure to a hazard. Training will discuss the following:

- The use of disinfectant wipes for workers to routinely clean their work surfaces and other high touch areas
- Requiring regular hand washing or using of alcohol-based hand rubs
- Proper use of PPE, which includes gloves, face masks, and Plexi glass shields
- Recommended 6 ft for social distancing
- How to identify symptoms and the importance of self-monitoring

### **Materials, Supplies, Equipment**

AMSC has the following PPE item

- Disposable Gloves
- Cloth Masks
- Hand Sanitizer & disinfectant spray

If additional materials, supplies, or equipment will be needed for staff to begin the spring semester of which we do not have access to, AMSC will work with the recommended vendors from the USG (University System of Georgia) BOR to assist. Staff may contact Human Resources regarding available supplies.

### **Staff and Faculty Development**

AMSC will secure and/or provide staff development opportunities related to best practices in the remote work environment for faculty and staff. A broader list is developing but current available training includes, working with the USG EAP vendor, KEPRO, and AMSC will work with the USG BOR office to provide additional training resources for staff and faculty on best practices in the remote work environment. Additionally, faculty development workshops, information, and/or will be made available. Faculty will also be encouraged to use the resources listed in the University System of Georgia's [Keep Teaching USG](#) site, specifically the USG Resource Guide for Transitioning to Remote Instruction from eCampus and other similar instructional resources for faculty.

## Contingency Plan 2 and Contingency Plan 3

### Policy and Procedures Reviews/Amendments

- The AMSC HR office, in conjunction with the AMSC MIS team, will ensure that each employee has the proper equipment (laptop, etc.) needed to continue work from a remote location. As communication is key, MIS has worked to ensure that all staff are oriented in the following methods of communication:
  - Phone: employees are encouraged to transfer office phones and/or check voicemails daily
  - Meetings: AMSC uses Microsoft Teams as the official meeting platform; staff are encouraged to use as needed
  - Email: employees are encouraged to check emails daily
  - VPN access: based on the usage need and function of the position, employees will have VPN function, which will allow for a secure access on AMSC's network servers
- New hires: HR will conduct a new hire orientation via Microsoft Teams, to include all current practices. Depending on the nature of the position, additional orientations may/will be scheduled with other departments.

### Faculty and Staff Expectations

- The USG continues to provide AMSC with data/reports about employees who are at-risk of more serious illness if they contract COVID-19.
- Employees who are at [higher risk](#) for severe illness with COVID-19 may make a request to Human Resources and their immediate supervisor regarding [leave options and alternate work arrangements](#).
- Employees who live with or care for an individual who is considered higher risk may also request appropriate leave provisions
- Employees who are sick but not with COVID-19 symptoms should follow the care recommendations of their regular medical provider.
- Employees who have tested positive or who have symptoms of COVID-19 should seek medical care, notify Human Resources, and stay at home. Note that symptoms may appear 2-14 days after exposure to the virus.
- Any employee who is exhibiting fever and respiratory symptoms should remain home regardless of testing or type of illness until:
  - He/she has had no fever for at least 72 hours without the use of fever-reducing medication AND
  - Other symptoms have improved AND
  - At least 10 days have passed since symptoms first appeared

- Employees are required to notify the AMSC Human Resources office and their immediate supervisor if any of the above situations apply. A written request detailing their needs and requested support is needed. If FFCRA leave has been exhausted, the employee will need to use any other available leave.
- Each supervisor should consider the needs of their department and determine which positions are eligible for telework. Guidelines around telework and/or alternate work schedules will be established by the supervisor.

### **Additional Equipment**

- No additional equipment is needed at this time

### **Student Housing**

- AMSC does not offer student housing

### **Essential Employees and staff required to be on campus**

- Human Resources has worked with supervisors to determine essential employees
- Both the AMSC Public Safety and Plant Operations departments will have personnel on campus. The workspace for these staff members has been adjusted to reflect recommended social distancing practices.
- Rotating schedules have been authorized for employees within the Public Safety and Plant Operations departments to ensure social distancing

### **Office Access (Faculty)**

- Currently, each AMSC faculty member has key access to his/her office.
- Faculty members will be able to contact Public Safety if there are any concerns with accessing their office.

### **Travel**

- All nonessential travel has been suspended

## Spring Opening Taskforce | Academic Working Group Report

### ACADEMICS & RESEARCH

#### Academic Instruction (including mitigation and monitoring)

COVID-19 has presented some unprecedented and unconventional challenges. Atlanta Metropolitan State College (AMSC) is committed to the safety of our campus body while ensuring that student centeredness is at the core of our recommendations while maintaining the integrity of our academic infrastructure. In our growing anticipation of the resumption of in-person instruction for spring 2021, health, safety and quality will be at the forefront. Our plan demonstrates institutional readiness to ensure that both faculty and adjuncts will have the necessary knowledge, skills, and development to deliver high quality courses.

Given the guidance from the University System of Georgia Return to Campus dossier, AMSC considered the following contingency plans within our report.

- Contingency Plan 1 – Classes begin with social distancing expectations
- Contingency Plan 2 – Classes begin fully online
- Contingency Plan 3 – Classes and operations must go to an online format for a time during the semester

AMSC plans to support as much face-to-face classroom instruction parallel to Contingency Plans #1 and #3. If by circumstance that we begin the spring semester with fully online instruction, faculty have been working on course design planning to mirror Contingency Plan #2. To ensure a smooth transition, all classes except those courses that are already scheduled to be fully online will be designed through a hybrid also known as a blended instructional model. The hybrid model has the “pedagogical advantage of flexibility by blending online components with face-to-face” engagement.”<sup>1</sup>

If we experience a disruption in the fall semester, the Hybrid/blended option will allow our students a fluid advantage of instruction of both face-to-face and online learning. Thus, it will allow flexibility if we must adopt contingency plan #3 which is to move to fully online for an extended period during the semester.

While AMSC will utilize hybrid/blended delivery and compressed course options for FY 2020 – 2021, the credit hour/contact hour requirements will comply with the policy of the Board of Regents of the University System of Georgia (USG) and Southern Association of College and Schools Commission on Colleges (SACSCOC) for all classes, regardless of the mode of delivery, in-person, hybrid, or fully online:

*“A minimum of 750 minutes of instruction or equivalent is required for each semester credit hour. A course offered in fewer than 15 instructional weeks shall contain the same total hours (contact*

---

<sup>1</sup>(W, Newman, & Dickinson, 2017)

*hours, preparation time, content, and requirements) as the same course offered in the standard 15-week semester,” BOR Policy Manual, Academic Affairs 3.4.4.*

AMSC will also comply with standards it has established with the Southern Association of College and Schools Commission on Colleges. AMSC expects, at a minimum, 360 minutes (6 hours) of out-of-class student engagement each week for a 15-week, 3 credit-hour course, regardless of the mode of delivery. The College has proportional expectations for other types of academic work such as laboratory classes, practicums, field experiences, internships, studios, and independent study.

Information on the number of credits, contact hours, class dates, time, part of term, and delivery format for each course will be published online in the course schedule, publicly accessible prior to student registration. This process is monitored and verified by the Dean of the respective Academic Schools and the Office of the Provost and Vice President for Student Success.

AMSC will provide robust face-to-face opportunities through the classroom, virtual synchronous/asynchronous learning and face-to-face office hours (in the appropriate format). AMSC will utilize the following options for class scheduling:

### **Option I. Classes Moving to Larger Spaces**

When possible to foster more face-to-face engagement with an entire class with social distancing guidelines in the forefront, faculty will make attempts to move their classes to bigger lecture halls or our on-campus conference room to provide rich class lecture experiences. Faculty will make planning arrangements with their academic school Dean to determine available space.

### **OPTION II. By Cohort (Academic Level-Provost/Deans)**

AMSC hybrid classes will meet weekly (with students meeting one face-to-face class session and one virtual class session). To compress their schedules, courses/classes will be divided into two cohorts (Cohort A and Cohort B). One half of the class (cohort A) attends class face-to-face on Monday while the other half of the class (cohort B) engages/participates, via TEAMS. On Wednesday (cohort B) attends class face to-face and (cohort A) engages/participates the class via TEAMS. Cohorts will be divided at the Provost/Dean level with a staggered approach (i.e. by last name of alphabet Cohort A: Last Name that begins with A-K or Cohort B: Last Name that begins with L – Z.) The virtual and class meeting dates will be clearly delineated and marked in the course syllabi. Faculty will employ teaching methods such as a flipped classroom approaches to assist in the hybrid model.

### **Teaching and Classroom Expectations**

AMSC has explored the appropriate alternatives for classes that are unable to accommodate social distancing. We plan to exercise grouping of larger classes’ size in attendance on alternative days as indicated in Option I. above. Larger classes will have the opportunities to meet in our on-campus conference room (if available), as a backup plan to accommodate more room that will allow more space. Furthermore, classes will still maintain a hybrid/blended approach with a synchronous experience.

Most AMSC classes are relatively small; however, we will complete a campus wide instructional analysis to show the capacity and specify the configuration of each classroom and instructional lab. This instructional space analysis will best inform course delivery and assist with scheduling modification efforts. Plant Operations and Facilities Planning will assist in this endeavor and ensure that desks and tables, along with chairs, force students to face in the same direction, rather than facing each other, to reduce transmission caused from virus-containing droplets (*e.g., from talking, coughing, sneezing*). The analysis will include using large non-instructional rooms for large sections of classes and identifying classrooms that are too small for practical course scheduling. Based on the specification of our traditional classroom space, 10 - 15 students (*based on a standard size classroom that seats 30 students*) will be permitted in a classroom at one time. See sample chart below:

**Sample Classroom Seating Chart** (*for a class of 15*)

X	empty	empty	X	empty	empty	X	empty
empty	X			X			X
empty							
X			X			X	
	X			X			X
X			X			X	

\*Students can only sit at a desk or location marked with an X

Below is an outline of AMSC’s comprehensive plan for Classroom Expectations:

1. **Health Concerns:** Faculty members and students who are sick, but not with COVID-19 symptoms, should follow the care recommendation of their regular medical provider and follow the guidelines set forth found in the AMSC Fall Return to Campus Workplace and Health Safety plan.

If a student becomes ill due to COVID-19 (depending on the severity of the illness) or suspect that they have been in contact with someone who tested positive with COVID-19, students should speak to Dr. Dorothy Williams, Director of Counseling, Career and Disability Services. She will assist the student with the protocols and facilitate communication with the student’s faculty members to discuss using a different modality in completion of any course requirements. Again, they should follow the care recommendation provided by their medical provider and follow guideline set forth found in the AMSC Fall Return to Campus Workplace and Health and Safety Plan.

As well, if a faculty member (full/part-time) gets ill with the COVID-19, they are to immediately contact Ms. Mitzi Williams, Director of Human Resources, follow the same care recommendations of their medical provider and use the guidelines set forth in our AMSC Fall Return to Campus Work Plan. The Provost/Dean’s Office will launch a Faculty-Care Team member (credential/by discipline) that will be available to assist and carryout classroom instruction during the duration of the faculty member’s illness.

\*Unless a faculty member is hospitalized due to their illness, he/she should be able to conduct the class through the online option. In collaboration with the Academic Dean and/or lead faculty member, faculty will receive support in carryout their faculty teaching duties.

**2. Classroom Cleaning/Sanitation Practices:** Faculty will clean their workspace/teaching area before and after each session. Disinfectant wipes and hand sanitizer will be provided at the entrance of each classroom for students to clean their personal space and each faculty will have access to disposable masks for those students who request one. Masks are required and faculty will strongly encourage students to use hand sanitizer, sanitation towels, and/or gloves while on campus.

**3. Course Learning Management System:** Faculty will be mandated to upload their entire course content in Brightspace LE prior to the start of the semester. Schools will be encouraged to adopt a common course template with individual instructors making revisions per their preference. In case of an emergency, AMSC will be prepared to resume virtual instruction in all face-to-face classes. All course learning activities, assessments, etc. will be in Brightspace and students will be asked to upload all submissions in the learning environment.

**4. Classroom Hygiene Best Practice:** During the face-to-face class meetings, faculty will build routines for students to wipe hands upon entering and leaving the classroom with hand sanitizer, and campus maintenance will create regular cleaning practices for desks, equipment, writing utensils, and other classroom materials. In these situations, social distancing guidance will support a 3-foot radius around each student, resulting in a 6-foot total distance between any two students.

**5. Classroom Staggered Exit:** For larger classes (lecture halls), faculty will ask for classes to depart in staggered times. Faculty will divide up student entry points rather than allowing students to funnel through the same classrooms and building entry points. These approaches can limit the amount of close contact between students in high-traffic situations and times, such as lounging areas and building hallways. For example, five students (at one time) will exit the classroom at the end of class. The remaining 4 students will leave the class one minute later.

**6. Class Archives:** Classes will have a robust virtual experience through Microsoft Teams to build classroom engagement with students. Faculty will be advised to record all lectures for student archival retrieval, at their convenience, via Teams. The instructional format provides opportunities for the student to re-watch recordings and review comments and lecture notes.

**7. Course-level Strategic Evaluation:** To ensure optimal outcomes in pedagogy, faculty load and space utilization, an operationalized plan will be composed to provide a comprehensive view of the academic infrastructure. Review of Fall enrollment is continuously being evaluated to determine adequate faculty loads. Additionally, we will make effective uses of instructional and supplemental materials that utilize a wide range of electronic media, allowing learners to reflect after the end class learning process.

## Essential Technology for Faculty & Classroom Space

Although classroom instruction includes opportunities for technology, students still face challenges in academic performance (Newman & Dickinson, 2017). This hybrid/blended approach will be essentially beneficial to our campus and will mirror the contingency plans presented in the Fall 2020 Return to Campus plan.

Classroom technology, office space and faculty workrooms are areas that require attention. Our goal is to become 100 percent paperless to cut down on concerns regarding sanitization. The students' submission will be placed through the D2L learning management system. All academic forms should be converted through Dynamic forms and safely submitted through campus emails to maintain sanitation and enhance efficiency. Our plans include limiting the use of scantrons, Blue Books, handouts during classroom instruction. All syllabi, paper assessments, handouts, and lecture notes should be uploaded through D2L. An Academic Care Team consisting of the Deans and the faculty leads from each Academic School will assist faculty with syllabi development, course design and later evaluate/ monitor class development and compliance.

1. For Fall 2020 restart, all instructional faculty (FT and PT) were assigned laptops.
2. In circumstances where faculty use common printers, AMSC will utilize a work room in each school, and ensure that all technology in such rooms are thoroughly cleaned and disinfected at least twice a day by cleaning personnel.
3. Faculty will be responsible for disinfecting commonly shared spaces when using the printer, copier, fax machine scanner, etc. before and after each use. Faculty will be asked to wipe down any commonly used technology when in the classroom.
4. Disinfectant wipes for faculty will be available in all school workrooms.
5. Classroom Cameras: computer monitors with a camera and microphone are useful for hybrid and online classes. A review of classroom utilization will determine the need for potential installations or use of camera and microphone combinations. Technology may be fixed or mobile. Faculty are able to use Microsoft Teams and other software for lecture capture purposes.
6. AMSC's networking bandwidth has been increased to accommodate this increased traffic. As well, students can come to campus and gain access to the internet from their cars during assigned class times in the Green parking lot.

## **Momentum Year & Momentum Approach /Student Success**

Momentum Year and Momentum Approach for AMSC is a suite of strategies designed to help students in their crucial first year of college to ensure students start strong, stay on track, and make it to their graduation day.

COVID-19 has presented institutions with the need to be flexible in their delivery in instruction. AMSC will continue its efforts of providing a unique learning environment which combines the mission of an access college within a comprehensive and robust academic setting. Student success is critical, and much attention will be focused on ways to provide a comprehensive plan to support student academic experience and performance. Our plans include flexibility and understanding that many of our students may experience challenges regarding digital access and/or connectivity. In the most extreme cases, will we utilize the correspondence (mailing) model.

We remain committed to preparing students to become critical thinkers, ethical decision-makers, and productive citizens. Our Momentum Year Approach for student success while not negating the other pillars, for the 2020-2021 academic year, the focus will be on “Purpose/Purposeful Choice.”

For new students, AMSC will continue implementing a transition plan that deepens and refines purposeful choices for students beyond the first year that includes an opportunity for students to engage in the inform-discern-affirm process prior to and after course registration that includes career connections (Macmillan Learning: ACES Program, and Pearson’s: Career Success)

As we are in the process of implementing our current Momentum Year and Momentum Approach Plan, due to the pandemic, we have begun making minor adjustments to our plan:

1. To increase outreach efforts and access students' technology needs a general “*Readiness/Technology*” survey was launched during the late summer administered through ~~the~~ new student orientation and continuing student listserv. The purpose of the survey is to uncovering student technology and accessibility needs related to our virtual instruction environment. Results from the survey is currently assisting us in establishing baselines for minimum standards for technology based upon instructional context/expectations and communicate these to students. Create and communicate FAQs for parents and students for family engagement and to support customer service initiatives.
2. Create a student success care team for students with a primary point of contact
3. Evaluate and design a campus communication plan to students to inform-discern-affirm purposeful choice and orchestrated guidance.

For continuing students, AMSC will continue to measure the Momentum Year goals, English and Mathematics and nine (9) credits in the Academic Focus area. In Fall 2019, AMSC began deploying the Momentum Approach plan to ensure that the thrust of the process moves forward with this cohort to ensure retention and progression toward graduation.

## Momentum Year & Momentum Approach Goals

<i>Five Pillars – Momentum Year</i>	<b>Momentum Approach</b>
Making a Purposeful Choice	Deepening Purposeful Choices
Creating a Productive Academic Mindset	Cultivating a Productive Academic Mindset
Attempting 30 Hours of a Clear Pathway	Maintaining “full” Momentum along a Clear Pathway
Attempting nine (9) hours in Academic Focus	Heightening Academic Engagement
Complete initial English and Math	Completing Critical Milestones

As mentioned earlier, student success at AMSC will remain in the forefront to ensure integrity with the safety of our students, faculty, and staff. Momentum Year Approach strategies will allow AMSC to have a better understanding to appropriately communicate and identify priorities for supporting productive academic mindsets. In reviewing our current Momentum Year/Momentum Approach plan that AMSC has begun, in the chart below identifies the necessary response to the COVID-19 Pandemic and social distancing guidelines.

### Momentum Year & Momentum Approach COVID19 Response

Priority Work and Timeline for Development	Description of Activities	COVID19 Pandemic Response
<p><b>1-Prospective Student Recruitment and Onboarding</b> (AMSC Strategic Goals 1, 2, 4 &amp; 5) Completed May &amp; June 2020 Website update and rebranding - May 2020 and Ongoing</p>	<p>-Develop New <b>Student Orientation (NSO) Online</b> -Website update &amp; rebranding -- <b>Consolidating application process</b> (From paper to completely online - 100%) <b>-Revised Enrollment and Recruitment plan</b> to include but not limited to: traditional and non-traditional students (i.e., Adult learners, veterans, online only populations, etc.) <b>-Student recruiters</b> and work-study students called “Trailblazer Rangers”</p>	<p>-<b>NSO Online</b> – Launched May 2020 to new students for summer 2020 via Brightspace/D2L. Collaborated across multiple departments. Created a quiz at the end of each NSO module to ensure learning objectives. Currently in the process of creating a pre-test to use for data collection with D2L quiz results. Created visual as a Student Success Trail for students to view as they begin navigating to become a Trailblazer. -Intrusive Advising Plan for new students – Students receive schedule at the completion of the NSO. -<b>Website update &amp; rebranding</b> – April 2020 Phase I of new website launched. Updates are ongoing. -<b>Consolidating application process</b> – Task was completed prior to fall semester start. -<b>Revised Enrollment and Recruitment plan</b> – Executive Director for Admissions and Student Services hired during fall 2020 and Director of Development and External Affairs Recruitment Plan emphasizes strengthening pipeline programs through Metro-Atlanta community organization partnerships, enhancing recruitment efforts through large-area employers, sustaining and growing the high school Dual Enrollment population, and implementing an Admissions Counselor model which provides a high level of touch to students in the application process with the goal of increased admissions yield</p>

	<p><b>-Campus-Wide Common-Knowledge</b> of a “Sales Pitch” for Recruitment training to help faculty and staff understand the new mission</p>	<p><b>- Student recruiters</b> – Work-study students assigned to the Admissions Office actively assist with a number of recruitment campaigns and support functions-Campus-Wide common knowledge of “Sales Pitch” – <i>Completed Phase I in March 2020</i> during a campus-wide Innovation Week Campaign. Plans to revisit marketing strategies with hiring of new Director of Development and External Affairs.</p>
<p><b>2-First Year Convocation/ Trailblazer Affirmation Day</b> (AMSC Strategic Goals 1 &amp; 2) Fall 2020</p>	<p><b>Revamp First Year Convocation/ Affirmation Day</b></p>	<p><b>- Revamp First Year Convocation/ Affirmation Day</b> - Will revamp delivery method to a virtual environment.</p>
<p><b>3-First Year Experience</b> (AMSC Strategic Goal 1 &amp; 2) Fall 2020</p>	<p><b>-Include Purposeful Choice in curriculum and Growth Mindset</b> - (i.e. pathway/major speed sessions, etc.) Career Choice Speed Sessions.</p> <p>-Mindset Survey -Program Pathway Advising Graded Assignment to promote completion -Integration of technology tools to promote interactive learning</p>	<p><b>-Include Purposeful Choice in curriculum and Growth Mindset</b> - On track for completion based on timeline. Revised Program Pathways completed for:</p> <p>A. Full Load – No Co-Requisites B. Full Load – Both Co-Requisites C. Part Time – No Co-Requisites D. Part Time – Both Co-Requisites</p> <p>-Mindset Survey– On Track for completion -Program Pathway Advising Graded Assignment to promote completion – On Track for completion -Integration of technology tools to promote interactive learning – On Track for completion</p>
<p><b>4-New Student Success Model</b> (AMSC Strategic Goal 1 &amp; 3) Fall 2020 - Phase I TBD - Phase II</p>	<p><b>-Advise.</b> (Phase I) Centralized advising by professional advisors (Associate Degrees (0-60 credit hours)). Program Maps, Degree</p>	<p><b>-Advise (eAdvisement).</b> (Phase I) Design is on track for completion based on timeline. Plan is to move forward with all new freshman to be assigned to a Professional Advisor. Decision on how to handle continuing students is pending additional discussions with campus administration if fiduciary measures prevent full implementation. Need</p>

and Phase III	Worksheets, and Smart Scheduling. <b>-Support.</b> (Phase II) Academic Peer Assistants to provide tutoring,	software to track qualitative data with student success team (advising, faculty mentors, peer tutors) <b>-Support</b> (Phase II) - TBD <b>-Mentoring</b> (Phase III) - TBD
	supplemental instruction, etc. <b>-Mentoring.</b> (Phase III) Faculty Mentors to provide guidance on career development.	
<b>5-Survey data from Faculty, Staff and Students</b> (Strategic Goals 1 & 2) Ongoing	Mindset Surveys (Interpret and evaluate previous and new mindset survey data to inform momentum decisions and course redesign).	Ongoing and on track as planned. Opportunity for faculty, staff, and students to showcase writings, speeches, spoken word, etc.
<b>6-Trailblazer Showcase</b> (Strategic Goals 1, 2, & 5) Fall 2020	Opportunity for faculty, staff, and students to showcase writings, speeches, spoken word, etc.	Will move to a virtual format.

<p><b>7-External &amp; Internal Partnerships.</b>  <u>(A) EXTERNAL Colleges/ Programs/ Organizations</u>  MOUs with USG Campuses to increase enrollment. (B) <u>INTERNAL Academic Honor Societies and Programs.</u>  <i>(Strategic Goals 1, 2, 3, &amp; 5)</i></p> <p><i>May 2020 and Ongoing</i></p>	<p>-Create and disseminate marketing materials to promote partnerships, enrollment, scholarships, and memberships.</p>	<p><b>-Partnerships:</b> Clayton State University, University West of Georgia, Atlanta Technical College, and Valdosta State University – On Hold due to pandemic and suspension of all standardized tests.</p> <p><b>-Year Up Greater Atlanta</b> – MOU completed and signed – Cohort begins Fall 2020 – Approximately 160 students.</p> <p><b>-Achieve Atlanta</b> – Continuing as planned.</p> <p><b>Environment Justice Academy (EJA)</b> – Continuing as planned.</p> <p><b>Regional Centre of Expertise (RCE)</b> – Continuing as planned.</p> <p><b>-Trailblazer Student Institute (TSI)</b> – Continuing as planned.</p> <p><b>Academic Honor Societies</b> - Continuing as planned; however, will move towards virtual meetings.</p>
<p><b>8-Student Engagement</b></p>	<p>-Create Co-Curricular activities to promote student engagement and success.</p>	<p><b>-Co-Curricular student webinars</b> (1) Campus Leadership Meetings, (2) Winning Wednesdays and (3) Thursday Trailblazer Talks were held frequently during pandemic. Some of the webinar topics included financial literacy, how to prepare for online final exams, how to cope during a world-wide crisis, etc.</p> <p><b>-Multimedia Mindset Contest</b> (essay, spoken word, song, etc.) <i>Pending.</i></p> <p><b>-Academic Affairs Panel</b> – <i>Pending.</i></p> <p><b>-Collaborated effort from all groups</b> /organizations on campus to promote student success - <i>Completed.</i></p> <p><b>-Streamline and decrease New Student Orientation offerings</b> to increase and improve efficiency and effectiveness. – <i>Completed.</i></p>

<b>9-Retention Strategies</b>		<b>-Early Alert</b> - Covert current early alert model into an online format in Banner. <b>-Internal Review of Campus Resources &amp; Policies</b> – update Catalog, Degreeworks upgrades, Banner upgrades, Pre-Requisites scribed to represent new standards, Policy review (Course Cancellation, Attendance, Grade Appeals, etc.) -Convert frequently used docs to online – Software needed for signature verification (i.e. Dynamic Forms)
-------------------------------	--	---

The Center for Academic Advising and Success center plays a pivotal role in helping students establish a solid foundation in the courses. It is important for advisors and academic support staff to assist in providing resources and best practices in helping fellow students and collaborating with campus partners to support student learning.<sup>2</sup>

1. **Advising & Registration - eAdvisement** - Continue current efforts and conduct e-Advisement and registration remotely. Special Considerations (With Extreme Caution) will be given for request of face-to-face advisement. Primarily, all advisements will be virtual. Virtual eAdvisement will assist in managing congregating of students and their scheduling needs.
2. **Academic Support - eTutoring** - Continue current efforts and conduct academic tutorial support remotely. There are also plans to purchase access to Tutor.com and Grammarly campus-wide for all students for Fall 2020. Additionally, embed current full-time tutors as Teaching Assistants in some content-specific courses.
3. **Online Success Strategies-** Provide various academic success and performance workshops and supplemental instructional (substantive web links) course materials geared to assist students in their academic readiness and progress. These workshops will communicate supportive messages from faculty about the readiness, successful approaches to online and hybrid pedagogy. We will make use of peer tutors to provide supplemental instruction and study sessions for students via Microsoft Teams.  
**Advising Center Computer Labs** - Need to designate specific labs that are monitored with supervision and practicing social distancing.
4. **Remote efforts** - are currently being conducted and will continue using the following platforms: Microsoft Teams, Email, Phone Calls, D2L/Brightspace, Skype for Business, and Zoom.

---

<sup>2</sup>(W, Newman, & Dickinson, 2017)

5. **Virtual New Student Orientation:** is conducted online and students are advised and registered remotely and on-campus as well.

One of the strategies that AMSC initially planned for our Momentum Approach was to support deepening and refining of purposeful choice for students to enhance Prospective Student Recruitment and Onboarding. This plan aligns with our strategic goals (Goals 1, 2, 4, & 5). One of the activities that we planned was the creation of the online revised New Student Orientation (NSO). As an institution, we have worked toward that project and launched our first virtual NSO on Monday, May 11, 2020. Since that time, all new students have successfully completed the virtual NSO as a pre-requisite for Advising and Registration.

### **International/Domestic Travel**

Because COVID-19 has presented an unprecedented evolving circumstance, AMSC will not participate in any study abroad/study away programs for the academic year 2020 - 2021. In following the guidelines of the CDC and the USG, AMSC will suspend all study abroad travel for our students and faculty. Further, non-essential travel of any kind is currently prohibited for USG employees.

### **Faculty Development**

Several faculty development workshops are planned for summer in preparation for the fall return to campus. The dates are tentative and will be modified based on availability of external resource persons and other scheduling needs. Resource persons have been identified and will be approached once approval is obtained from the administration. The goal is to provide a variety of workshops and seminars in an ongoing basis to meet the needs of faculty at different levels of expertise with online instruction. Repetitions are envisioned based on needs and availability of resource persons.

In addition to the workshops listed below, faculty will be urged to utilize the resources listed in the University System of Georgia's [Keep Teaching USG](#) site, specifically the USG Resource Guide for Transitioning to Remote Instruction from eCampus and other similar instructional resources for faculty.

## FACULTY DEVELOPMENT SEMINARS Spring 2021

**For Individual Consultations in Spring 2021, please contact:**

**Online Consultation Course Design Assistance: Ms. Tarita Chambers at [tchambers@atlm.edu](mailto:tchambers@atlm.edu)**

**Brightspace Integrations and Technical Assistance: Dr. Eze Nwaogu at [enwaogu@atlm.edu](mailto:enwaogu@atlm.edu)**

**Brightspace Instructional Pedagogy: Dr. Kokila Ravi at [kravi@atlm.edu](mailto:kravi@atlm.edu)**

**GeorgiaView Brightspace 24/7 Technical Assistance: <https://d2lhelp.view.usg.edu/s/>**

**Faculty members will be urged to attend all the USG sponsored Faculty Development Seminars posted at [https://www.usg.edu/facultydevelopment/centers/program\\_spotlight](https://www.usg.edu/facultydevelopment/centers/program_spotlight)**

**In addition, the following sessions are planned for Spring 2021.**

DATE	TITLE	SUMMARY	FACILITATORS
1/6/2021 10:00-11:00 AM	Student Success Initiative: Tutor.Com <b>(Open to All)</b>	“Introduction to Tutor.Com’s Tutorial services for our Students”	Ms. Tawana Collins, Client Services Manager, Tutor.com, Princeton Review
1/7/2021 12:00-1:00 PM	Respondus Test Creation and Proctoring Tool <b>(Open to All)</b>	How to download Respondus 4.0 and how to enable Respondus Lockdown Browser for your Tests	Dr. Eze Nwaogu and Dr. Kokila Ravi
1/6/2021 (3:00-4:00 PM)  1/8/2021 (12:00-1:00 PM)  1/8/2021 (2:00-3:00 PM)	Introduction to Brightspace Learning Management System <b>(BASIC)</b>	Introduction to Brightspace LMS <ul style="list-style-type: none"> <li>• Become familiar with LMS Tools</li> <li>• Building Modules</li> <li>• Facilitating Discussion</li> <li>• Building Quizzes</li> <li>• Setting up the Gradebook</li> <li>• End of Semester Submissions</li> </ul>	Kokila Ravi Director of Online and Specialized Programs
1/13/2021	Turnitin Plagiarism Detection Software Introduction of New Features <b>(Open to All)</b>	Turnitin Originality Report has new features enabled	Turnitin Support Team
1/26/2021 4:00-5:30 PM	From OER to Open Pedagogy: Harnessing the Power of Open	Recommended by Affordable Learning Georgia (ALG) and	<a href="#">Dr. Robin DeRosa</a> is the director of the Open Learning & Teaching

	<b>(Open to All Faculty)</b>	intended for UGA faculty, this webinar is open to all USG faculty.	Collaborative at Plymouth State University. Robin is a national advocate for public higher education, and works with colleges and universities on designing institutional initiatives and structures centered on learners and their needs.
2/11/2021 3:00-4:00 PM	Technology Tools that Enhance Student Engagement and Learning <b>(Open to All)</b>	AMSC faculty use a variety of LMS tools as well as free resources like Padlet, Poll Everywhere, Mural, Menti Meter, Sway, Creately, etc. to design visually appealing courses and also to keep student engaged in class	AMSC Faculty Panel
2/26/2021	Applying the Quality Matters Rubric Workshop <b>(Requirement for all Faculty)</b>	Online course design Basics; Standardized courses; Aligning assessments and instructional activities with course learning outcomes	Facilitators: Dr. Harry Akoh, Dean, School of Social Sciences and Humanities Prof. Gyuhuei Choi, Associate Professor of Mathematics, School of Science, Math, and Health Professions Dr. Kokila Ravi, Director of Online and Specialized programs
3/1/2021 3:00-4:00 PM	Respondus Training for Faculty <b>(Open to All)</b>		Faculty representatives
3/26/2021 2:00-4:00 PM	10 Simple Steps to Make your Online Course Accessible to All Learners <b>(Advanced)</b>	Universal Course Design is essential in a student-centered online classroom. Here are easy ways to make your online courses fully accessible to all types of learners and learners with special needs.	Prof. Gyuheui Choi and Dr. Kokila Ravi
TBA	Hybrid Learning Models <b>(Open to All)</b>	Definition, Processes, Best Practices in Hybrid Learning Models	Request a Panel of Experts from the University System of Georgia faculty—to share insights on how the hybrid model is working

			out at their institution (Finalizing schedule)
TBA	Virtual Training for Grant Writing ( <b>Open to All</b> )		TBA
TBA	Creating Community and Safe Spaces in Online Environment ( <b>Open to All</b> )		TBA

1. **Partnerships with Sister USG Institutions:** With online classes becoming more mainstream, it is necessary to provide accessibility training to our faculty. Partner with agreed sister institutions, Georgia State University, University of Georgia, and Georgia Tech to allow our faculty to participate in their virtual workshops. CIDI at Georgia Tech provides such training and it will be great if we could organize a virtual training session with this organization.
2. **Gardner Institute Workshops:** Due to the redesign of our common core, the Gardner Institute has made available opportunities for our faculty to participate in a myriad of webinars and trainings geared to promote excellence in teaching and learning.
3. **Faculty Care Team:** Our campus has developed a care team to assist faculty members who are more experienced in the online platform with faculty who are new to the online learning. Our campus has the capacity to assist those faculty members with specialized opportunities to assist in creating a robust online learning environment.
4. **Frontline Academic Administrators Professional Development Workshop for Deans, Program Coordinators, and Chairpersons will be provided.** The topic will cover resources to address COVID related changes including but not limited to: a) Uniform Course Syllabus b) Hybrid Models – Definitions c) Uniform Proctored Exam Guidelines d) Classroom Technology. External Facilitators: Dr. Jeffrey Galle, Associate Vice Chancellor Faculty Development will be invited to address the group.

## Research

AMSC faculty will still be encouraged to engage in scholarly activities and professional development geared toward quality teaching and research. AMSC will communicate to each faculty member about their current innovative teaching plans and research agendas/projects that may have been interrupted during the COVID- 19 pandemic. We will make every effort to facilitate faculty member's opportunities to participate in virtual professional development opportunities that will engage teaching and learning strategies and scholarly contributions to the academy.

AMSC has established protocols for the research staff and students to ensure proper maintenance of the lab, equipment and materials. During the fall 2020 semester, most science labs courses will be held in a virtual platform. However, if needed, case-by-case, faculty who need to conduct experiments will be required to utilize the proper PPE. As well, students who are in the labs conducting research will be required to take the *Lab Safety Certification training*.

AMSC plans to keep funders informed as it relates to our COVID-19 interruptions. In collaboration with our Office of Grants in Fiscal Affairs, we will remain forthcoming with pertinent notifications.

All faculty will be given the opportunity to participate in professional development workshops and trainings. Moreover, research faculty who will utilize the science labs will participate in a training on the proper uses and maintenance of laboratory equipment.

## Library Research

Students and faculty use GALILEO (AMSC's Virtual Library) as the primary method of research. GALILEO provides access to journals, magazines, newspaper, videos, conference proceedings, and eBooks. The Library provides the GALILEO password each semester. GALILEO tutorials are available on the Library's web page.

While in the library, 6 feet social distancing will be promoted by new configurations in computer labs and study areas. Printing would resume as normal. Checking out books would proceed as normal or books could be pulled and pre-checked out to a student's library account. Then the student would only have to come to pick up the titles (or books). If students (and faculty) are not allowed back on campus, then the library would promote total use of electronic / digital resources. Physical articles will be scanned and emailed as a .pdf to the patron's campus email address.

For assistance, - students and faculty can email their question / request to [library@atlm.edu](mailto:library@atlm.edu) or call the Library at (404-756-4010). The Library will adapt to the research needs of the students and faculty.

## References

Jerke, D., & Mosterd, E. (2017). Creating an Online Presence for Hybrid Support. *New Directions for Teaching & Learning*, 2017(149), 103–109. <https://doi-org.proxygsu-atl1.galileo.usg.edu/10.1002/tl.20231>

Newman, D., & Dickinson, M. (2017). Preparing Students for Success in Hybrid Learning Environments with Academic Resource Centers. *New Directions for Teaching & Learning*, 2017(149), 79–88. <https://doi-org.proxygsu-atl1.galileo.usg.edu/10.1002/tl.20229>

# Atlanta Metropolitan State College

## PUBLIC SERVICE, OUTREACH, CONTINUING EDUCATION & COOPERATIVE EXTENSION

External events scheduled at AMSC on our campuses should conform to the current campus status and be in alignment with USG, GDPH, and the Governor's office guidance and directives. In the event that the campus must move to a remote online environment, AMSC will consider canceling on-campus events. We will work with the USG legal counsel as necessary to cancel any contracts.

### External Groups & Special Events

Thus, in following the guidelines, listed below is our process to determine which activities and events should be canceled and when a move to online instruction is needed and which activities may continue. Further for the re-opening of the Easley Pavilion & Conference Center AMSC, we will do the following:

1. Review level of custodial services and sanitization of the facility
2. Occupancy level review and recommendations
3. General exterior seating area guidelines
4. Use of conference facilities as classrooms (when necessary for large classrooms)
  - Custodial services must be provided at the beginning and end of each gathering or event.
  - If a facility is cleaned at the conclusion of an event, minor sanitizing will be required prior to the start of the next event.
  - Bathrooms should receive attention before during and after all conference center activity.
  - Hand Sanitizing stations should be placed at the entrance of each conference center space with ample refills at the ready when needed.
  - Space occupancy should be reviewed and in general allow 25% of maximum occupancy, but no more than 50 persons, unless social distancing is possible
  - Classroom usage should follow similar social distancing occupancy requirements as external groups as outlined below.
  - Hand Sanitizing stations should be placed at the entrance of each conference center space with ample refills at the ready when needed.
  - Space Logistics
    - Conference Room A standard occupancy = 160, 20 rounds of 8
      - **Social Distancing allowance = 40 persons with 5 rounds of 4**
      - Theater style seating: Space every other seat with alternate seating as rows descend keeping six feet of distance between each, front and back.
    - Full Pavilion standard occupancy Banquet = 440, 44 rounds of 10
      - **Social Distancing Allowance = 110, 22 rounds of 5**
      - Theater style seating = 600

- **Social Distancing allowance = 150: space every other seat and alternate seat as rows descend, maintaining six feet of distance front and back.**
- North/South Pavilion standard occupancy Banquet = 200
  - **Social Distancing allowance = 50, 10 rounds of 5.**
  - Theater style seating = 220
  - **Social distancing allowance = 50 with alternate seating**
- South Meeting Rooms 1, 2, 3 standard occupancy = 50
  - **Social Distancing allowance = 12**
- Club Room occupancy = 40
  - **Social Distancing allowance = 10**
- Board Room B standard occupancy = 20
  - **Social Distancing allowance = 10**
- Gymnasium occupancy = 1500

Social Distancing allowance should be handled on a case-by-case basis but should never exceed 25% of total where possible, utilize classroom style seating with 6-foot conference tables (quantity = 70) with one person at each table

- Exterior seating in the foyers and atriums will be controlled and modified for social distancing and limiting the number of individuals in the vicinity.
- Modified rates will be considered to offset the requirement for smaller groups.
- External groups utilizing the Conference Center facilities will be expected to follow all campus social distancing guidelines. Further, external groups will be responsible for the following:
  - Provide masks in sufficient quantity for their group with additional masks should they be required due to wear and tear or loss, etc.
  - Provide hand sanitizer to be kept inside of the conference center in sufficient quantity for each of their guests, keeping in mind multiple use, and time of rental and meals
    - (The Conference Center should provide hand sanitizing units in and around the conference facility)
  - Encourage continued social distancing during breaks and bathroom usage
  - Coordinate with Aladdin Foods to ensure meals are provided individually and that when buffets are utilized, they are staffed appropriately to provide adequate service in a healthy manner (gloves, masks, handwashing, social distancing)

These recommendations will continue to be reviewed and updated as necessary during the ongoing COVID-19 pandemic. as the situation with COVID-19 progresses and more is known about the cause and spread of the virus.

## **Specialized Academic Programs, Institute and Partnership with outside groups**

### *Criminal Justice Program & Police Sciences Institute*

Re-establishing academic classes, undertaking related research, and maintaining external and community activities through the Criminal Justice Program and Polices Sciences Institute (“hereafter referred as the Institute”) are founded on the following underlying assumptions:

- The Institute will abide by the overall institutional policies of Atlanta Metropolitan State College involving academic instructional modalities, student support procedures, and student success strategies.
- The Institute maintains a 2-year Core Curriculum Pathway in Criminal Justice, 4-year Bachelor of Science in Criminal Justice, and a 1-year Certificate in Law Enforcement Leadership.
- The Institute will work with local criminal justice and first responder agency officials to take precautionary measures, such as physical distancing in offices, workplace meeting sites, etc., and determine if external partners and staff might need to be isolated or tested before coming onto the AMSC campus.

GOAL – The Institute will employ reengineered learning strategies and techniques for building positive, compassionate classroom communities that engage face-to-face and online learners, and develop and exchange methods for coping with disruptive distractions relating to the covid-19 pandemic culture.

1. Communication and collaboration tools will be used extensively during classroom instructions, online and hybrid teaching, and correspondence activities through distance learning environments. Faculty will use a variety of digital tools such as Microsoft Teams for project collaboration, live class discussions, peer mentoring, virtual and static office hours, actionable classroom strategies, and hybrid instructional modalities to help select student groups stay connected to their professors and friends while learning remotely, if necessary.
2. Keep a close eye on how students are doing as they engage in their education in the classroom, helping AMSC monitor and identify those who may be struggling with being isolated, recognize those displaying reactions to dramatic changes in their daily routine, or those with heightened concerns over losses related to the Covid-19 pandemic.
3. The Institute will maintain its role in developing meaningful and authentic professional development training courses that have clear outcomes, effective modeling, and active student participation for law enforcement and criminal justice agencies throughout the greater Atlanta area.

Result – The Institute’s role in this re-opening is to make sure that we are trying to get our students, faculty and staff whatever they need, having them feeling like we care about them as humans and as families, and all of the details of their professional lives will get resolved.

### *Teacher Education*

AMSC is in close communication with our partners and have been informed that decisions are fluid and may change due to the moment-by-moment changes within the local district, state, and national government agencies. In preparation of the Fall 2020 Return to Campus, the Teacher Education Program has created Alternative Field Experience Assignments to be implemented should the need arise, and students are unable to observe at our postsecondary partnering schools. The students will be able to complete these assignments with the use of our current technology (Desire2Learn and Teams) and distance learning.

The teacher education pathway at AMSC has four concentrations which are the following: Birth-5 years, Elementary (K-5th grade), Middle Grades (6th-8th) and High School (9th-12th). Within the pathways there are 5 courses that AMSC students participate in field experiences outside of the campus with participating school systems and daycare/PreK centers. Our field experience partners include Atlanta Public Schools, Clayton County Schools, Dekalb County Schools, Decatur City Schools, Our House ECE Center, Sheltering Arms ECE Center, Angel's Paradise PreK center, and Canei Community Outreach East Point.

### *Year Up Greater Atlanta*

AMSC has partnered with Year Up Greater Atlanta, which is a one-year, intensive training program that provides talented and motivated, yet under-served young adults, ages 18-24, with a combination of hands-on skills development, coursework eligible for college credit, corporate internships, and wraparound support. Approximately 145 Year Up students and 10 staffers will be on campus. The classroom environment for Year Up mirrors our instructional design utilizing the hybrid/blended approach. As well, staff and students of Year Up housed on our campus operate and adhere to the same procedures as indicated in our Fall Return to Work plan.

# Atlanta Metropolitan State College

## Opening Taskforce | Student Life & Enrollment Management Working Group Report

### STUDENT LIFE

#### *Dining*

Atlanta Metropolitan State College's dining partner is Aladdin. Aladdin and AMSC will follow the Georgia Department of Public Health COVID-19 guidelines, as well as any CDC guidelines. AMSC will ensure that ICS (third-party custodial servicer) follows all recommended guidelines to ensure proper cleaning protocols are followed in our dining facility. Aladdin will continuously check for updated guidelines and will implement them as soon as possible.

#### **Student Dining –Breakfast and Lunch**

- AMSC will post signage on entrances that no one with a fever or symptoms of COVID-19 is permitted in the facility. Signage will be designed in such a manner as to be easily seen and read by any patrons approaching the restaurant.
- A limited number of students will be allowed in the serving area at a time. One Aladdin associate will assist at the entrance and exit to ensure compliance at all meal periods.
- AMSC will design a waiting line beginning 6 feet from the entrance with stickers placed on the floor designating 6-foot increments for students to enforce social distancing.
- Cashiers will no longer be responsible for touching/swiping the student's debit/credit or ID cards. Aladdin will turn card readers away from the cashier to enable students to swipe their own card.
- Self-Serve stations will be converted to made to order and served by Aladdin associates.
- All food will be served in disposable containers.
- Beverages will be served to students by the dining staff in disposable cups or bottled beverages will be available to purchase.
- Prepackaged condiments such as mayonnaise, ketchup, mustard, salt & pepper will be given to the student at the time of the order.
- Prepackaged fork, knife and spoon kits will be given at the time of the student's order.
- The seating area both inside and outside will include tables with 2-4 chairs at each. Each table will be 6 feet apart.
- Plexiglass will be installed at serving stations and cashier stations to provide a barrier between dining associates and customers.
- If a student purchases a block meal plan for the term and the campus closes, the remaining meal plan will be rolled to the next term of enrollment. If a student graduates during the period of campus closure, the student will be refunded for the portion of unused meals.

## **Personal Protective Equipment Procedures:**

- Aladdin will screen and evaluate workers daily who exhibit signs of illness, such as a fever over 100.4°F, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell. Associate will be asked to leave the premises if symptoms are present.
- Associates will be instructed to notify the Dining Hall Manager if they are not feeling well and refrain from attending their shift.
- Ensure all associates comply with procedures for hand washing and proper use of personal protection equipment (i.e., masks, gloves).
- At each break associate removes their gloves and mask and disposes of them. Associate washes their hands and goes on break.
- Associate returns from break and washes their hands. Associate puts on new disposable mask and gloves.
- Associate removes gloves and mask and washes their hands at the end of their shift. Associate punches out and leaves premises.
- Each associate will be provided with a disposable mask and gloves at the beginning of their shift. Aladdin will ensure they change their gloves up to 7 times per day or more if needed. All new associates will not be able to work until they have received the necessary training and they along with all our associates will sign off that they acknowledge the protocol.
- Foods service provider will implement procedures to increase cleaning and sanitizing frequency of surfaces, including in the back-of-house. Avoid all food contact surfaces when using disinfectants, unless the disinfectants are labeled specifically for food contact use. Always follow manufacturer's label instructions when using disinfectants and sanitizers.
- A worker with known or suspected COVID-19 must follow Centers for Disease Control and Prevention guidelines to self-isolate for at least ten (10) days after symptom onset and end isolation only after symptoms have improved and the worker has been fever-free and/or symptom-free for three (3) consecutive days without medication before returning to work. If a worker is diagnosed with COVID-19, Aladdin will notify the health department as soon as possible. Timely reporting of diagnosed cases will assist with contact tracing measures to help isolate and contain the spread of COVID-19.
- Aladdin will train all workers on the importance and expectation of increased frequency of handwashing, the use of hand sanitizers with at least 60% alcohol, and provide clear instruction to avoid touching hands to face. Food service workers are required to wash their hands according to the Georgia Food Service Rules and Regulations, Chapter 511-6-1-.03(5)(b)&(c). "Hand sanitizer," for purposes of Executive Order 06.11.20.01, means "any hand antiseptic, hand rub, soap, or agent applied to the hands for the purpose of removing common pathogens." Hand antiseptics and hand sanitizers must meet the criteria for the US Food and Drug Administration's food additive definition of Generally Recognized as Safe (GRAS) if food will be touched after using. Otherwise, hands should be thoroughly rinsed in clean water prior to handling food after the use of any hand antiseptics or hand sanitizers that do not meet the GRAS requirements. Bare hand contact with ready-to-eat foods is prohibited.

## *Counseling Services*

The AMSC Counseling, Career and Disability Services unit will operate at full capacity during semester. Based on the Contingency plans and social distancing guidelines, Counseling, Career and Disability Services will make every conservative effort to ensure the safety of students while utilizing services within our area.

In reviewing the current physical space of the Counseling, Career and Disability Services unit (the overall space and individual offices), a plan to make alternate arrangements in order to deliver safe and confidential services to students who request and/or require special accommodations was developed. Below is a bulleted list which details the semester's operations logistical information:

- **Staff Count & FTE Counselor Ratio:** In our center, we presently have one full-time (Director/Counselor). However, on a semester-by-semester term, we employ the assistance of interns that provide high- quality services and assist with the FTE caseload coverage.
- **Physical Space & Alternative Space/Arrangements:** The present office space housed by the director presently will be utilized as a face-to-face counseling office in which students will not need to utilize a laptop to talk with a counselor. Face-to-face opportunities are optimal because students may be in distress. The office space within the center is large enough to foster social distancing and perhaps promote a more relaxed and accommodating environment. Additionally, to adhere to Contingency Plan #2 & #3, staff (Director and Interns) will work through tele-counseling, in- office virtual (limited social distancing) counseling sessions. Interns and Director should have access to technology to review files such as Titanium in order to retrieve student records remotely (VPN Access). For hybrid classrooms opportunities, the interns can go to the classroom to facilitate presentations practicing social distancing, wearing masks/gloves, and using their issued laptops.
- **Approved Certified Tele-Counseling:** Our onsite Director/Manager and the Four Interns (through their schools) are approved to deliver tele-counseling by the National Board of Certified Counselors.
- **Implementation of Face-to-Face Visits:** AMSC is currently practicing safe face-to-face visits that ensure social distancing from the time a student schedules an appointment to the time the student leaves the appointment.

1. Only 2 to 3 students are allowed to come in the office every 2 hours to allow for disinfecting the area in between student visits. Students must check-in for services in the lobby to ensure that office staff can accommodate them at the appointed time, and also to handle walk-ins/crisis. Only students requiring services will be allowed to enter the counseling center (sometimes students bring parents, friends, other students to appointment).
2. Persons referring students for crisis counseling or emergency walk-ins should telephone the office to alert staff that a student is coming to the Office of Counseling, Career and Disability Services at (404-756-4016).
3. Students coming into the office must wear a mask and sign in (through an electronic medium) at the counseling desk for tracking purposes. Students not wearing a mask or if their mask has tears or is damaged are instructed to retrieve a new mask from table. Signage is posted for students to follow steps related to their counseling appointment.
4. Students are instructed to enter in a designated room within the office to utilize their laptop or an office provided laptop to talk with a counselor on-site via the computer.

- **Resources Needed for Fully Operational Counseling Center:**

The present office held by the director will be used as the face-to-face counseling office, which is large enough to accommodate proper social distancing. Plant Operations and Facilities Planning in conjunction with Student Life and Leadership are working to identify a semi-permanent office space for the director who currently rotates assisting students at the front desk during times her current is being utilized for face-to-face counseling. Plexiglass has been installed at the front counter and within individual offices as an additional safety measure.

In accordance with the AMSC Health and Safety Plans, our unit provides masks for interns and/or students who are not wearing one or if the mask worn has become contaminated or somehow fragile. During all sessions the student will be asked to wear a mask while conversing with a counselor who will also wear a mask. Additionally, we have hand sanitizer and disinfect wipes located in each room, the front desk and lab area. Disinfect wipes are used to clean any materials that have been exposed such as pens, computer screens, desk and other furniture coming in contact with campus guest, students, and staff members. Gloves provided for staff in the exchange of any correspondence such as mail and confidential student documents. However, a modified exchange of forms will shift to electronic submissions using the recommended dynamic forms currently in implementation.

- Each office (five offices) has been provided an opportunity to secure laptops, laptop docking stations and webcams to accommodate the tele-counseling caseload.
- Four webcams/microphones to assist with on campus appointments that utilize limited social distancing have been made available for the current student special accommodations computer lab.

- Plastic signage insertable hangers are used to display critical messages for students utilizing services within the unit.

### *Student Organizations*

The Office of Student Life and Leadership surveyed students during Summer 2020 to assess students' interest in topics, types of programs, and online engagement platforms. Survey results were shared with Registered Student Organization (RSO) leaders and training has been provided to RSOs on the use of Microsoft Teams and strategies for engaging students online. The college does not have choral, band, or other similar student groups which may present social distancing challenges. Appropriate college documents have been updated to reflect modifications to existing policies, procedures, and guidelines.

Student organization members who have tested positive or who have symptoms of COVID-19 should seek medical care, notify their student organization advisor or immediate supervisor, and remain at home. As reported by the Georgia Department of Public Health (GDPH), individuals with COVID-19 have had a wide range of symptoms ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus:

- Fever > 100.4 F
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Vomiting and/or diarrhea

Students with COVID-19 who have symptoms and are directed to care for themselves at home may return to school in adherence to the GDPH guidelines for discontinuing home isolation. The affected student may return to school and/or work when he or she has met ALL three of the following criteria:

- No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers);
- Improved symptoms; AND,
- At least ten (10) days have passed since initial symptoms appeared or negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA for at least two consecutive respiratory specimen collected  $\geq$  24 hours apart.

Students without COVID-19 symptoms, but who have tested positive and are directed to care for themselves at home may return to school in adherence to the GDPH guidelines for discontinuing home isolation. The affected student may return to school and/or work when he or she has met ALL three of the following criteria:

- At least ten (10) days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test; or
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA for at least two consecutive respiratory specimen collected  $\geq$  24 hours apart.

When possible, areas where the affected student has been will be closed for at least 24 hours or as long as possible without disruption to campus operations. Ventilation in the contaminated areas should be increased to facilitate air filtration. The appropriate advisors and/or supervisor will notify Plant Operations concerning the cleaning and sanitizing of the contaminated area(s).

#### Contingency Plan 1 | Classes Begin with Social Distancing

All student organizations recruit and meet using online platforms. Registered Student Organization (RSO) leaders are strongly encouraged to host virtual events and are advised that all face-to-face events currently require the approval of the Director of Student Life and Leadership and the Executive Director of Admissions and Student Services to maintain occupancy limitations and social distancing. Student organization and advisor trainings are currently conducted online. Students are encouraged to participate in virtual civic engagement opportunities. The student organization president or his/her designee and advisor are currently asking to certify that social distancing and sanitizing guidelines are maintained. Following face-to-face events, student organization members are required to sanitize assigned spaces with disinfectant wipes and gloves provided by the unit. The advisor and/or a Student Life staff member currently monitors the sanitation process.

#### Contingency Plan 2 | Fall Classes Begin Fully Online & Contingency Plan 3 | Fall Classes and Operations Move to an Online Format for a Period of Time

Registered Student Organizations (RSO) will host all meetings and events virtually.

#### *Campus Recreation*

##### **Contingency Plan 1 | Classes Begin with Social Distancing**

Recreation activities and services are currently offered in a hybrid format. For example, virtual aerobics and fitness classes have been available to students. Policies and procedures for participation and use are aligned with institutional, Board of Regents, the Governor's COVID-19 Task Force, the Georgia Department of Public Health (GDPH) and the Centers for Disease Control and Prevention (CDC) guidelines and mandates. The college currently implements virtual fitness and wellness class offerings. The required Liability Waiver which is completed each academic year has been revised to include COVID-19 language concerning face masks, gloves, restricted areas, and sanitation requirements of students as well as consequences for non-compliance.

## Hours of Operation

The college provides activities primarily in three recreational locations—Game Room, Fitness Center, and Open Gym. Staff assigned to facilities are trained in COVID-19 prevention and sanitation. All students and employees are required to use PPE upon entry and during the entire visit in each of these facilities. Open Gym and outdoor recreational activities will be available as conditions are determined to be safe, as noted in CDC, DPH and USG guidelines.

- Game Room | 10:00 a.m. – 5:30 p.m. | Monday - Thursday
- Fitness Center | 10:00 a.m. – 5:30 p.m. | Monday – Thursday

## Staffing Levels

Eight part-time student employees provide sufficient coverage during all hours of operation. Two employees, to monitor and enforce guidelines and policies, provide an optimal staffing level during operating hours.

## Occupancy Changes

Access to the Game Room and Fitness Center is limited to ensure compliance at all times with social distancing guidelines. Currently, recreational facilities are open to AMSC enrolled students only. Visitors are not permitted in recreational facilities and the college does not offer memberships to non-campus patrons.

## Sanitation Practices

AMSC custodial staff clean and disinfect recreational facilities and equipment **two times during operating hours** and **once in the evening after the facilities have closed**. In addition, each student patron is required to sanitize all equipment used during his/her visit with sanitizing wipes provided in the facility.

Non-touch hand sanitation stations releasing a 70% alcohol-based solution are provided throughout the Game Room and Fitness Center. Additionally, plexi-glass barriers have been installed at the check-in stations to both the Game Room and Fitness Center.

## Locker Room Practices and Restrictions

Locker Room use is restricted to one person at a time and monitored by facility staff to promote social distancing.

Students are not permitted to store items in lockers or use showers. Students assume responsibility for storing and maintaining personal items during each visit.

## Overall Policies

Currently, students enter recreational facilities by swiping their id card and then presenting the card for identity verification to the student attendant. A physical barrier exists at the point of check-in, and, Plant Operations has disconnected the water source to existing water fountains.

Use of the Aerobic Room located in the Fitness Center is facilitated by appointment only. Facility usage is staggered to adhere to a minimum distance of six feet between student

patrons. No reconfiguration of machines is necessary in the Fitness Center as the current setup facilitates—for the most part—the use of every other machine to achieve social distancing.

Educational literature and signage concerning hygiene, sanitizing, and social distancing are posted in both facilities and on the college’s website.

**Contingency Plan 2 | Fall Classes Begin Fully Online & Contingency Plan 3 | Fall Classes and Operations Move to an Online Format for a Period of Time**

Recreational facilities—Game Room and Fitness Center--will be closed in both scenarios.

<b>Items</b>	<b>Quantity on Hand</b>	<b>Quantity Needed</b>
Disposable Vinyl Gloves (Non-Latex)	10	10,000
Disposable Face Mask	0	5,000
Sanitizing Dispensers	3	7
Sanitizer	3	30
Sanitizing Wipes	1	12
ID Scanning Software	0	1

## Fall Opening Taskforce | Student Life & Enrollment Management Working Group Report

### ENROLLMENT MANAGEMENT

Enrollment Management connects future students with Atlanta Metropolitan State College and becomes a driving force in the success of students throughout their matriculation -- by being an integral part of the student learning experience. AMSC will adapt existing strategic enrollment management plans to account for the anticipated changes in recruitment, admissions, and retention related to COVID-19. **Highlights of planned changes to the following:**

#### **Recruitment & Admissions Strategies**

The recruitment team engages each primary county high school for a minimum of three (3) visits. In place of face-to-face visits, engagements are held virtually through TEAMS platform as well as in conjunction with virtual events scheduled by high school and community partners.

1. **College Fairs - Virtual Platform:** College fairs are often sponsored by PROBE or NACAC (National Association of College Admissions Counselors), regional chapters of the national organization, or the actual schools. They involve having a representative staff a table during the fair and visiting with students that stop by. This is a high exposure activity. The AMSC recruitment team will continue to participate in the virtual PROBE fairs. Face to face recruitment engagements is voluntary for recruiters and if attended, recruiters will practice COVID-19 precautions and implement safety measures in conjunction with CDC guidelines. **Recruitment TEAMS Events:** Chat and Chew (Lunchroom Engagement) Recruitment schedules TEAMS; Social Media engagement during this time.

- Foster internal partnerships and engaged select faculty/staff by providing recruitment & admissions training & development for college-wide recruitment, utilizing faculty expertise, inclusive of cross-training

2. **High School Visits-Virtual Engagement:** AMSC Application Instant Decision Day is a Virtual Engagement event in collaboration with our partnering High Schools and Apply to College Month (November). HSV's involve our recruitment team contacting each high school and setting up some time to connect virtually with any interested students at that high school.

3. **High School Counselor/College Advisor Connections:** Our goal is to make a personal connection with high school counselors by virtual contact and sending information and material about Atlanta Metropolitan State College.

- Enhance high School principal and counselor partnerships and pipelines for diverse student recruitment (traditional seniors, international, Hispanic) via Open Houses, Counselor Breakfasts, Parent Welcomes, etc. Change the platform from Face to Face to Virtual.

4. **Alumni Connections:** This is an on-going recruitment strategy that currently involves inviting alumni to recommend a future Trailblazer via email campaigns and setting up events for alumni to share the latest news and recruiting efforts with them. In turn, it is hoped that they take that information back to their areas and assist with the recruitment efforts. These events are coordinated in conjunction with Alumni Affairs.

**5-1. International Recruitment and Admissions:** Staff is currently trained and designated to assist with international students' admissions and recruitment in collaboration with AMSC alumni connections. International students are crucial in creating an atmosphere of cultural diversity with a rich, valuable and competitive educational experience. Virtual recruitment for international students through NACAC and other select college and career fairs are in-progress. On-campus recruitment visits from international students are offered by appointment and Covid-19 precautions for social distancing adhered to while moving around campus for tours. International guests are accompanied by Student Life staff to ensure safe access to campus spaces. Necessary documents accompanying international admissions applications continue to be accepted as stated in the current admissions policy.

5. **Campus Tours, Visits, and Open House:** Virtual Campus tours are schedule and offered weekly by appointment. Open Houses involve the entire campus and are offered as 'Drive-Ins' allowing for prospective students and families to remain in their vehicles while campus staff practice social distancing.

#### Open House

The AMSC Open House is an event where visitors are allowed access to campus in order to learn more about programs and services. Open houses, like campus tours, provide students with a unique opportunity to get information to aid them in their decision to apply for admission. Current applicants have the opportunity to participate in virtual open-houses and campus tours, with registration advertised on the AMSC website. Covid-19 Precautions are adhered to for on-campus visits. The AMSC eOpen House are conducted using Microsoft Teams twice per month on an on-going basis.

#### **Student Target Audience**

a. Prospective Students

Build relationships with prospective students earlier in the cycle, and enhance the recruitment to admits at the top and middle of the funnel with communication flows to prospects and inquiries

b. Applicants

AMSC has moved to an online application process & purchase Clean Address for correcting addresses to minimize return mail

c. New Students (Beginning Freshman) Dual Enrollment Students

d. Adult Learners and Transfer Students

**Recruitment Virtual Marketing Materials Created**

The marketing group currently conducts advertisement/marketing activities via social media platforms that target both traditional students and adult-learners

- Market special programs: Fin Tech, Georgia Film Academy program
- Market Advising & Registration Days
- Social media campaigns using #futuretrailblazer on Instagram and Twitter used to highlight accepted students throughout the fall semester
- Innovation Week Strategic Plan reveal
- Innovation Week AMSC branding reveal
- Postcard campaign with Trellis and Graphic Designer

Publish effective branding and presentation of College acceptance material, including consistent recruitment publications, congratulatory letters, admissions applications, and website content

Virtual College Fair; ePresentation; Virtual Tour; eProspect Card; Recruitment Email; Created Online Application Day Flyer Template; Dual Enrollment Flyer; Summer Enrollment Campaign

**Testing: Remote ACCUPLACER**

In person, proctored testing is offered to students by appointment. Precautions including reduction of capacity, distancing test takers a minimum of 6 feet apart, and sanitizing workstations and supplies after every use are currently implemented.

**Student Engaged in the process**

- a. Applicants are invited to join social media platform to engage them in the enrollment process.
- b. Recruiters have been given “script” to engage the pending and accepted students to move in the enrollment process.

**Admissions Strategy**

- a. Collaborative efforts to establish One-Stop-Shop Customer Service platform consisting of six functional units (Recruitment/Admissions; Registrar, Financial Aid, Student Accounts, Center for Academic Advising and Success, and Testing). Re-

Branding current positions (Tier 1) to be Customer Service Generalist under the Enrollment Management umbrella.

**Cross-train Staffers for Calling Center and Front Counter (Tier 1) | This initiative is currently** underway.

#### **Markers used to monitor/gauge outcomes**

- a. Success is measured by our application conversion and yield rates. Weekly Reporting: Number of Prospects contacted; Number of emails sent; Number of calls made Number of Social media posts

#### **Orientation and Welcome Week Strategies**

New Student Orientation is offered in an online format. The format continues to engage students with campus constituents as well as foster a sense of community. Current campus resources are available to support the unit's virtual communication efforts. The Online New Student Orientation is administered via the institution's Brightspace (D2L) platform. The Office of Student Life and Leadership surveyed students during Summer 2020 to assess students' interest in topics, types of programs, and online engagement platforms. In addition, staff consulted First-Year Experience (FYEX) instructors.

Student Life and Leadership Staff, including Trailblazer Orientation Ambassadors, Student Assistants, and all volunteers, are continuously trained on health safety, social distancing, and cleaning and sanitizing procedures required for all face-to-face events. Following each face-to-face event, unit staff is responsible for cleaning and sanitizing all areas utilized.

#### **Contingency Plan 1 | Classes Begin with Social Distancing**

New Student Orientation for Fall 2020 and Spring 2021 will be delivered in an online format. Each session will be preceded by a Microsoft Teams Meeting with participants to address the course format, connect with fellow Trailblazers, respond to inquiries, and provide "next steps" in the enrollment process.

Welcome Week activities and events will be offered in both in-person and virtual environments. Attendance at in-person events and programs will be limited to ensure observance of social distancing guidelines. As of July 15, 2020, students will be required to wear face masks and gloves provided by the institution. Other fall semester events will also be delivered in a virtual format.

## Contingency Plan 2 | Classes Begin Fully Online

New Student Orientation for Fall 2020 and Spring 2021 will be delivered in an online format. Each session will be preceded by a Microsoft Teams Meeting with participants to address the course format, connect with fellow Trailblazers, respond to inquiries, and provide “next steps” in the enrollment process.

Welcome Week activities and events will be delivered virtually. The Office of Student Life and Leadership will collaborate with FYEX instructors to solicit support and encouragement of student participation in online program offerings.

## Contingency Plan 3 | Fall Classes and Operations Move to an Online Format for a Period of Time

New Student Orientation for Fall 2020 and Spring 2021 will be delivered in an online format. Each session will be preceded by a Teams Meeting with participants to address the course format, connect with fellow Trailblazers, respond to inquiries, and provide “next steps” in the enrollment process.

Contingency Plan Three does not impact Welcome Week.

## **Co-Curricular Retention Strategy**

The COVID-19 Pandemic has forced college professionals to embrace the paradigm shift in the student experience from face-to-face to a virtual environment to meet our students needs and to promote student engagement and success. The Office of Student Life and Leadership will direct efforts to increase the use of technology in on-campus and virtual programming. As a result of the shift in operations, plans are underway to assess students’ technological needs through the use of an online survey instrument. The results of the technology survey and the aforementioned student interest survey will help drive future programming efforts.

## Contingency Plan 1 | Fall Classes Begin with Social Distancing

All student organizations will recruit and meet using online platforms. Registered Student Organization (RSO) and advisor trainings will be conducted online. Students will be encouraged to participate in virtual civic engagement opportunities and all other programming will be delivered in both face-to-face and online formats. All in-person events must adhere to social distancing guidelines.

## Contingency Plan 2 | Fall Classes Begin Fully Online & Contingency Plan 3 | Fall Classes and Operations Move to an Online Format for a Period of Time

All student organizations will recruit, meet, and host events using online platforms. Registered Student Organization (RSO) and advisor trainings will be conducted online. Students will be encouraged to participate in virtual civic engagement opportunities and all other programming will be delivered in an online format.

## CAMPUS COMMUNICATION PLAN

AMSC’s general communications will be coordinated through the Office of Development and External Affairs. The plan is grounded in the guidelines from the Centers for Disease Control, Georgia Department of Public Health and the University System of Georgia COVID-19 guidelines. All Covid-19 communications in this plan will be developed on campus but based on guidance and approval of the University System of Georgia central office communications staff. Additionally, messaging will be following campus communication standards and use AMSC branding to further support our small, close-knit culture. All print, video, and digital media will be consistent in style and presentation.

<b>Content Topic</b>	<b>Audience</b>	<b>Timeline</b>	<b>Content Owner</b>	<b>Critical Points</b>	<b>Method of Communication</b>
Staff/Faculty Welcome Back	Staff and Faculty	January 4, 2021	Director of Human Resources	Reminders of guidelines, teleworking, and being vigilant with COVID-19 Safety after the break	All faculty/staff email
Welcome Back to the Campus- Campus Convocation	Faculty and Staff	January 5- 8, 2021	Provost and VP for Student Success	Reopening of Campus, Covid-19 Guideline reminders, Return to Campus Plan, as well as Strategic Planning, Etc.	Microsoft Teams
Welcome Back and Return to Campus Plan Updates	Faculty, Staff, and Students	January 5, 2021	Development and External Affairs	Share the return to campus plan and highlight any changes to the plan	Email and Website Update
Campus is Open for business, complete registration, etc.	Students	January 4, 2021	Development and External Affairs	Should address all scenarios	Social Media, Campus Email

Welcome Back to the Start of Classes	Students	January 11, 2021	President's Office	Classes are in session, Reminder to follow guidelines	Campus Email
General Campus Updates on COVID-19	Faculty, Staff, and Students	Spring Semesters	President's Cabinet	COVID-19 Updates, reminders of guidelines, etc.	1 Student Open Forum, Monthly Updates via email & website, 1 faculty and Staff Open Forum

## ACADEMICS & RESEARCH | Communication Plan

AMSC’s Academic and Research communication plan is grounded in the guidelines from the Centers for Disease Control, Georgia Department of Public Health and the University System of Georgia COVID-19 guidelines. All COVID-19 communications in this plan will be developed on campus but based on guidance and approval of the University System of Georgia central office communications staff.

Content Topic	Audience	Timeline	Content Owner	Critical Points	Method of Communication
Faculty Development / Training Opportunities	Faculty & Academic Support Staff	January 4, 2021 – June 4, 2021  <i>*Multiple announcement during this time period to remind faculty regarding various trainings</i>	Provost Office	Provide faculty opportunities to design quality instructional courses for the Spring/Summer 2021 start  Assist Faculty with developing syllabi to include a hybrid/blended delivery	Faculty Institute training/TEAMS  Email Memorandum Faculty Listserv
Essential Faculty Preparation & Instructional Course Delivery	Faculty	January 8, 2021	Provost Office	Welcome Back & Appreciation for continued Mid-point efforts  Reminder Faculty Instructional Methods & Cohort Distribution  Reminder about in classroom safety measures and COVID-19 Precautions	Faculty Institute/TEAMS  Email Memorandum Faculty Listserv
Cohort Notification	Student	January 8, 2021	CAAS	Welcome Students Back  Reminder of Advisement & Registration	Trellis Campaign Student Listserv
Summer Term Preparations & Instructional Course Delivery	Faculty  Students	February 1, 2021	Provost Office	Discussion of Instructional Design for Summer 2021 Term	Email Memorandum  Faculty Listserv  Student Listserv  Student Mailer

## STUDENT LIFE | Student Organizations and Campus Recreation Communication Plan

AMSC's Student Life communication plan is grounded in the guidelines from the Centers for Disease Control (CDC), Georgia Department of Public Health (DPH) and the University System of Georgia (USG) COVID-19 guidelines. Communications are primarily informational, in an effort to promote engagement and student success.

<b>Content Topic</b>	<b>Audience</b>	<b>Timeline</b>	<b>Content Owner</b>	<b>Critical Points</b>	<b>Method of Communication</b>
Opening of Recreational Facilities	Students and Employees	Second Week of Spring Semester	Student Life and Leadership	-Opening Date -Hours of Operation -Occupancy Limitations -Access and Usage Requirements -Social Distancing Guidelines	Campus Email Website Postings in Facilities and Throughout Campus
Student Organizations Training	Students and Employees	Third Week of Spring Semester	Student Life and Leadership	-Training Dates, Times, Location -Expectations -Policies and Procedures -Occupancy Limitations -Online Engagement Strategies -Social Distancing Guidelines	Campus Email Website Postings in Facilities and Throughout Campus
Advisor Training	Students and Employees	Fourth Week of Spring Semester	Student Life and Leadership	-Training Dates, Times, Location -Expectations -Policies and Procedures -Occupancy Limitations -Social Distancing Guidelines	Campus Email Website Postings in Facilities and Throughout Campus

## ENROLLMENT MANAGEMENT | Communication Plan

AMSC's Enrollment Management communication plan is grounded in the guidelines from the Centers for Disease Control (CDC), Georgia Department of Public Health (DPH) and the University System of Georgia (USG) COVID-19 guidelines. Communications are primarily informational, to promote engagement and student success among prospective and current students.

<b>Content Topic</b>	<b>Audience</b>	<b>Timeline</b>	<b>Content Owner</b>	<b>Critical Points</b>	<b>Method of Communication</b>
Welcome Week	Students and Employees	One Week prior and First Week of Spring Semester	Student Life and Leadership	-Event Calendar, including time, date, and location -Social Distancing Guidelines -Occupancy Limitations	Campus Email Website Postings in Facilities and Throughout Campus
New Student Orientation (NSO)	Prospective Students	One Week prior and First Week of Spring Semester	Student Life and Leadership	-Post NSO Registration Link and NSO Information including Teams Meeting Date (course overview, expectations, connect with peers, address concerns/questions, next steps	Campus Website
New Student Orientation (NSO)	Prospective Students	One Week Prior to NSO Date	Student Life and Leadership	-send Teams Meeting Link	Campus and Personal Email

## RECRUITMENT AND ADMISSIONS | Communication Plan

AMSC’s Recruitment and Admissions plan is grounded in the guidelines from the Centers for Disease Control (CDC), Georgia Department of Public Health (DPH) and the University System of Georgia (USG) COVID-19 guidelines. Communications are dispersed throughout an array of audiences, from Prospective to New Students.

Content Topic	Audience	Timeline	Content Owner	Critical Points	Method of Communication
Prospective Students	Prospective Student	January 1, 2021	Recruitment & Admission	-Updated prospective Student web pages to include <a href="#">Request More Information</a> channel to generate Student Prospects.	Webpage
Admission & Customer Service	Prospective Student	January 6, 2021	Recruitment & Admission	Announcement of the current way to contact Admissions. -Publish and share Admissions & Recruiter Emails to receive inquiries as a primary point of access from public.	Email blast
EOpen House	Prospective & Admitted Students	Every 2 <sup>nd</sup> Thursday/monthly Beginning January 14, 2021 – May 12, 2021  (Weekly notifications during the spring term)	Recruitment & Admission	-Utilize the established “Live Chat Platform” for Accepted Students to keep them engaged while completing summer and fall admissions requirements. -Moving them to complete financial aid process, New Student Orientation, Advisement and Registration.	Email, phone calls, Social Media Platforms & Trellis (text blasts and postcards)
12-Week Term	Prospective Students & Newly Accepted Students	January 16, 2021 <b>and</b> (Weekly notifications to promote Spring Registration)	Recruitment & Admission	-Promote the Drive-Up Acceptance/Registration event for 12-week term	Campus Email, Student Emails, Social Media Platform, Webpage

Admission Tracking	Prospective Students	Ongoing for Spring and Summer 2021 Term	Recruitment & Admission	-Following initial Admissions Tracking Letter notifying applicant of what's needed to complete admission	Official letter to students and follow-up phone calls and emails
Admission Status	Prospective Students	January 4, 2021 – August 1, 2021 (Ongoing)	Recruitment & Admission	Weekly notification to applicants to keep them inform of their status and registration opportunities	Phone calls, and Emails. Intending to have applicants submit needed documents.

## Fall Opening Taskforce | Fiscal Impact Working Group Report

### FISCAL IMPACT

Atlanta Metropolitan State College's fiscal impact group, led by our Interim CFO/CBO Nick Henry, has reviewed the plans of all other working groups to ensure viability within our budget limitations and projected revenues.

The institution is budgeting for a 5% decrease in enrollment due to COVID-19 concerns in FY21. This decrease in enrollment will affect the operating budgets of various departments. The institution is assessing how to best absorb this potential decline in revenue which is estimated to be nearly \$200,000.

Fee based revenue and areas such as the bookstore and facility rentals will also be impacted. While revenues in the majority of these areas are minimal, the potential loss of part or all of the student center fee (\$240) is a concern. This fee funds our PPV project which has a lease payment of just over \$800,000 per year currently and will continue through FY 2041. While the institution was allowed to increase this fee to its current amount at the beginning of FY20, the continued decline in enrollment has caused this PPV to continue to operate at a loss. Any further reduction in the revenue will have a major impact on the remaining reserves.

In addition to the potential decline in revenues, in order for the institution to operate within the new guidelines related to COVID 19, additional supplies will need to be purchased throughout the fiscal year. Many of these supplies are already purchased by the institution, but they will now be used more frequently, and thus larger quantities will need to be purchased. Additional supplies such as masks, gloves and face shields, which the institution has previous not purchased will now play a major role in daily operations and therefore will be an added expense in FY21.

*(Note: Specific plans related to tracking and reporting fiscal impacts will be given by the USG Office of Strategy and Fiscal Affairs at a later date.)*