

DATE: May 29, 2020
TO: Community College Presidents
FROM: Dr. Brian Durham, Executive Director
SUBJECT: Phase 3: Helping Career and Technical Education Students to Complete Their Coursework

As you are aware, all 48 Illinois community colleges have made substantial changes to instructional delivery in light of the COVID-19 outbreak. However, it has become clear that a subset of career and technical education (CTE) students and students enrolled in specific science lab courses may suffer significant hardship because they must demonstrate certain competencies in person in order to complete their coursework for the spring 2020, but they are unable to do so in an exclusively remote learning environment. This challenge is likely to extend into the summer and perhaps beyond, potentially resulting in the inability of these students to complete current coursework, or in some cases, certificates or degrees.

Therefore, limited in-person instruction is allowable in those cases where there is no alternative way for the student to meet the competencies of the course through alternative, remote, or online instruction. Several principles are key in the implementation of this provision:

- 1) Any required in-person components should be completed as soon as possible.
- 2) The assumption is that as much content as possible will be delivered in an alternative, remote, or online format, with in-person instruction limited to the essential competencies that can only be demonstrated while meeting in-person / onsite.
- 3) In the scheduling of in-person instruction, priority should be given to students scheduled to graduate soonest.
- 4) Students cannot be required to participate in in-person instruction. Students who choose not to participate should be afforded the opportunity to complete their in-person instruction at a later date, per previous ICCB [guidance issued on March 20, 2020](#).
- 5) Colleges are encouraged to work closely with faculty to develop the appropriate protocols to implement this approach.
- 6) Consistent with the Illinois Department of Public Health (IDPH) Guidelines, institutions shall:
 - a. Provide employees with appropriate face coverings and require that employees wear face coverings when they are in a public place and unable to maintain a six-foot social distance.
 - b. Provide students with appropriate face coverings and require that students wear face coverings when they are in a public space and unable to maintain a six-foot social distance.

- c. Ensure students and faculty comply with social distancing requirements pursuant to IDPH Guidelines, including by maintaining six-foot social distancing at all times and convening in groups of 10 or fewer.
- d. Designate six-foot distances. Designating with signage, tape, or by other means, six-foot spacing for employees and students in order to promote compliance with social distancing guidelines.
- e. Have hand sanitizer and sanitizing products readily available for employees and students. Students and employees must practice hand hygiene prior to using any common spaces or materials and again after completion of their work.
- f. Conduct in-person health screenings safely and respectfully, in accordance with IDPH Guidelines available at:

<https://dceocovid19resources.com/assets/Restore-Illinois/checklists3/screening.pdf>

- i. If conducting daily temperature checks, a faculty member or student that presents a temperature greater than 100.4 should not be allowed admittance to the facility and should be encouraged to seek medical care.
 - ii. If automated monitoring is implemented, there must be a mechanism for notification of symptoms and the need for action.
 - g. Implement separate operating hours for elderly and vulnerable students.
 - h. Follow all appropriate IDPH and Center for Disease Control (CDC) guidelines to minimize in-person interaction and maximize safety protocols.
 - i. Clean all common high touch areas and materials touched by faculty, staff and students between uses.
- 7) In partnership with high schools, dual credit students could come to the college campus to complete their in-person instruction.
 - 8) Colleges are responsible for seeking any necessary relief from accreditors and are encouraged to work directly with their respective accrediting bodies.
 - 9) All approved accommodations and services per Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act still apply.

MODELS FOR CONSIDERATION

Model 1: Individual appointments: Allow students to make individual appointments with community colleges to finish their in-person competencies.

Model 2: Small, socially distanced groups, by appointment: Same as above, but with groups of ten or fewer individuals in the room.

Model 3: Employer certification that competencies are met: In limited circumstances, where there is a pre-existing relationship between the current employer of a student and the college, the employer may certify that the student has met the competencies.

Model 4: Minimum hours met based upon national / state requirements: In instances where the community college may require more clinical / lab hours than is required by the state certifying body, national accreditor, or licensing body, colleges have the option to:

- 1) substitute the additional hours by simulation or other means; or
- 2) award the credit even when the minimums for the college requirements have not been met.

As a reminder, in-person instruction should be a last resort and should be utilized *only* when demonstration of skills or competencies cannot be captured through alternative, remote or online instruction.