



WAUBONSEE  
COMMUNITY COLLEGE

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Memorandum of Agreement—Teaching Programs (Article VII. F)

As a result of the COVID-19 pandemic and the subsequent transition to mostly remote teaching and learning, for the fall 2020 semester, faculty will not be required to be on campus for student conference hours, nor will it be an expectation that a minimum of one (1) hour be scheduled each teaching day of the faculty member. Instead, in keeping with the goal to ensure “conference hours shall be scheduled to provide maximum convenience for students who wish to confer with a faculty member,” full time faculty shall be encouraged to survey their students to determine their preference for office hours days and times to inform the scheduled office hours. The office hours may be face-to-face or online (through Canvas or Zoom) to provide time for synchronous dialogue. A variety of days and times is recommended. If/when a faculty member offers face-to-face office hours, they will be assigned a lab or classroom that is available during the scheduled times in order to maintain social distancing of at least six feet. Each faculty member shall schedule a minimum of five (5) hours and identify these on their syllabus by the end of the first week of the class. These adjustments to office hours are necessary to meet student needs due to the pandemic, but the approach to scheduling of office hours for fall 2020 is not precedent-setting.

*N. Chatterjee*

*08/21/2020*