



## Process Name • Fall 2020 Face-to-Face Instruction Process

### Overview of the Fall 2020 Face-to-Face Instruction Process

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**Purpose:** For Academic Affairs schools to request to have students come to campus for hands-on learning for which the learning outcomes cannot be met in an online environment.

**CNM Way Expert:** Deans, Associate Deans, Directors, Program Chairs, and/or Faculty.

**Functional Units Involved:** Office of the Vice President for Academic Affairs (VPAA), Master Scheduling Office (MSO), schools, Emergency Management Working Group (EMWG)

**Beginning of Process:** A lab course, or lab hours in a course, is/are added to the Fall 2020 spreadsheet as a hidden course.

**End of Process:** Decision is made to allow lab course or lab hours to be offered, or decision made not to allow lab course or lab hours to be held due to safety concerns.

### Related Documents and Forms:

- A. Fall 2020 schedule of proposed labs
- B. Schematics of labs and spaces
- C. Drawings of buildings and campuses

### Process:

1. The schools enter information about proposed lab hours for Fall 2020 on MSO documents with the designation that the lab is hidden on the schedule.
2. The EMWG receives list of proposed labs from MSO.
3. PPD contacts the Dean or Associate Dean to consult on arranging labs for social distancing. PPD creates a schematic of the layout of the lab for distancing or consults on the proposed space if it is too small for drawings (e.g. truck cab). The schematics are placed in the EMWG SharePoint folder. ITS is consulted when technology must be moved or supported.
4. EMWG reviews the schematics and considers the following: required protocols for group number and distancing, number of people in a building, number of people on campus (people include students, instructors and support), and workload for Instructional Techs as well as Physical Plant employees. Additionally, the team will take into consideration if the proposed lab hours are for a continuing cohort.
5. Student Services will be consulted to determine if appropriate services will be available for students on campus. Also, how will students be accommodated, if needed.
6. Enrollment Strategies will be consulted on enrollment implications.

7. EMWG makes recommendations for which labs can be conducted based on all information. Recommendation will include number of students that can fit safely in a space. EMWG will review all information, ***and any special circumstances.***
8. The recommendations are sent to the VPAA and his team for input. If AA has concerns or questions about the recommendations, they will be discussed with EMWG. AA can suggest alternative scheduling for labs that are not recommended due to safety protocols.
9. VPAA takes the final list of recommended lab hours to Executive Team for approval.
10. VPAA notifies the Dean or Associate Dean of the final decisions.
11. The Dean or Associate Dean unhides the lab on the schedule of classes to be visible to students.
12. If it is determined that the laboratory class cannot be held safely at this time, the rationale will be given to the Dean or Associate Dean.
13. Classes are held in compliance with the schematic and all safety restrictions determined by state authorities and CNM.

**Signature Collection:**

Approval is indicated by the Executive Team electronically.

**Form Distribution:**

The repository for the approved Exception for Face-to-Face Instruction and the Exception List for AA is the [Academic Affairs SharePoint site](#).

**Last Reviewed/Improvements made:** Process created 5/2020.