



April 28, 2020

Dear HCCC Students, Faculty, Staff, and Friends,

Our fifth week of remote learning has begun. We continue to be inspired by the level of support and encouragement that is being shown to students and to each other as we adjust to different modalities. The creativity and flexibility of our faculty to teach and engage students is a hallmark of who we are as a caring institution. We are here for you and we are committed to finding the best ways to bring everyone back together safely on campus soon. The following quote perfectly captures the spirit of our commitment to each of you.

"In this new environment, higher education institutions that are less in love with tradition and more in love with their students will be the ones that thrive." Mike Sorrell, President Paul Quinn College

Please note the following important announcements and reminders:

- On Wednesday April 22, we announced that fully online instruction will continue through the summer II term. We will in turn continue to offer the Pass/Fail grading option to our students through the summer. We are all hopeful that we will be able to begin a return to campus in the fall, but that of course will depend upon the advice and guidance of our health care and community leaders as they assess the safety implications. Even if we do return, we will need to address social distancing requirements in classrooms and other facilities. Our faculty and academic leaders are working on the expansion of hybrid courses that combine online and on-the-ground instruction, and other arrangements to accommodate the "new normal." A special webinar for faculty is being held at noon this Thursday to discuss what a return looks like and to share ideas.
- **Summer terms:** Both summer I and summer II will be delivered remotely. This may mean 100% online with flexible scheduling (asynchronous) or it may mean classes will meet online at scheduled times (synchronous). In the coming days, we will be updating the notes for each class at www.hccc.edu/schedule with details about how the class will operate.
- **Registration for summer and fall classes** are open for ALL students. REGISTER NOW and be at the head of the line to select your classes. Importantly, students now have an option to self-place through Directed Self-Placement (DSP). With Directed Self-Placement, students review course descriptions/expectations followed by a brief questionnaire. At the end of the questionnaire, students select your preferred course placement. For details and instructions go to www.hccc.edu/remoteplacement. For general questions, please contact HCCC Testing and Assessment at testing@hccc.edu (201) 360-4190

- **Professional Development Series** – Stay tuned for the continuation of the Professional Development Series for employees, by employees, in collaboration with various groups and divisions of the College. Interested in hosting a workshop or a program on health, wellness, training or professional development? Please reach out to Anna Krupitskiy by email: akrupitskiy@hccc.edu.
- **Hudson Employee Spotlight** – The Office of Human Resources is spotlighting HCCC employees who are admired for courage, outstanding achievements, or noble qualities as they promote HCCC’s mission and values in their daily work. All HCCC community members may make a nomination. All HCCC employees are eligible to be nominated for the spotlight. Nominate an individual or a team by completing a nomination form. [NOMINATE AN EMPLOYEE HERE!](#)
- Employee Assistance Program (EAP) - Services include counseling, work/life referrals, financial, legal, online therapy and more. Become familiar with the new site by visiting www.eap.ndbh.com and log in using your existing company code. *Username: hccc Password: guest*
- Direct Deposit- HCCC wants to ensure that all employees continue to be paid without interruption. To ensure that you receive payment, electronic payment via direct deposit is the best option. Please reach out to HR at hr@hccc.edu for instructions. The applicable forms are also available on the HR portal page

Frequently Asked Questions (FAQ's)

I have registered for summer classes. What is the distinction between synchronous and asynchronous classes?

Synchronous learning is the kind of dynamic learning that happens in real time. This means that you, your classmates, and your instructor interact in a specific virtual place, through a specific online medium, regularly and frequently at a specific time. Methods of synchronous online learning can include video conferencing, virtual libraries, teleconferencing, live chat, and live-streaming lectures.

Asynchronous learning happens on your schedule. While your course of study, instructor or degree program will provide material for reading, lectures for viewing, assignments for completing, and exams for evaluation, you have the ability to access and fulfill these requirements within a flexible time frame. Methods of asynchronous online learning can include self-guided lesson modules, text-based lecture notes, pre-recorded lectures and podcasts, virtual libraries, and exchanges across discussion boards and or social media platforms. Asynchronous learning gives you the materials and it's up to you to complete them at your convenience.

Many hybrid learning models will include a blend of both asynchronous and synchronous online learning.

How do I return my spring semester rental textbooks and obtain summer textbooks in a safe manner?

SPRING RENTAL RETURNS:

You will receive an e-mail within the next two weeks that includes a free shipping label to return your books. Please make sure you include your name, e-mail address, and the phone number associated to your account so we can process them.

SUMMER I TEXTBOOKS:

If you would like to purchase your summer textbooks, they are available through our website at www.hcccshop.com. Simply enter your student ID number, select the appropriate semester and all of the books you will need will come up. Alternatively, you can search by course ID if you are looking for a specific class.

Wherever possible, we have posted the e-book option for your course materials. This is for a variety of reasons: You will have access to your book within minutes, with no concern for shipping. The e-books are generally significantly less expensive than the physical textbook. We cannot guarantee that the publishers and their warehouses will not be impacted by COVID-19, and this is the best way to ensure you get your materials without issue. Shipping has been inconsistent at best through this period.

For classes where we could not make an e-book available, we will send your books to you for free in the most efficient manner possible. Choosing to pay for overnight or second day delivery is not recommended as this has been particularly inconsistent recently.

With Commencement rescheduled on Thursday December 10, 2020, what celebration activities are planned for graduates?

Last week, an email was sent to all graduates from graduationevents@hccc.edu with information on Graduation Celebration Packages, social media spotlights, and more. If you are part of this academic year's graduating class, please complete the Graduation form so that we have the necessary information to send you your Celebration Package: <https://tinyurl.com/hcccgradpackage>. CONGRATULATIONS Class of 2020!

If the stay at home order is lifted, will HCCC continue to offer summer classes by remote instruction or will classes be held on campus?

All classes will continue to be offered by remote instruction or online for summer I and summer II. Governor Phil Murphy recently announced the stay at home order that has been in effect since March 21 will remain in effect in its entirety until further notice and that before New Jersey reopens, he needs to see four factors: a sustained drop in the curve, expanded testing, contact tracing, and safe places for people to isolate. Until then:

- We are monitoring the situation closely
- We are concerned about our student's ability to finish their coursework
- We care about the health and safety of our community

As always, we will continue to plan and communicate transparently, professionally, and quickly. Please stay safe and well!

HCCC Coronavirus (COVID-19) Task Force Co-chairs,
Kathleen Smith-Wenning
Darryl Jones