February 12, 2015

To: Faculty

From: David Szczerbacki, CAO

Re: Semester Disruptions – Information and Requests

I am following up on my recent e-mail as well as an e-mail from Dean Bill Nancarrow. I thank you for your patience as we address the impact of weather related disruptions.

1. **Missed Classes**
   Closed days and delayed openings for Spring 2015 include the following:
   (These dates can inform the number of your classes cancelled due to the weather related closings.)

   - Mon. 1/26 – Closed at 4 pm
   - Tues. 1/27 – Closed all day
   - Wed. 1/28 – Closed all day
   - Thurs. 1/29 – Delayed opening 10 am
   - Mon. 2/2 – Closed all day
   - Tues. 2/3 – Delayed opening 4pm
   - Mon. 2/9 – Closed all day
   - Tues. 2/10 – Delayed opening 4pm

2. **Course Make-Up Documentation**
   As noted in my previous message, we are required to meet student contact hours per course (e.g. 37.5 hours per 3 credit hour course). Under normal circumstances, there is no need to document whether we are meeting the requirement. However, since the integrity of our semester structure has been substantially compromised, we have an obligation, I believe, to demonstrate how we meet the standard in light of the disruptions listed above. In addition, we are potentially accountable to external accreditors and concerned parents and students.

   The attached “Course Make-Up Documentation” form should be completed and submitted for each course impacted by the closing disruption. These can be completed and returned on-line to deansoffice@curry.edu with a “cc:” to your Department Chair.
   Please return by February 20, 2015.

   Note that this form provides opportunity to record both - rescheduling or on-line options, depending on how you have chosen to address the missed classes in question.

3. **Calculating Seat-Time Equivalencies**
   The second attachment to this e-mail provides suggested guidelines for determining seat time equivalencies for on-line work. These have been gleaned from various sources in higher education by Dean Nancarrow and reviewed by several faculty members. These are provided to support your judgment(s) as you design on-line experiences. These guidelines can support completion of the Course Make-Up Documentation form(s) as appropriate.