February 10, 2015

Dear Colleagues,

In response to the challenges created by the recent spate of weather closings, I'd like to update you on important issues related to course schedules and the academic calendar.

First, the swap day already scheduled for Tuesday, February 17, for traditional 15-week courses will go forward as planned. Monday classes will meet on Tuesday the 17th, and Tuesday classes will not be held that day. Eight-week Continuing Education/Graduate courses will meet on Monday, February 16, as scheduled, and will not participate in the swap day.

Perhaps more crucially, we have considered options for making up class time missed due to the closings. Two options present themselves: (1) utilizing on-line technology, and (2) scheduling make-up classes. With respect to make-up classes we would like to offer the following dates and times to schedule make up sessions on one or more of these dates as needed. To minimize scheduling conflicts, we are recommending specific days/times for M-W-F, T-Th and 8-week classes as follows:

**M-W-F 8:30 a.m.-12:30 p.m. classes**
Saturday, February 14, 21 and 28 - 8:30 a.m. to 12:30 p.m.
Saturday, March 21, 28, and April 4 - 8:30 a.m. to 12:30 p.m.

**T-Th 8:30 a.m.-2:15 p.m. classes**
Saturday, February 14, 21 and 28 - 1:00 p.m. to 4:00 p.m.
Saturday, March 21, 28, and April 4 - 1:00 p.m.to 4:00 p.m.

**8-Week CE/Grad, once-a week classes, and late afternoon classes M-W and T-Th**
CE/Grad: Friday, February 13, 20 and 27; March 6 - 1:30 p.m. to 10:15 p.m.
For others, also: Friday, April 3 - 1:30 p.m. to 10:15 p.m.

To schedule make up sessions, Milton faculty should contact the Registrar's Office at registrar@curry.edu with your course information and preferred time slot(s). To assist in scheduling, we ask that you make every effort to schedule your make up time as close to the regularly scheduled time as possible. The Registrar will provide confirmation of time and classroom space availability. Faculty teaching Plymouth courses may contact the Plymouth campus at aberriau@curry.edu or 508-747-2424 to schedule make up sessions. Faculty who are teaching in the 8-week format are encouraged to make up at least 50% of lost class time through face-to-face make up sessions in order to preserve the integrity of the course format.

Please contact the Registrar’s office if you cannot meet during the designated times. We will make every effort to accommodate your needs and of course the needs of our students. Please be patient as we work through these scheduling challenges.

As another reminder, the Faculty Center has been working hard to identify online options for addressing the impact of our closings and, possibly, for preemptive consideration in preparation for future

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disruptions. For a summary of these options, I refer you directly to an email from Bill Nancarrow sent yesterday to all faculty under the subject line “Virtual Classroom Options for Missed Classes.”

Note, also, that each 3 credit hour class is required to meet for 37.5 hours. This includes documented "seat time" or "contact hour" equivalences. If you have missed regularly scheduled class time, as most have, please document how you will meet the equivalency requirement. Part of these 37.5 hours can be met via online options. Working with the Faculty Center, I will prepare and distribute a form to collect this documentation by the end of this week. This form should be returned to the Dean’s Office by Friday, February 20. This will provide important information regarding our level of preparedness to support disruptions. In addition, we would like to compile your creative use of technology so we can share ideas with colleagues facing similar issues. This documentation will also be most useful in our interaction with external regulatory bodies, students, and families.

While we recognize these options may not work for everyone, please know that we are working together to secure the best possible outcome for you and your students as a result of these challenges.

David Szczerbacki, CAO