

Dear CODAA Members:

Due to the Coronavirus outbreak, we have faced unexpected challenges that required the College and all of us to show a great deal of adaptability, understanding, and perseverance. Throughout, CODAA leadership has done its part to hold the College responsible for providing us with up-to-date information, guidance, and resources.

The College chose the ethically correct path by keeping all employees, even student workers and those who cannot work remotely, on the payroll through the end of the spring 2020 semester. CODAA applauds them for this.

Actions Regarding Summer 2020 Courses

On Friday, I spoke with President Caputo and Provost Curtis-Chavez and requested, on behalf of CODAA, that the College not contest the claim of any adjunct filing for unemployment due to the loss of already assigned summer face-to-face or hybrid courses. They have agreed to discuss the request with Cabinet. CODAA is prepared to take every action possible to insure our members are fairly treated. Guidance on how to file for unemployment will be provided at a later date.

Every member who has lost a summer course due to the conversion to online instruction only should keep in touch with your dean and/or department chair or department coordinator. Let them know if you are available to teach online and if you have had any prior online teaching experience or completed an online teaching certification. Deans are planning to add additional online courses in the near future.

CODFA and CODAA are working together on several joint recommendations to the College, including requesting a stipend for adjunct faculty to complete online instruction training and reducing the course cap for online courses. In addition, CODFA leadership has communicated a desire to their membership to be sensitive to CODAA member needs and vulnerabilities at this time and is recommending that first priority should be given to adjunct faculty whose sections have been removed due to the cancellation of face-to-face courses.

Information Collection on Loss of Summer Courses

CODAA is collecting information on how many of our adjuncts lost assigned face-to-face or hybrid summer courses. If you lost an assigned summer course, please complete the **Summer 2020 Questionnaire** found on the CODAA main webpage, www.codaa.org.

CODAA Representation on Major Task Forces and Committees

Know that CODAA has representation on all major College-wide Committees and Task Forces, including the COVID-19 Advisory Task Force, the Academic Committee, Pathways sub-committees, and Shared Governance Council. Our representation allows us to provide input on important decision-making processes and advocate on behalf of part-time faculty. If you have issues or concerns you would like us to consider bringing to one of groups, contact us through the **Contact** tab on the CODAA website.

We are also seeking a representative for the **Online Learning Quality Committee**. The purpose of this committee is to formulate, review and recommend policies for developing, planning, and implementing online courses with a focus on quality in support of the College mission. To serve on this committee, you must have taught online at least once in the past three semesters. If you are interested, please contact me at baunbach@cod.edu by Friday, April 17th. This committee is eligible for CODAA Extra Duty Pay.

Spring Membership Meeting

Finally, join us for our **Spring Membership Meeting by Zoom on April 22nd**. We are asking our dues paying members, since they are eligible to vote on our budget, to join us at 2 pm for the presentation on the proposed 2020-21 CODAA budget. (You can view the proposed 2020-21 budget on the CODAA Website under the “Documents” tab. After the vote, the meeting will be opened up to all members for the session with President Caputo and the Member discussion.

To join the meeting by Zoom on Wednesday, April 22nd, open this link:

<https://cod.zoom.us/j/99093278209>

To join by phone:

Dial by your location

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US

+1 301 715 8592 US

Meeting ID: 990 9327 8209

Please visit the CODAA website regularly for information and updates. Also, consider posting remote instruction tips or questions on our COVID-19 Discussion board. When completing the short form for posting, you do not need to complete the webpage field.

The CODAA Board hopes you are healthy and safe during this time and looks forward to seeing you when we are back on campus again.

Cheryl Baunbach-Caplan
CODAA President