

PANDEMIC RECOVERY PLAN
VICE PROVOST FOR UNDERGRADUATE STUDIES

The Center for Pre-College Programs

This Pandemic Recovery Plan provides information on how programs and services will be implemented by Center for Pre-College Programs (CPCP) personnel during the transitional phases of recovery.

Phase 0:

All face-to-face programs and services will be cancelled. Full-time and part-time personnel will work remotely using NJIT digital tools. Programs and services will be offered as appropriate to students and adults through virtual platforms. Hands-On Learning Kits will be shipped to parents/guardians to facilitate student engagement in summer instructional programs.

Phase 1:

On a case-by-case basis, members of the Leadership Team (Director of Early College Preparatory Programs, Director of TRiO, Director of Special Projects, Senior Manager of School Site Operations and School Engagement Advisor) and/or their administrative assistants will be allowed to report to their offices for brief periods of time, and only as required, to conduct specifically defined work. The authorized personnel will be held responsible for adhering to social distancing and all other known protocols to protect themselves as well as the health and safety of their CPCP and NJIT colleagues in the office setting and the campus at-large.

The department will be closed to outside visitors, including students, parents/guardians, and vendors.

Phase 2:

The Executive Director, Director of Special Projects, School Engagement Advisor, Assistant to the Executive Director and each of the CPCP clusters will rotate working on site one day per week based upon a pre-determined schedule. CPCP personnel will resume working remotely for the balance of the week.

The department will be closed to outside visitors, including students, parents/guardians, and vendors.

Phase 3:

The Executive Director, Director of Special Projects, School Engagement Advisor, Assistant to the Executive Director and two clusters (one cluster for each of the two floors) will rotate working on site one day per week based upon a pre-determined schedule. CPCP personnel will resume working remotely for the balance of the week. Students participating in CPCP-sponsored activities and their parents/guardians, and professional development attendees will be required to use the telephone

outside Campbell Hall to request access to the department; otherwise, the department will be closed to outside visitors.

Full Recovery:

CPCP personnel will report to work unless contraindicated by a medical condition and/or other personal issues. Cluster staff will resume offering full programs and services to students and professionals face-to-face, and use virtual platforms where indicated.

The Educational Opportunity Program

This plan assumes the standards to meet state guidelines for recovery phases in order to protect and support the health, safety, and welfare of our students and staff while maintaining our commitment to fulfilling the University mission to provide services to students. We are currently in Phase 0. Based on the assessment of federal, state, and local regulations, NJIT will announce the periods of subsequent phases for a gradual recovery.

Phase 0:

100% online and 0% face-to-face

EOP has established a multi-faceted approach to communicate with students in their cohort groups through Google Hangouts, WebEx, phone calls, and emails. Jabber is being used to receive incoming calls to the office. All staff is attending meetings with clubs and organizations on- and off-campus through web conferencing. EOP uses the NJIT- EOP website to communicate current information about the office.

Phase 1:

75% online and 25% face-to-face

EOP will continue to meet with student cohort groups via Google Hangouts, WebEx, phone calls, and emails. In addition, EOP staff will assist students in mapping out and organizing the upcoming semester. Jabber will be used to receive incoming calls to the office. All staff will continue attend meetings with clubs and organizations on- and off-campus through web conferencing. EOP will use the NJIT- EOP website to communicate current information to students.

Phase 2:

50% online and 50% face-to-face

EOP will function mainly as a virtual operation. The staff will continue to advise students for the upcoming semester and work with clubs and organizations on- and off-campus via web –conferencing, phone and emails. To maintain the greatest safety for all, there will be minimal face-to-face contact. If a campus meeting is warranted, attendees will adhere to social-distancing protocol and use personal protective equipment (PPE).

Phase 3:

25% online and 75% face-to-face

EOP staff will begin to advise students living on campus in person. All social-distancing and PPE mandates will be followed. Other students will continue to be advised through virtual video conferencing to maintain safety unless a face-to–face meeting is required.

The Office of Academic Advising

The following guidelines are or will be adapted by OAA personnel with each respective phase for the recovery of research operations. We are currently in Phase 0. Based on the assessment of federal, state and local regulations, NJIT will announce the periods of subsequent phases for a gradual recovery.

Phase 0:

100% virtual, 0% face-to-face:

Academic advisors are working with students via phone, email, and virtual video conferencing. They are continually assisting first-year students and incoming transfer students in their assigned colleges/majors with first-year curriculum information, course registration, upcoming summer and fall course advisement, and any other questions regarding academic policies and procedures set forth by the University.

Phase 1:

75% virtual, 25% face-to-face:

The OAA will continue to function virtually. Advisors will work with undergraduate students via phone, email, and virtual video conferencing. They will also be assisting first-year students and incoming transfer students in their assigned colleges/majors with first-year curriculum information, course registration, upcoming summer and fall course advisement, and any other questions regarding academic policies and procedures set forth by the University.

Phase 2:

50% virtual, 50% face-to-face

While adhering to social-distancing regulations, academic advisors will begin working with students in person. Advising via phone, email, and virtual video conferencing will continue, as well. All academic advisors, within the OAA, will be assisting first-year students and incoming transfer students in their assigned colleges/majors with first-year curriculum information, course registration, upcoming summer and fall course advisement, and any other questions regarding academic policies and procedures set forth by the University.

Phase 3:

25% virtual, 75% face-to-face

Academic advisors will increase in-person meetings with students. All social-distancing and PPE mandates will apply. They will be available via phone, email and virtual video conferencing, as well. All academic advisors, within the OAA, will be assisting first-year students and incoming transfer students in their assigned colleges/majors with first-year curriculum information, course registration, upcoming summer and fall course advisement, and any other questions regarding academic policies and procedures set forth by the University.

Learning Communities & First-Year Seminar (FYS)

The Learning Communities (LCs) & First-Year Seminar (FYS) administration and staff (peer mentors) must follow the specific social distancing and safety protocols, including the use of PPE as required by the University following the state of New Jersey and Federal guidance.

The following guidelines should be adapted at each corresponding phase for the recovery of the Learning Communities & First-Year Seminar operations. NJIT is currently in Phase 0.

Phase 0:

100% virtual and 0% face-to-face

The Learning Communities and First-Year Initiatives are continuing all operations and monitoring of students virtually. Additional activities/planning in Phase 0 include:

- Virtual training is being put in place and will be ready for execution in August, date already selected.
- Virtual platform will be in place for the Learning Communities to welcome, embrace and mentor the new incoming first-year students from day one
- Regular scheduled virtual meeting will be scheduled between mentors and associated student population (1 per month minimum)
- First-Year Seminar online platforms will be ready for the instructors to be trained and to welcome the students.
- The First-Year seminar will facilitate virtual student interaction and a virtual tour of the University and its resources. Students will get to know and become connected to NJIT although they cannot be on campus

Phase 1:

75% virtual and 25% face-to-face

This phase includes Phase 0 protocols with some adjustments, as needed

- Additional training will be conducted to ensure the mentors are aware and ready to abide by all safety and other necessary protocols
- Generate revised mentor schedules based on a converged mode
- Additional training will be conducted with the instructors to prepare them for the appropriate face-to-face interaction with students.
- Special grouping of first-year students will be developed to provide a guided and limited campus exposure to new students in a way that enables the team to contain and track their movements and activities.
- The First-Year seminar will facilitate virtual student interaction and a virtual tour of the University and its resources. Limited small-group visits (within mandated guidelines) will be scheduled on campus as the reintegration process begins.
- Testing of various activities and processes for first-year student needs will be delegated to peer mentors to avoid the unexpected as much as possible
- Learning Communities' Lounge will be ready with a cleaning, sanitizing plan as well as an appropriate recording method to ensure that it is adequately maintained, and attendants can be easily tracked.

Phase 2:

50% virtual and 50% face-to-face

This phase includes Phase 1 protocols with some adjustments as needed

- The LC First-Year Population will be strategically grouped in order to provide all students access to resources as they integrate into campus life.
- The First-Year Seminar online platform will be ready for full converged mode and the instructors will be trained accordingly and ready to welcome and accommodate the first-year students.
- Special grouping of first-year students will be developed to provide structured access and integration into the campus in a way that enables the team to contain and track their movements and activities
- First-Year students' group activities will coincide with their on-campus timing.
- The office will work with related first-year student partners such as (NSO, DOS, etc.) to ensure effective coordination
- An access schedule will be generated for the Learning Communities' Lounge to ensure controlled access only and appropriate maintenance.

Phase 3:

25% virtual and 75% face-to-face

The Learning Communities and First-Year Initiatives will revert to face-to-face operation, in the best way possible, to provide safe and efficient service and support for its target first-year student population.

This phase includes Phase 2 protocols with some adjustments, as needed

- Resume face-to-face and off-campus activities to support students' University connections such as common exam sessions, link course group review, support of academic department activities and other social and cultural events on campus.
- Schedule on-campus visits for appropriate resources such as advising, library, student life.
- Train, work and continuously communicate with peer mentors and FYS instructors to ensure that they are ready and aware of all governing guidance of operation for the LCs, FYS and the University overall.

Office of Accessibility Resources and Services

The following guidelines will be implemented for each recovery phase. The Office of Accessibility Resources and Services will utilize social distancing and follow the federal, state and local laws to ensure the safety of students and staff.

Phase 0:

100% virtual and 0% face-to-face

All exams/quizzes for OARS students are being administered by individual professors and academic departments online.

Phase 1:

75% virtual and 25% face-to-face

OARS anticipates that remote learning and instruction will continue. For online classes, OARS will assist instructors with proctoring and providing increased testing-time accommodations, to the extent possible.

Phase 2:

50% virtual and 50% face-to-face

In-person exams may commence. For classes that will be taught on campus, OARS will provide a staff person and two, or three, graduate students to be in the office to administer exams. For online classes, OARS will assist instructors with proctoring and providing increased testing-time accommodations, to the extent possible.

Phase 3:

25% virtual and 75% face-to-face

In-person exams will commence. For the classes that will be taught on campus, OARS will provide a staff person, or two, to administer exams with additional assistance from several of our graduate students. OARS will assist instructors to the extent possible with online classes.

The Learning Center

NJIT faculty, staff, and students at The Learning Center must follow specific social distancing and safety protocols, including the use of personal protective equipment (PPE) as required by the institutional, state and federal guidelines in the respective phase of the following continuity plan.

Phase 0:

100% virtual and 0% face-to-face

Services are provided virtually. All TLC staff members continue to advise/mentor and tutor students through WebEx, phone or email. Workshops are offered, as scheduled, through WebEx and on demand, as requested. The staff also discusses ways to adapt systems to assist our students best.

Phase 1:

75% virtual and 25% face-to-face

Services will continue to be offered virtually. All TLC staff will advise/mentor and tutor students through WebEx, phone or email. Workshops will be provided as scheduled through WebEx and on demand, as requested. While maintaining strict adherence to social distancing and safety protocols, minimal visits to campus will be allowed. Staff will continue to discuss ways to adapt our systems to best assist our students.

Phase 2:

50% virtual and 50% face-to-face

Services to students will continue to be offered virtually through WebEx, phone or email. In-person campus meetings will increase as needed. All social-distancing and safety mandates will apply.

Phase 3:

25% virtual and 75% face-to-face

The Learning Center will increase on-campus activities. While student services and meetings will still be administered virtually, in-person meetings on campus may be scheduled. All social-distancing and safety mandates will apply.

Placement Testing

Phase 0:

100% virtual and 0% face-to-face

The Placement Testing Office is conducting business on a virtual basis and all testing is being done remotely. We are available via email (placementtesting@njit.edu) or phone (973-596-8389) during regular business hours 8:30am – 4:30pm.

Phase 1:

75% virtual and 25% face-to-face

The Placement Testing Office will conduct business mainly on a virtual basis and all testing will be done remotely. We will be available via email (placementtesting@njit.edu) or phone (973-596-8389) during regular business hours 8:30am – 4:30pm. The Associate Director will be on campus one day per week for face-to-face conferences by appointment only.

Phase 2:

50% virtual and 50% face-to-face

The Placement Testing Office will conduct business on a virtual basis with minimal face-to-face meetings occurring by appointment. All testing will be done remotely. We will be available via email (placementtesting@njit.edu) or phone (973-596-8389) during regular business hours 8:30am – 4:30pm. The Associate Director and/or staff will be on campus two days per week for face-to-face conferences by appointment only.

Phase 3:

25% virtual and 75% face-to-face

The Placement Testing Office will conduct business virtually while increasing face-to-face meetings, as well. Social-distancing mandates will be observed. We will be available on campus during alternate business hours at least 3 days per week and can still be reached via email (placementtesting@njit.edu) or phone (973-596-8389). The majority of testing will be done remotely. Appointments are required for face-to-face testing.

Pre-Health Programs

The following guidelines should be adapted with each respective phase for the recovery of research operations. We are currently in Phase 0. Based on the assessment of federal, state and local regulations, NJIT will announce the periods of subsequent phases for gradual recovery.

Phase 0:

100% Virtual and 0% face-to-face

All operations are being performed via remote tools and correspondence. These tools include utilizing Cisco WebEx for any student/staff/faculty meetings, Cisco VPN to access on campus data and computer servers, and Cisco Jabber to speak via remote telephone to person(s) who have no access to internet or Cisco WebEx services. NJIT Shared drives (accessible by Cisco VPN) are being used to centrally access and store all student and office data securely. This office will continue to utilize email correspondence as a parallel instrument to maintain daily operational functions. For all NJIT University Pre-health Committee Interviews for the summer of 2020, all functions will be organized and performed via remote operations. All faculty/staff/students will utilize Cisco WebEx for interviews and subsequent correspondence by either email or Cisco WebEx or Jabber.

Phase 1:

75% Virtual and 25% face-to-face

While maintaining strict adherence to social distancing and safety protocols, all operations will continue to perform as outlined in Phase 0, allowing for occasional/minimal (when absolutely required) visits to campus. When a campus visit/meeting is required, all attendees will unconditionally follow federal, state and local regulations/protocols, to include use of personal protective equipment (PPE) by all students/staff/faculty. All meetings will require scheduled appointments. When possible, the meetings will be performed via established remote meeting tools (WebEx/Jabber/Google Meeting). All office and student data will be securely maintained utilizing NJIT Shared drives, accessible only via secure Cisco VPN accounts.

Phase 2:

50% Virtual and 50% face-to-face

Maintaining Phase 1 protocols, minimal/occasional on-campus meetings with students/staff/faculty will be organized, but only when necessary. All participants will be strongly encouraged to utilize remote access tools, defined in Phases 0 & 1. When campus meetings are convened, the use of PPE will be required and strict adherence to federal, state and local social- distancing protocols will be implemented to minimize risk and exposure. Similar to Phase 0 &1, all other functions will be performed remotely.

Phase 3:

25% Virtual and 75% face-to-face

Upon the relaxation of security and safety protocols set forth by federal, state and local regulations and in accordance with NJIT protocols, the Office of Pre-health will increase on-campus activities. While remote meetings and correspondence tools will be encouraged, well-coordinated in-person meetings on campus may be scheduled. All attendees will unconditionally follow federal, state and local regulations/protocols. This includes the use of personal protective equipment (PPE) by all students/staff/faculty and following proper social distancing guidelines.

New Student Orientation

Phase 0:

100% Virtual and 0% face-to-face

All in-person orientation processes are transitioned into online formats. Orientation software has been purchased to assist with the dissemination of information to all incoming students. A combination of this software and virtual sessions, hosted by the orientation leaders and campus partners, will help to maintain a sense of community and connect students with the resources available to them at NJIT.

Phase 1:

75% Virtual and 25% face-to-face

Due to social-distancing guidelines and the number of students who participate, all orientation operations will be handled online to ensure the continued safety of the incoming students, their families, and the NJIT community. Orientation leaders will provide outreach to incoming students through email, social media and group messaging apps. The Associate Director will be available on campus by appointment only.

Phase 2:

50% Virtual and 50% face-to-face

The activities in phase 1 will continue in phase 2. The Associate Director will be joined by a graduate intern to assist in the orientation process and will be available on campus by appointment.

Phase 3:

25% Virtual and 75% face-to-face

Due to the volume of students that participate in new student orientation, many components will remain online throughout recovery phase 3. If on-campus face-to-face meetings are warranted, there will be significant social distancing, adherence to safety protocols, and restrictions on the number of students, families, and staff who will be able to attend.

Full Recovery:

When NJIT resumes normal operating procedures, all in-person orientation functions will be fully restored.