



## *Memo from President Mingo*

**To: All Students**  
**Date: July 9, 2020**  
**Subject: Fall Campus Instruction Plan**

Dear students,

I know you're eager to hear about the fall semester and what you can expect on campus given the impact of the coronavirus pandemic.

To keep you and the rest of our campus community as safe as possible during a global pandemic, we are taking several steps to reduce the number of people on campus this fall. Although we are taking significant measures to keep our community safe, we recognize that it will not be possible to completely eliminate all the risks in the midst of a global pandemic. Our goal is to reduce the risk by limiting the number of people on our campus at any given time in an effort to lower the risk of exposure to COVID-19 to the extent practicable.

On-campus instruction will be limited to those students whose course or program requires hands-on learning or demonstrations using equipment located on campus. All courses that can be taught in a virtual/remote modality will be delivered virtually this fall.

The on-campus classes will be much smaller class sizes than usual to meet public health recommendations such as physical distancing, and parts of the class, such as the lectures, will be conducted remotely utilizing our robust online learning management system, Brightspace and virtual classroom video lectures such as Zoom.

To find out if your classes will be face-to-face, remote, or a combination of both, please check the new class schedule which will be posted at [wccc.me.edu](http://wccc.me.edu) by Wednesday, July 15, 2020. The attached or enclosed instructions explain how to access this information online. If you need assistance, please contact Associate Dean of Student Affairs and Retention, Nichole Cote at [ncote@wccc.me.edu](mailto:ncote@wccc.me.edu) or (207)454-1012. WCCC will be observing the normal holidays and semester schedule which is on the WCCC website under the "Academics" tab, "[Academic Resources](#)."

By limiting access to campus this fall, in addition to putting in place additional public health measures, we are in hopes it will help us to expand the number of people on campus in the spring semester. That will depend on the progression of the virus and our collective effort towards minimizing exposure to COVID-19.

To do that, we will be:

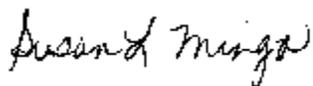
- Requiring everyone on campus to follow common sense safety protocols, including wearing cloth face coverings inside buildings and maintaining a safe physical distance from others. Details about those protocols are on the Maine Community College's [COVID FAQ page](#).
- Opening the residence halls, but limiting capacity to one person per bedroom which will be 60% of our typical capacity. No guests will be allowed in the residence halls.
- Opening the campus, but limiting access to many buildings and facilities to only the people who must be on campus. There will be fewer employees on campus, since most will be working remotely while delivering services.
- Limiting seating or access to common areas on campus, including dining facilities, gyms, bookstores, libraries and lounges. You may need an appointment to meet with a tutor or financial aid advisor and many of these services will be conducted virtually versus face-to-face when appropriate.

We know this will make for a far different college experience than we all wanted. After thoughtful consideration and a great deal of analysis, we are confident that this is the best way to provide you with the education and training you are seeking, while keeping our community as safe and sustainable as possible given the present circumstances we face. The virus progression will dictate whether or not we are able to complete the entire semester with the essential face-to-face courses. If need be, the college is prepared to move quickly into a remote learning environment for all classes. We are all in this together, and it is critically important that we support one another as we navigate this new normal.

Thank you for your patience as we continue to develop our fall plans. We will be updating this information in the upcoming weeks, and we encourage you to be part of the process. You can contact us at [covid-19@wccc.me.edu](mailto:covid-19@wccc.me.edu) with your questions and concerns.

On behalf of the faculty and staff at WCCC, we are optimistic for a successful and safe fall semester and look forward to seeing you in the near future!

Respectfully,



Susan L. Mingo  
President