

Southeast Tech
COVID-19 Planning and Operations Update
EXECUTIVE SUMMARY

Purpose:

Provide the School Board a report regarding the planning and operations in response to the expanding COVID-19 health emergency.

Southeast Tech administrators will provide an oral report regarding the planning and operations that have been moved online in response to the expanding COVID-19 health emergency. Even though Southeast Tech's buildings are closed to the public to help contain the spread of Covid-19, our campus is very much open. Staff and faculty are working hard to continue to support our students, process admissions applications, administer testing options and host virtual visits and orientation sessions. Areas that will be discussed include the following: Academic Affairs, Enrollment Management, IT, Finance & Operations, Student Affairs and Housing Foundation.

1. Academic Affairs – As the number of confirmed cases of COVID-19 in South Dakota increases, Governor Noem has asked all K-12 institutions and the four technical institute campuses to remain closed through at least Friday, May 1, 2020. To align with guidance from Governor Noem, Southeast Tech will continue to be closed to the general public through May 1, 2020, and will now work to provide online/hybrid course delivery for all lab-based classes through at least Friday, May 1. Faculty are working to teach all lecture-based courses online for the remainder of the semester.
2. Enrollment Management - Admissions completed a Virtual Visit Day on Friday, March 27 for about 30 students who registered for the event. The Virtual Visit Day provided students an introduction to Southeast Tech and how our career-focused programs are based on industry demand. At Southeast Tech, attending an Academic Advising and Registration (AAR) Day is required of all new students. Because we must refrain from hosting campus events to help control COVID-19, we moved our April AAR sessions to LIVE, online events. On Friday, April 3, we hosted over 100 students for the first virtual AAR session. On Saturday, April 4, we hosted about 120 students for the AAR virtual session. Our third event will be held virtually on Friday, April 24.
3. IT – Information Technology staff continue to assist faculty with online course development and instruction. IT staff are also responding virtually to technology issues experienced by students.
4. Finance & Operations – Campus custodians have engaged in extra cleaning efforts across campus. Buildings have remained closed to the public to minimize the potential community spread of the Coronavirus.
5. Student Affairs – Students have been provided with regular communication regarding campus closure dates and also access to a wide variety of Student Support services that are accessible online including, tutoring, counseling, disability services, IT help desk, and advising. A Coronavirus webpage was created to assist students with accessing the latest campus information related to the Coronavirus. www.southeasttech.edu
6. Housing Foundation – Students have been encouraged to stay at home after Spring break. Students leaving campus were offered a refund of \$950 dollars for housing costs.

Administrative Recommendation to School Board: Acknowledge the COVID-19 Planning and Operations Update Report.

Report Prepared and Presented by:
Southeast Tech Admin Leadership Team

April 8, 2020