



FIVE TOWNS COLLEGE

Fourth Advisory Notice: Administrative Office Closing

March 13, 2020

Dear Colleagues:

This is the College's Fourth Advisory Notice regarding the Coronavirus (COVID-19). The first three notices are published on the College's website.

Today President Trump declared a National Emergency, and so in furtherance of the directive to act proactively the College will implement the following additional steps.

- **Administrative and Academic Offices Closed for Spring Break, March 13 – 30, 2020**
All administrative and academic offices and services will close for the spring break, beginning at 5 p.m. today, Friday, March 13 and continuing until 9 a.m., Monday, March 30. All members of the faculty and staff, except as noted in this Fourth Advisory Notice, will observe the spring break during this period.
- **Essential Personnel to Report During Spring Break**
Essential personnel, including Maintenance Department Staff, Public Safety Office, Food Service, and IT staff should continue to report for work, as determined by department supervisors. Online Education staff may report to work remotely, as determined by the Dean of Online Education – as noted below.
- **Theatre Arts Division Production of *Wolves***
The Theatre Arts Division production of *Wolves* scheduled for this evening, Friday, March 13th, will proceed as scheduled. The Saturday, March 14th production, and the Sunday March 15th tapping are postponed until further notice.
- **Residence Life**
Students are expected to vacate all residence halls according the schedule developed by the Residence Life Office, but no later than Sunday, March 15th. Those few students who have received special permission to remain after that date must comply with the protocols announced by the Director of Residence Life – without exception. Food service during the extended spring break shall be limited solely to those with special permission to remain in residence. Please check with the RLO for additional guidance.
- **Online Instruction and the Transition to Distance Learning**
The College continues to transition the majority of its classes to an online format as noted in previous advisory notices. Faculty members teaching from a distance will continue the professional development - instructional training program next week, but in an online format. All courses are expected to be moved to the online modality no later than Monday, March 30, 2020 when classes resume, as previously noted.

- **Appointment of Dean of Online Education**

Given the expanded importance of online education, the College has created the position of Dean of Online Education and has appointed Prof. Karen Pellecchia, M.F.A. to serve in that role in an interim capacity – pending further action by the College’s Board of Trustees.

Dean Pellecchia is no stranger to Five Towns College and has been leading the College’s online instructional efforts since January. In this new expanded role, she will continue to oversee the development of online courses, training of faculty, and supervision of online instruction. We are fortunate to have her assume this important role at this critical time. Please extend every courtesy to her as she continues to lead in this area.

These are certainly unique and challenging times. I continue to have faith in our community and am humbled by the courage that every member is exhibiting. I want to express the gratitude of the entire College community, including its Board of Trustees, to each and every one of you for rising to meet these challenges.

I very much look forward to a return to normalcy as soon as possible. I remain,

Sincerely yours,

David M. Cohen, J.D.
President