

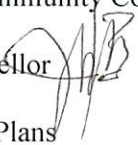
Post Office Box 302130
Montgomery, AL 36130-2130



T 334.293.4500 F 334.293.4504
www.accs.edu

Jimmy H. Baker
CHANCELLOR

MEMORANDUM #2020-EXE-026

DATE: March 27, 2020
TO: Presidents, Alabama Community College System
FROM: Jimmy H. Baker, Chancellor 
RE: Operational Continuity Plans

As the very real and unprecedented impact of the Coronavirus (COVID-19) to our state and across the nation is becoming clearer, there is no question that our conversations must now focus on continued remote operations after April 3, 2020. Yesterday, we learned that public school students will complete this school year through alternative methods of instruction. Many 4-year institutions have extended remote instruction, and in the coming days we will likely hear similar announcements from additional colleges and universities in this state. I know that most of you have already been engaged in serious internal discussions about what happens after next Friday.

I am directing an extension of remote instruction through the remainder of the Spring Semester. I leave it to your discretion to make this announcement to your college community. Further, I am directing each college to submit an Operational Continuity Plan by April 1. I ask that you prepare a document that addresses continued remote operations through the end of the Spring Term and into Summer 2020. Your document should address specific modification(s) to your current alternative Instructional delivery plan as well as provide a summary of your operational strategy for all major (essential) divisions of the college, such as Instruction, Student Services, Information Technology, Adult Education, Facilities & Security, Fiscal/Business Office, Workforce Development and Communications (Internal and External).

By way of example, regarding instruction, your plan should address:

- Specific modification(s) to the Instructional Plans that were submitted to the System Office
- Grading for spring semester
- CTE programs – lab/skills training options
- Health programs/Clinical requirements

Regarding Student Services, your plan should address:

- Admissions, Advising and Registration for Summer and Fall
- Financial Aid processing and student notification
- Tutoring, ADA services and other academic support
- Student Housing (if applicable)

Regarding Workforce Development, your plan should address:

- Credit and noncredit course and program delivery*
- Implications for Workforce grants expenditures
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*Please include an attachment listing the programs that will be offered online. The attachment should separately list non-credit (including Adult Ed and RTW) and credit programs.

As you prepare this document, my staff is available to answer questions regarding specific areas to be addressed. Please limit your submission to eight pages excluding the attachment(s). I appreciate and applaud the amazing work you and your staff have done during these difficult times. I ask that you continue your constructive efforts – the situation we find ourselves in is a marathon. I look forward to our next conference call on March 31 where we will further discuss moving forward.

JHB/lmt

cc: Board of Trustees, Alabama Community College System
Vice Chancellors & Associate Vice Chancellors, System Office
Boone Kinard, External Affairs