

TO: PARENTS AND CADETS

FROM: MG Jerry W. Grizzle

Re: Moving to Online Education

DATE: 25 March 2020

This morning the NMMI Board of Regents approved a request from me to cancel classroom instruction for the remainder of the semester. With the continued uncertainty of the COVID-19 situation, I believe it is in our best interests to move to online education for the remainder of the semester and eliminate the confusion that currently exists.

With this approval there are many things to consider regarding Cadets and Parents involvement.

First, I ask all Parents to stay actively involved in the online education of your Cadet. Grades will be recorded on Canvas, just as they are now. Faculty members will use Canvas as the hub to present course materials and to communicate with Cadets. It is important that Cadets remain engaged with their classes and complete assignments by the due dates. Cadets who have issues accessing Canvas and their course material should contact their teachers or academic advisors immediately so that a solution can be found. Cadets who may be traveling home and who experience a period during which they are unable to access the course materials through Canvas, will be granted an extension on deadlines. Materials that are missed during this period will be available, on Canvas once the Cadet reestablishes internet access. Please contact your faculty and academic advisors with any questions. If you need general information about the program of study or support, please contact LTC Smith at [ksmith@nmmi.edu](mailto:ksmith@nmmi.edu) or 575-624-8381.

International students who encounter special challenges are encouraged to work with Maj Cristhina Starke, [starke@nmmi.edu](mailto:starke@nmmi.edu) or 575-624-8371. In addition teachers, counselors and advisors are available to help resolve any problems that arise.

Parental involvement is paramount to the success of online education. The Registrar has activated daily Early Warning Reports that will go out to parents of high school Cadets who have signed to receive them. These will include any flags from teachers indicating possible issues and any assignment notices that teachers would like to share with parents. If you have not signed up for this service, please contact MAJ Wright at [wright@nmmi.edu](mailto:wright@nmmi.edu).

Next will be how we close out the semester from remote locations.

Laptops – Cadets will need their laptops until the end of the semester. At the point the semester is completed, all grades are recorded and those graduating notified that they met all requirements for graduation, we will start an orderly collection of the laptops. Please don't worry about how we will accomplish this at this point. Focus on using the laptop to complete the semester.

Personal Belongings – We will have multiple categories of Cadets regarding dealing with the return of personal property. As soon as the travel ban is lifted, from within New Mexico, we hope all New Mexico residents will be able to come to NMMI in person and collect their belongings. For all out-of-state and International Cadets, a big help would be the notification that you intend to return next year. If you are,

we can offer you the option of leaving your personal belongings here until you return in August. Graduates and Preps that know they will not be returning should coordinate with the Commandant's staff to let them know what items you want returned and how you would like to arrange for shipping.

Checking out for the semester – We will develop an online method for each Cadet to “clear” campus at the end of the semester. This will include instructions on returning the laptop, your personal belongings, clearing with the business office and the Registrar. You must close out the semester just as you would if you were physically here.

Credit/Refund policy – Credits will look different for each student depending on their financial arrangement with NMMI. After the end of semester, NMMI will analyze each cadet's financial balance and will apply a credit for board and laundry on a prorated basis beginning with March 23, 2020, except for those that were on Post due to various transportation issues. Credits will first be applied to any outstanding Cadet balances. Graduating seniors will receive a refund check for any remaining credit balance. Credit balances remaining for all other Cadets will be applied to Fall 2020. Refunds for board and laundry will be adjusted based on financial aid regulations if appropriate.

Bronco Athletes – Bronco athletes should remain in contact with their coach regarding procedures for returning next year. Those JC athletes affected by the cancellation will receive further information as to their eligibility options when it becomes available from the NJCAA.

International Students – NMMI will begin in earnest to coordinate transportation home for all International Cadets here on campus. If travel restrictions prohibit the return to their home country, NMMI will remain responsible for their safety and wellbeing. We will work to find a relative in the US or another country that the Cadet might travel to without restriction. If those options are not possible, we will work to find a host NMMI family. Regardless, every International student will be taken care of, and remain the responsibility of NMMI until acceptable alternative accommodations can be made.

We are planning on beginning the next academic year on schedule. The Commandant will be working with the Corps to select Cadre and provide them instructions for Matriculation. During the remainder of this semester and through the summer, Parents and Cadets are encouraged to stay in touch with your Academic Advisor, your TLA and the Faculty.

Parents and Cadets – I strongly encourage you to develop your own “Plan of the Day.” Cadets are used to working in a very structured environment while at NMMI. Parents and Cadets should develop their home plan of the day. Include all class time, time for a study period equal to Night Study Hall. Be extremely proactive with NMMI if you have any problems concerning the completion of the academic year through online education.

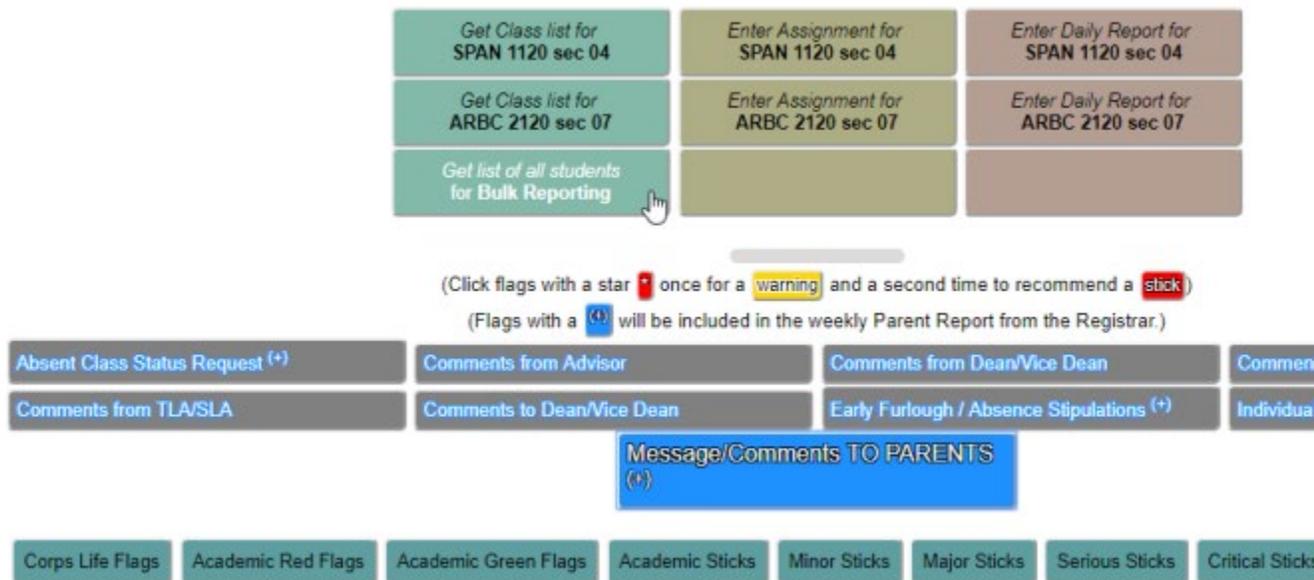
Please go to our website, [www.nmmi.edu](http://www.nmmi.edu), to check for updates. We will post everything that we receive as soon as we receive it from the Governor or her Administration. Please do not believe anything that does not come from NMMI or from me personally.

As we move forward with the distance learning, I want to remind you of a few tools you can use to communicate with parents via the Early Warning System.

MAJ Wright has modified the weekly parent report to go out daily. This report contains information such as grades and department, but it also has sections that display Early Warning System data. Any red or green flags with (+) sign on the button are included in this report. Here are some things you can use to communicate with parents.

**Red and Green Flags:** The new red and green flags are part of the report. If you report that a cadet has not accessed the materials or has accessed the materials, these flags will show up, but the narrative comments will not.

**Blue Flag Comments to Parents:** There is the blue flag comment to parents button. This allows you to send a comment to a parent about the class. The narrative for these flags does show. What you might do is use bulk reporting and select all of the students from the class and then send this flag.



**Assignments:** Remember that there are assignment buttons. This allows you to enter details for an assignment. These also show up on the parent report if you select that option. This could allow you to communicate with the parents about expectations for assignments if you want them to help you work with the cadets to get things done.

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Name:Joel Dykstra E-Mail:dykstra ID:000118568 Status:Faculty Advisees: 0

Wed Mar 25 2020

Date of Infractions:  

Student's ID:  or Student's Last Name:

**Hide Classes**

**Show Cadet Pictures? NO**

*Get Class list for  
SPAN 1120 sec 04*

*Enter Assignment for  
SPAN 1120 sec 04*

*Enter Daily Report for  
SPAN 1120 sec 04*

*Get Class list for  
ARBC 2120 sec 07*

*Enter Assignment for  
ARBC 2120 sec 07*

*Enter Daily Report for  
ARBC 2120 sec 07*

*Get list of all students  
for Bulk Reporting*



Name:Joel Dykstra E-Mail:dykstra ID:000118568 Status:Faculty Advisees: 0

Wed Mar 25 2020

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## SPAN 1120 SEC 04

Enter Assignment Details Here:

Students should do the story on Canvas. It is due on Friday. They need to hand write their answers, take a picture of them or scan them, and upload them to Canvas.

Assignment Due Date:  

**Parents Can See Assignment**

**Do not send to parents immediately  
(click to toggle)**

**Submit Assignment**

**Go Back to Flag Input Screen**

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Thank you again for your support during these truly unprecedented times.