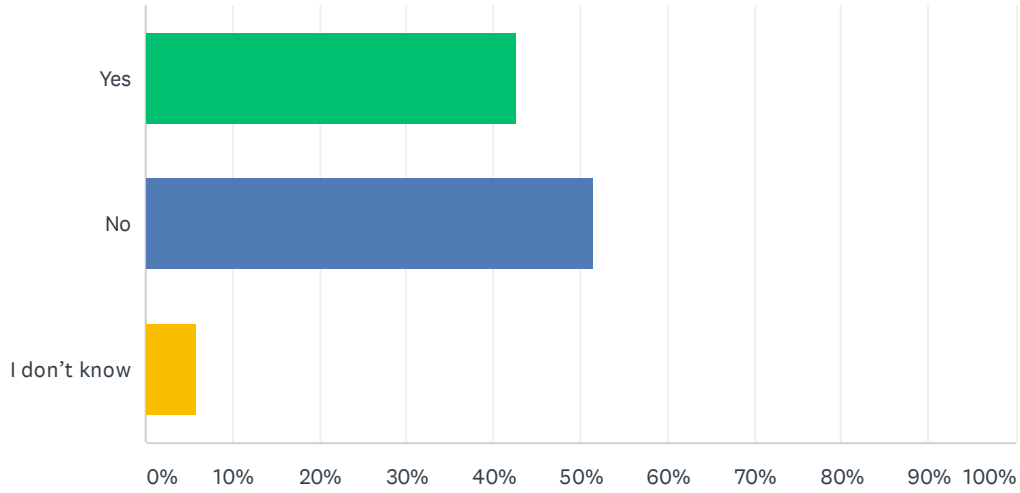


### Q4 Has your institution instituted any delay in operations such as a delay in return from Spring Break, closures, etc.

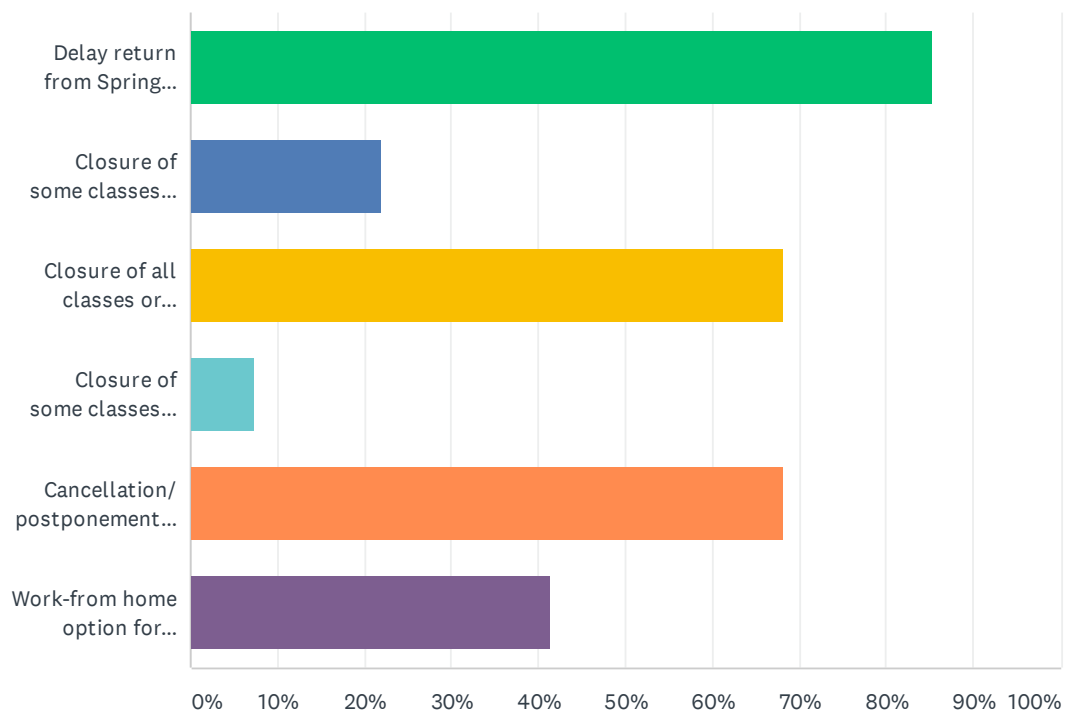
Answered: 101 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	42.57%	43
No	51.49%	52
I don't know	5.94%	6
<b>TOTAL</b>		<b>101</b>

### Q5 What delay in operations has your institution implemented (check all that apply):

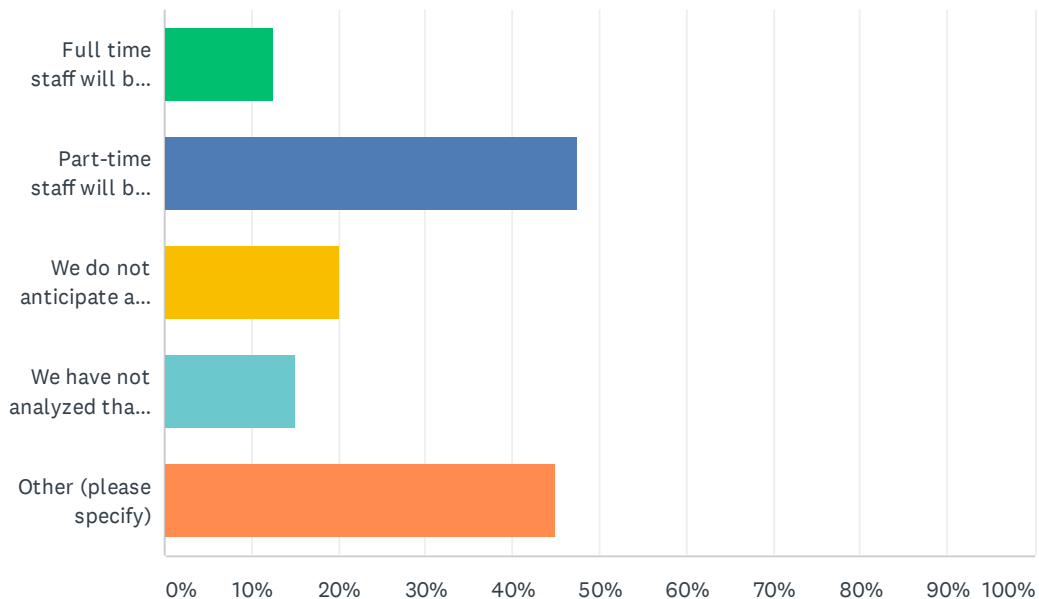
Answered: 41 Skipped: 60



ANSWER CHOICES	RESPONSES	
Delay return from Spring Break	85.37%	35
Closure of some classes or locations	21.95%	9
Closure of all classes or locations	68.29%	28
Closure of some classes or locations due to staff requesting to not work do to Covid-19 concerns	7.32%	3
Cancellation/ postponement of group events	68.29%	28
Work-from home option for administrators	41.46%	17
Total Respondents: 41		

### Q6 How will delay in operations impact pay for staff (check all that apply):

Answered: 40 Skipped: 61



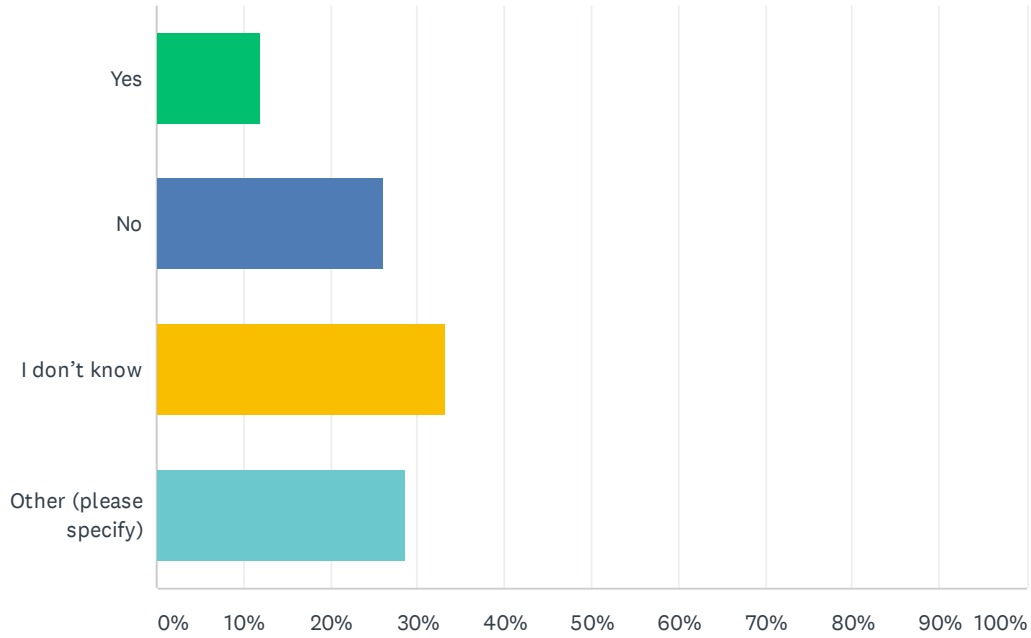
ANSWER CHOICES	RESPONSES	
Full time staff will be impacted	12.50%	5
Part-time staff will be impacted	47.50%	19
We do not anticipate any impacts staff pay	20.00%	8
We have not analyzed that yet	15.00%	6
Other (please specify)	45.00%	18
Total Respondents: 40		

## AEL COVID-19 Impact

#	OTHER (PLEASE SPECIFY)	DATE
1	Our local district has approved pay for all full time and part time staff through the COVID -19 closure. SISD will pay PT instructors based on an average of January and February hours. This impacts our grant because prior to this closure, SISD Community Education had notified PT instructors that April 30th would be their last day. Since our District will pay salaries, this will negatively impact our spending and turn it to overspending.	3/19/2020 12:56 PM
2	One of the concerns coming from our subrecipients is that if PT staff look for other work because their classes are cancelled (and they aren't one of the virtual class teachers), that will cause major hiring needs once f2f classes restart. This will most likely cause even more delays in restarting f2f classes. This is also a concern for PT data entry staff. If an organization does not allow them to come to the office or telecommute, they will also be looking for other employment and may not return to AEL once things are "back to normal." This will cause delays in data entry, validation, and DSO. Thank you!	3/18/2020 11:25 AM
3	I have one instructing opting to not teach and give his class to another instructor. He will return to work when we can do face-to-face again.	3/18/2020 8:49 AM
4	All instructors are adjunct, it has not been determined whether instructors will be paid due to the extended spring break and cancellations at external sites due to the libraries and community centers closing. As of today, only students will have an extended spring break, full-time staff is scheduled to return after spring break week.	3/17/2020 10:40 PM
5	All staff will be working remotely and teachers will be providing Zoom lessons, oversee DL, and making student contacts/advising via phone during this time.	3/17/2020 2:56 PM
6	Responses to this survey are inclusive of some of our programs as well, as I work with some of the staff on a day-to-day basis. Some full-time and part-time staff are working remotely or on hold to return, as the programs are a part of ISDs who, though met collectively with Region 20 Tier Leadership, are taking different approaches and safety precautions.	3/17/2020 8:19 AM
7	The AC Executive Committee will meet tomorrow. We should have updates regarding pay after that.	3/16/2020 1:45 PM
8	We will meet on Monday to discuss options. Currently we do not think full-time will be impacted, and will be discussing hourly part-time options. ISD does plan to continue pay for hourly...	3/14/2020 2:18 PM
9	Staff will be working remotely.	3/13/2020 4:13 PM
10	Full time employees will have to use paid leave (Vacation time) and part -time staff do not have paid leave.	3/13/2020 3:37 PM
11	For the time being, we do not foresee an impact on staff pay. However, that may change depending on the length of closures after the ending of our Spring Break (March 23).	3/13/2020 3:13 PM
12	Key leaders meeting on Monday March 16 to discuss further details.	3/13/2020 1:18 PM
13	Progress testing, retention and participation, participants' direct hours, and the budget will be affected negatively.	3/13/2020 11:32 AM
14	All staff will still work. We are offering all students options for class that are not face to face. Teachers and staff will have a number of tasks to complete.	3/13/2020 11:18 AM
15	We are not sure yet. ACC is delaying operations by one week but we will be spending that week training staff to move classes online starting March 30. I anticipate not all students and/or staff will be able to convert and it is possible class offerings will reduce.	3/12/2020 9:49 PM
16	Faculty and staff are returning from Spring Break as scheduled, but will be working on plans to implement on line classes for indefinite period of time	3/12/2020 6:55 PM
17	Our in person classes are being cancelled but they are moving to online. The week after spring break will be focused on training instructors to move their classes to online March 30	3/12/2020 2:35 PM
18	Staff will come to work and we plan to contact EVERY student by phone. Many students will have lessons they can don on-line.	3/12/2020 11:22 AM

### Q7 Do you anticipate administrative disruptions that would impact TWC financial (CDER) / performance reporting (TEAMS)?

Answered: 84 Skipped: 17



ANSWER CHOICES	RESPONSES	
Yes	11.90%	10
No	26.19%	22
I don't know	33.33%	28
Other (please specify)	28.57%	24
<b>TOTAL</b>		<b>84</b>

## AEL COVID-19 Impact

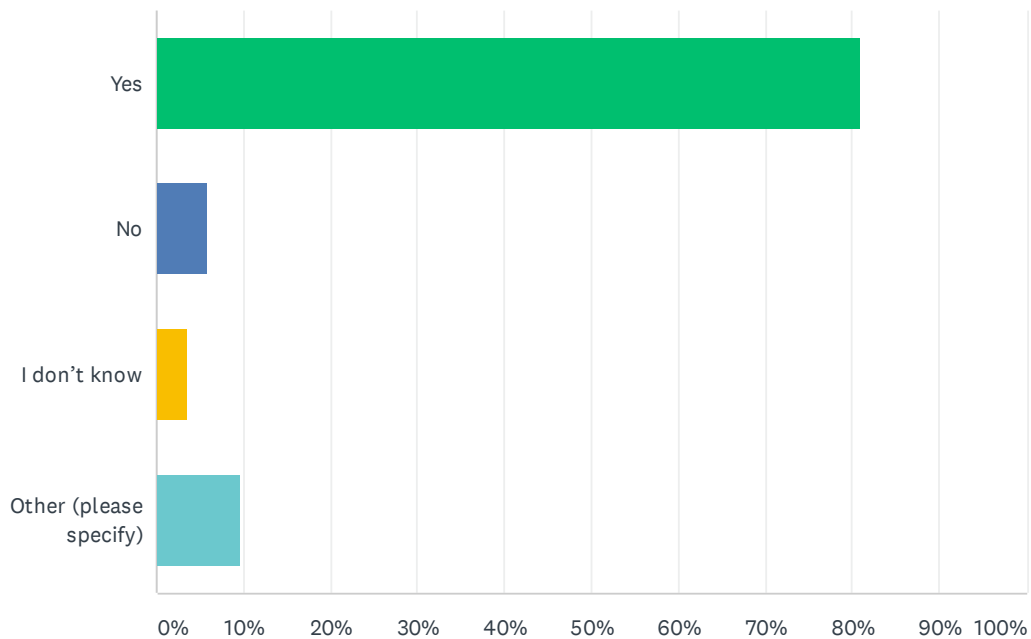
#	OTHER (PLEASE SPECIFY)	DATE
1	As mentioned in previous question, we're concerned that PT Data Entry staff may be looking for other employment and not return to AEL. Hiring new data entry will cause delays in data entry.	3/18/2020 11:28 AM
2	We do not know how to account for the attendance for on-line classes utilizing ZOOM. Other reports should be on time. We cannot have any orientations/registrations/assessments at this time. Assessments are face-to-face. No students are allowed on campus. Full-time staff are back in place. Part-time staff are suffering.	3/16/2020 1:15 PM
3	Only for February. We need a few more days to get February in.	3/16/2020 9:12 AM
4	Some. Full time staff will return earlier than students.	3/13/2020 6:26 PM
5	Birdville ISD will be out until at least March 27. We were able to submit all February data, but I am not sure about March.	3/13/2020 2:15 PM
6	we are continuing to work with management staff and plan to not close all areas at this time.	3/13/2020 1:37 PM
7	We are struggling to retrieve financial data for monthly report from finance dept since we currently closed.	3/13/2020 1:19 PM
8	The situation is still developing. Currently, we do not have any concerns.	3/13/2020 11:22 AM
9	Reporting shouldn't be an issue. My concern is that we will likely have to switch to distance learning. Not everyone has access to wifi or has a computer. We've been discussing returning to book-based learning and submitting work via cell phone. We'll be using next week to figure out if/how we'll provide continuity of service.	3/13/2020 11:14 AM
10	Our administrators are watching the situation. They have scheduled deep cleaning to be done during Spring Break (March 16th - 19th).	3/13/2020 10:37 AM
11	Our administrators are closely monitoring the situation, and are prepared to make decisions if the need arises. We do have confirmed cases near us, and other institutions are making adjustments which will allow for campus closures (at least for students). Our scheduled Spring Break is the 16th through the 20th.	3/13/2020 10:32 AM
12	Possible extended break, exploring methods to continue work.	3/12/2020 4:32 PM
13	No problems with CDER, but if the training providers close or discontinue classes in certain locations, performance reporting could be delayed.	3/12/2020 3:57 PM
14	As BakerRipley operates most of our classes in community center space shared with medical clinics, Charter School campuses, and senior day centers, we are anticipating a reduction to non-essential programming for up to 30 days and the cancellation of events. This will delay our spring semester start from next week to mid-April. This will impact hours of enrollment, data entry and reporting for June 30th program year close. Should community centers close completely, this will lead to disruptions in administrative and student support activities as well.	3/12/2020 3:53 PM
15	As an Educational Service Center we are monitoring the situation closely at this time and will follow suit if we are directed to close operations which will affect CDER and TEAMS reporting.	3/12/2020 1:59 PM
16	Some of the location where we facilitate classes have closed temporarily due to the Coronavirus. Most of them are local ISD sites.	3/12/2020 1:44 PM
17	Our usual data entry cycle of 7 days might lag, but I expect we'll find a solution for March entry that won't require an extension. But I am not speaking for the consortium at all.	3/12/2020 1:44 PM
18	Testing sites not open	3/12/2020 1:33 PM
19	Not a this time of this survey being completed.	3/12/2020 12:57 PM
20	We do not have any known cases of Covid-19 in our area at this time, but this could change and possibly impact reporting and student performance.	3/12/2020 11:59 AM
21	We are not sure, the college has not made a decision as to any closures. We anticipate not, but will advise you in any case.	3/12/2020 11:52 AM
22	We have had to put a halt to our monitoring visits this quarter to reduce the direct exposure to large sites.	3/12/2020 11:47 AM

## AEL COVID-19 Impact

23	Possibly, our district may shut down early/extended for spring break.	3/12/2020 11:21 AM
24	COABE was cancelled so will not be able to spend PD funds	3/12/2020 11:15 AM

## Q8 Do any staff have remote access to student information, like contact information?

Answered: 84 Skipped: 17



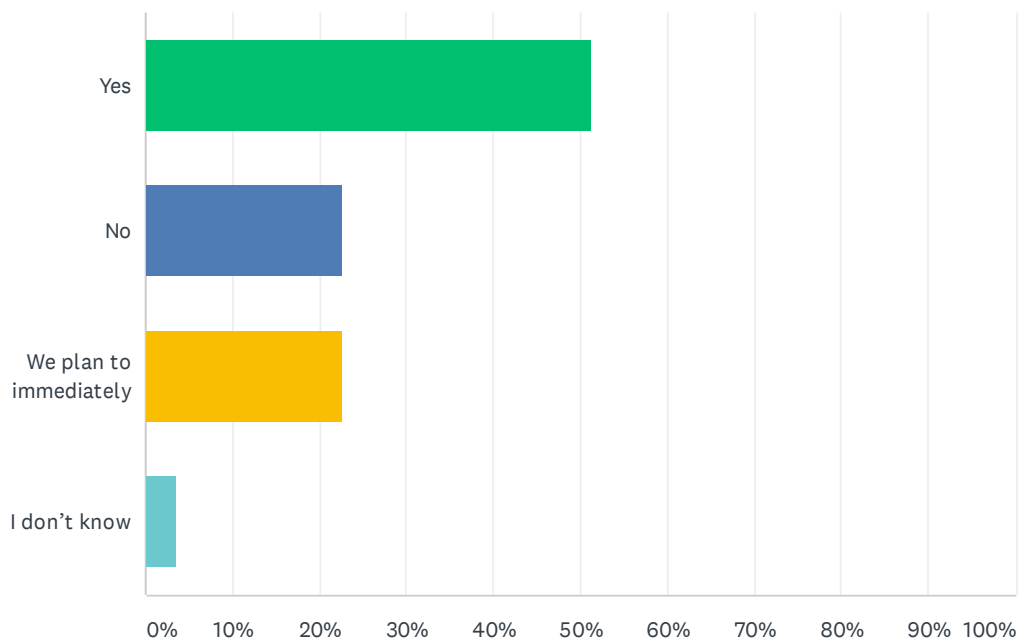
ANSWER CHOICES	RESPONSES
Yes	80.95% 68
No	5.95% 5
I don't know	3.57% 3
Other (please specify)	9.52% 8
<b>TOTAL</b>	<b>84</b>

#	OTHER (PLEASE SPECIFY)	DATE
1	In the process of trying to issue out VPN's to staff members but ran out of licenses.	3/19/2020 10:53 AM
2	Whatever is in TEAMS. Some teachers/groups have Remind to communicate as well.	3/18/2020 11:28 AM
3	Some but not all. In addition, we had new students who were supposed to begin after Spring Break and teachers' don't have access to their contact information yet.	3/13/2020 11:37 AM
4	Yes, in TEAMS, and via REMIND. Staff currently has access to student information since the college locations that are closed, will still allow staff on site.	3/13/2020 9:38 AM
5	Executive director and director only at this time	3/12/2020 4:32 PM
6	We have students set up on Remind 101	3/12/2020 11:59 AM
7	Some.	3/12/2020 11:21 AM
8	in teams	3/12/2020 11:15 AM



## Q9 Have you requested students update their contact information recently.

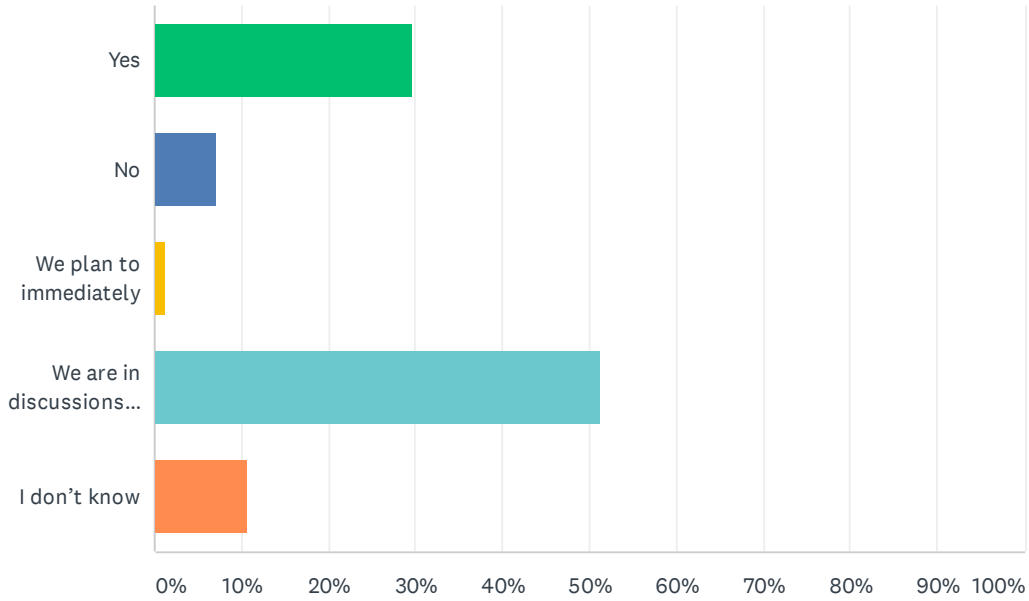
Answered: 84 Skipped: 17



ANSWER CHOICES	RESPONSES	
Yes	51.19%	43
No	22.62%	19
We plan to immediately	22.62%	19
I don't know	3.57%	3
<b>TOTAL</b>		<b>84</b>

## Q10 Have you or do you plan to implement any remote learning options for students?

Answered: 84 Skipped: 17



ANSWER CHOICES	RESPONSES	
Yes	29.76%	25
No	7.14%	6
We plan to immediately	1.19%	1
We are in discussions about that	51.19%	43
I don't know	10.71%	9
<b>TOTAL</b>		<b>84</b>

**Q11 Please let us know any suggestions that we can initiate that will ease your planning and support during their period.**

Answered: 34 Skipped: 67

## AEL COVID-19 Impact

#	RESPONSES	DATE
1	Continued support and information on best practices for remote course delivery. Particularly retention practices. Thank you!	3/19/2020 6:07 PM
2	Clarification on performance based funding measure B is requested; information on additional funds as notified prior to closure (reobligation of deobligated funds).	3/19/2020 1:00 PM
3	If a statement (even broad/vague) about expectations regarding targets, MSGs, budgets, etc. could be released, that would calm many worries. Programs are of course focusing on moving to virtual&DL for current students, but they're worried about registering new students & progress testing current students. Thank you!	3/18/2020 11:28 AM
4	We need to know about documenting student attendance and how to handle assessments. With the college and testing centers closed we cannot test. What about allowing GED READY or HiSET Practice tests as a baseline in order to get new students in classes? We can put registration and orientation on line.	3/18/2020 9:06 AM
5	We need to purchase some cameras. My IT department will not offer assistance. We want to bypass them and purchase from Best Buy.	3/18/2020 7:12 AM
6	Post-testing due to extended closures anticipated.	3/17/2020 10:41 PM
7	we are working on ways to teach remotely and operate distance learning in prison situations also. What we are going to struggle on is the testing aspects both new students and progress testing.	3/16/2020 5:02 PM
8	We need guidance on how to track student hours remotely, utilizing ZOOM or freeconferencecall.com.	3/16/2020 1:15 PM
9	resource suggestions	3/16/2020 9:12 AM
10	We know our reporting and data entry will be affected, grace would be appreciated. We know services are being affected and numbers will for sure be affected...	3/14/2020 2:22 PM
11	We'd like to know if we will receive extensions for spending and to conduct IETs	3/14/2020 2:19 PM
12	It would be useful to know if funding would allow us to pay part-time employees (teachers/instructional staff) who aren't able to work because classes are shut down.	3/13/2020 3:43 PM
13	The college closures have impacted our enrollment and our Orientation & Registrations Sessions. Also, the startup of new classes after our Spring Break will be delayed.	3/13/2020 3:41 PM
14	we have DL for most customers, but, internet in the counties is a big problem.	3/13/2020 1:37 PM
15	Our college is meeting this Monday to discuss options. Intakes for new people is my biggest concern as we had recruited well for IET intakes starting March 16th. We can deliver direct instruction online although it will take time and training but we can not intake without face to face and original documents. Being able to use online documents to determine eligibility in itself would be a big part of the hurdle. We would still have to test in person and won't be able to test groups in a way I can think of but now may be the time to start thinking about better online options for intakes as that is where I foresee struggling the most. I got email messages canceling conferences as far out as June. I can implement virtual instruction for those already in our programs but getting new people through eligibility with a need for original documents and in person testing will be quite difficult.	3/13/2020 1:31 PM
16	Please reconsider extending TEAMS data supervisory validation deadline and be advised that we may lose some or many students without being progress tested due to precautions of not attending class after Spring Break or at all.	3/13/2020 11:37 AM
17	The situation is still developing and we are monitoring it.	3/13/2020 11:22 AM
18	Any ideas TWC has to delivering instruction with remote learning options would be welcome. We know our students frequently have limited resources and wifi and computer access is not guaranteed. We also want to limit people gathering in groups in public given fears of transmission.	3/13/2020 11:14 AM
19	Since many clinical sites are refusing clinical studies at this time, we are concerned of the impact on performance and enrollment targets where our IET courses are concerned, in particular.	3/13/2020 10:37 AM

## AEL COVID-19 Impact

20	Honestly, my biggest concern right now is in reference to our IET students who are not being allowed to participate in the clinical portions of their course since many clinical sites are banning unnecessary entrance. My concern is mostly in reference to performance and meeting planned targets.	3/13/2020 10:32 AM
21	FYI....Although Region5 ESC is still operating, Lamar State College Port Arthur and Lamar University have closed their classes temporarily. This affects over 300 of our students.	3/13/2020 9:38 AM
22	Will do. Thank you!	3/13/2020 8:27 AM
23	Remote options will be limited for some students because of lack of access	3/12/2020 6:58 PM
24	Pls keep us up to date on state mandates; options for data to be submitted on an extended timeline; how metric may change etc. I suspect we will return Monday, mobilize leadership to do whatever is decided upon and be sent home for 5-10 business days. I'll send updates as informed.	3/12/2020 4:32 PM
25	Will there be a resource packet for students to learn online and at home? What are some free DL curricula that are approved by TWC that can be used with HSE students? Can we receive group pricing for software like Burlington English to expand our current DL programs? Is there any guidance on how to support students who do not have computer/Internet access at home? As a CBO, 95% of our instructor workforce are part-time, hourly employees. If we don't have classes, we will not have the students to allocate for their pay. But what if we were paying them for planning time, instead of instructional time? They could update lesson plans, do research on digital integration into their lesson, hold Zoom meeting discussions about drivers of persistence and how to redesign recruitment/registration/orientation. Are these allowable activities to maintain revenue, even without direct student performance/enrollment?	3/12/2020 3:53 PM
26	An official statement from TWC would be nice to ease tensions we may be experiencing at this time.	3/12/2020 1:59 PM
27	This doesn't really apply to COM, but I would expect even in the case where providers are operating in schools that will not close, some schools will limit access by other groups or student populations for safety or additional sanitizing efforts.	3/12/2020 1:44 PM
28	Our organization provides support services that do not include direct service instruction. We are working with Consortium Partners in assistance to their work.	3/12/2020 1:38 PM
29	Notification of new restrictions	3/12/2020 1:38 PM
30	I think it would be a good idea to send out the map graphic or list of states that are seeing peak cases of the virus to make folks aware as they travel. It may also be a good idea to have send pointers/suggestions from the CDC website. Many folks are not going to take the time to look but if you have a sheet that can be passed out, they actually might look at it. I know that there are some trainings scheduled as well, you may want to consider postponing those. They are really asking folks to limit travel unless it's just absolutely necessary at this time. Another thing that may be worth you exploring - I received in my email: **Starting immediately, Townsend Press will grant free Learning Center access to current institutional clients of our print materials who must now shift to digital instruction due to the coronavirus.** This policy will allow impacted students to access our digital content at no charge through the end of the spring semester or academic year (ending in June 2020).	3/12/2020 12:51 PM
31	We are all curious about what will happen with the AEL program if the school district shuts down.	3/12/2020 12:48 PM
32	Written guidance to help us make consistent decisions across programs- also understand that a large population of our students will be out of the country during this week and will return therefore possibly exposing more students and staff.	3/12/2020 11:47 AM
33	We are anticipating our enrollment to decrease this upcoming semester/the remainder of the program year. I am not sure how this will affect our proposed targets for next year, depending on how COVID-19 progresses or impacts the US and current health conditions.	3/12/2020 11:37 AM
34	We will follow our institution's contingency plan to support our learners as needed. However, be aware that class attendance has decreased significantly despite proactive efforts.	3/12/2020 11:15 AM