Virtual Townhall
March 31, 2020

https://www.sjcc.edu/current-students/
AGENDA

I. Welcome & Introduction of SJCC Executive Team

II. Review Agenda

III. District Updates

IV. SJCC Updates
   A. Facilities (Main Campus & Milpitas Extension)
   B. Administrative Services
   C. Technology
   D. Academic Affairs
   E. Career Education
   F. Student Services

V. Healthcare Protocols for COVID-19

VI. Q & A

VII. Additional Resources
District Updates

- Remaining spring 2020 semester will continue through online instruction
- Campus and district services and operations will continue remotely, with exception of essential services
- SJCC and EVC have converted most classes to remote instruction through Canvas, ConferZoom, and other modalities
- Traditional instruction and services for summer term planned, but prepared to offer summer term remotely if necessary
- District has developed Virtual Campus for Students Web page, [https://www.sjeccd.edu/virtual-campus](https://www.sjeccd.edu/virtual-campus)

Virtual Campus for Students

How do I get Started?

Online learning requires Internet access with a computer, smartphone or tablet. You will need to access MyWeb (WebAdvisor) to register for classes and Canvas to access your online classes.

1. MyWeb - Register for Classes

MyWeb provides students, faculty, and staff with access to WebAdvisor. Please login to MyWeb to register for classes, update your educational plan, request transcripts, purchase parking permit, etc.

Access your MyWeb Account »

2. Canvas - Attend Classes

Most online classes use a learning management system called Canvas for instruction and assignments. Registered students automatically have a Canvas account. Click "Access your course in Canvas" to login.

Access your course in Canvas »

3. Zoom - Live Interaction

Online classes may use Zoom for live interactions. Zoom is an online meeting platform that works on computers, smart phones or tablets. Zoom is integrated with Canvas and enables screen sharing, audio, video, and more. A Zoom account is not necessary to participate.

Learn how to use Zoom »

Faculty/Staff Directory

The Faculty and Staff Directory contains contact information at both Evergreen Valley College and San Jose City College as well as at the District Office and Minites Extension.

Free Xfinity WiFi HotSpots

All Xfinity WiFi Public Hotspots are now open to everyone on the “xfinitywifi” SSID. Public hotspots can be found in small/medium businesses and outdoor in commercial areas.
District Updates

- Commencement ceremonies this spring will be in alternate/virtual format
- District has activated Emergency Operations Center (EOC)
- All District and campus facilities currently closed to students, employees, and members of the public
- Anticipated date of return to in-person and on-campus operations for SJECCD employees is Tuesday, May 26, 2020
- Anticipated date of return for students and the members of the public to campus is the first day of Summer Session on Monday, June 15, 2020

Campus Safety & Facilities

- 24/7 Security is provided by SJECCD Campus Police and a private security firm
- All building on campus have been placed on holiday mode to reduce energy consumption.
- As of 3/23 Custodial staff has started disinfecting all classroom, labs, common areas and offices.
- All facility rentals have been suspended (internal and external).
- FF&E team is working on procuring equipment daily.
- Grounds team will be scheduled to begin maintenance of Grounds
Business Services

**Payroll/Employee reimbursements:**
- Paper check (for non-direct deposit) will be mailed to students and employees (address that is in Colleague)
- Employee reimbursements: paper check will be mail to employees (address that is in Colleague)
- Important: make sure your address is updated in Colleague (MyWeb)

**Forms and Signatures:**
- SJCC will utilize DocuSign and Adobe Sign for forms and signatures (an account is needed)
- For new DocuSign Account set up, send request to Interim Director of College Fiscal Services, Deanna.Herrera@sjcc.edu
- New Business Services templates will be rolled out to Division Deans, Division Admins, Managers
- For creation of area-specific templates, send request to Interim Director of College Fiscal Services, Deanna.Herrera@sjcc.edu
Technology Support

Equipment Distributed: 3/20/2020
- 57 Laptops - faculty/staff
- 23 Chromebooks/Apple – students

Equipment Distributed: 3/27/2020
- 22 Laptops - faculty/staff
- 11 iPads – faculty/staff
- 12 Webcams – faculty/staff

Equipment Orders
- Laptops order (in process ETA 4/30/2020)
  - 100 Dell 5490
    (SJCC Ordered – Dell direct)
  - 100 Dell 5470 re-certified
    (SJCC Ordered - Troxell)
  - 130 dell 5400
    (DO Ordered - Dell direct)

External Resources – Equipment
- OCA-National
- Google
- Silicon Valley Bank
- Pathstream
- Silicon Valley Leadership Group
Remote Access Tutoring and Learning Resource Services

- The Library and LRC is open for virtual assistance
- Library  https://sjcc.libguides.com/support
- LRC  https://www.sjcc.edu/current-students/on-campus-resources/learning-resources-center
- Net tutor has been expanded and can be accesses through canvas or at the library website
- METAS and the LRC combined efforts to provide remote tutoring
  - Nearly 80 peer tutors and faculty are now offering one-on-one and small group tutoring via Zoom.
  - Faculty Schedule  Here
  - Peer Tutor Schedule  Here
Migration of Spring 2020 Classes to Remote

- Of the 715 on-campus classes, 89% were successfully migrated to remote instruction.
- Provided faculty with technology support.
- 20 Science labs were video recorded to provide virtual labs accessible on YouTube SJCC Bio Labs.
# Career Education

## CE Students
- Counselors
- Advisory Boards
- Job Fair
- Job Development Specialist
- Program Open Houses
- LinkedIn & LinkedIn Learning
- CE Graduation
- ADA compliant technology
- CE Newsletter
- Non-Credit Open House

## Faculty
- 150 session online
- Replicating hands-on labs
- Identify software
- ADA/508 compliant
- Medical Assisting
- Dental Assisting
- EMS

## Programs
- Opportunities for our students
- Silicon Valley Bank - Data Analyst
- Technest
- Google IT
- Advanced Manufacturing
- Stanford Health Care
Career Education

Students
- Virtual application workshops and collecting R4Os
- San Jose Promise Program (Milpitas Promise) and MUSD
- Online academic counseling
- Online A+R services for students

Partnerships
- Milpitas Unified School District
  - Dual enrollment: Guide 130, ETH 27, and HSCI 08
  - Middle College
  - Summer school
  - Future opportunities for collaboration
- Calaveras Hill and Milpitas High School
  - Dual Enrollment and Concurrent
- Salesforce
  - Dual Enrollment
  - Lifecycle and Environment of Extension
  - Salesforce-driven process

Milpitas Ext.
- Newsletter Blog
- Upgrading Extension to operate online
- Business Services and training sessions
- Developing expanded online functions
- April edition of the newsletter
Student Affairs

- Emergency Funds
  - Application
    [https://www.sjcc.edu/Documents/SJCC%20Student%20Emergency%20FILLABLE%20FORM%20Final.pdf](https://www.sjcc.edu/Documents/SJCC%20Student%20Emergency%20FILLABLE%20FORM%20Final.pdf)

- Grading, Refunds and Withdrawals
  - An email will be sent to students with their options

- General Petition
  - [sjcc.admssions@sjcc.edu](mailto:sjcc.admssions@sjcc.edu)
  - [https://www.sjcc.edu/future-students/admissions-and-records-office/forms](https://www.sjcc.edu/future-students/admissions-and-records-office/forms)

- Financial Aid
  - Impact of withdrawals and dropping
Student Affairs

- Counseling
  - SJCC.Counselingappts@sjcc.edu
  - https://www.sjcc.edu/current-students/on-campus-resources/counseling

- Student Activities
  - Associated Student Government Elections

- Commencement
  - Virtual Date TBD

- Jaguar Market
Health Care Protocols

STUDENTS

● All students exhibiting any symptoms of coronavirus or other flu-like illness should remain at home

● Contact your health care provider or Valley Connections at 888-334-1000.

EMPLOYEES

● All employees exhibiting any symptoms of coronavirus or other flu-like illness should remain at home

● Contact your health care provider. Notify unit supervisor.

https://www.gov.ca.gov/2020/03/19/governor-gavin-newsom-issues-stay-at-home-order/
Q & A
Additional Resources
Can be found on Current Students Page

- News About Grading Policy Changes from the State Chancellor’s Office
- Student Emergency Funds Application
- Chromebook Lending
- New Video! - How to Register for Classes
- Click Here for a Student Health Services Update
- Click here for other options for zero-cost groceries
- Click Here for a Financial Aid Update
- Click Here for Online Counseling Information
- Important Updates From SJECCD Here
- Learn how to log on to Canvas here.
- Other Canvas Resources
- California Community College Resources
- City of San Jose Eviction Moratorium Information
- And much more!
Contacts

Dr. Rowena M. Tomaneng, President
sjccpres@sjcc.edu

Mr. Daniel Garza, Director, Marketing & Public Relations
daniel.garza@sjcc.edu

Dr. Elizabeth Pratt, Vice President, Academic Affairs
elizabeth.pratt@sjcc.edu

Ms. Marilyn Morikang, Vice President, Administrative Services
marilyn.morikang@sjcc.edu

Mr. Roland Montemayor, Vice President, Student Affairs
roland.montemayor@sjcc.edu

Dr. Lena Tran, Vice President, Strategic Partnership & Workforce Innovation
lena.tran@sjcc.edu
THANK YOU!