

Dear Deans and Department Chairs,

I want to thank you again for working to ensure minimal disruption to our academic programming while protecting the health and wellbeing of our campus community.

As you know, we have made the decision that in-person classes will not be conducted the week of March 23. During this week we expect all faculty to contact students in their respective courses via email, Moodle or other communication methods to provide details on their academic expectations (assignments that they should be working on, readings, etc.). We will use the week of March 23 to provide appropriate training resources for faculty to ensure continuity of coursework, in the event that remote delivery of in-person courses is extended beyond the week of March 23. Your leadership during this period will be critical, and I will need you to be the point people for addressing details regarding implementation within your college and department. By Monday (3/16/2020), we will share more information on resources that faculty can consult as they prepare for the week of March 23 and potentially beyond. While in-person classes will not be conducted, this is not an extension of Spring Break. For now, though, I ask you to do the following:

- Reinforce to faculty the obligation we have to our students in terms of maintaining continuity of their learning experiences.
- Remind faculty to contact their students right away to 1) establish a communications plan and 2) to inquire about accessibility issues.
 - Communications: All faculty should establish a communications plan with their students, letting them know when they will be available, how quickly they will respond, and in what form they will respond.
 - Accessibility: This includes both their students' ability to access the necessary technologies (computer, internet access, etc.), but also any disability issues that come into play in the online format.
- Give faculty basic guidelines about how to make curricular decisions regarding their courses. This may be particularly important for laboratory and hands-on experiential courses, which might require more creative solutions. Let us empower our faculty to use the tools and technologies that they believe will make their students' learning successful and make any adjustments that they believe are necessary for optimal learning. For instance, faculty will need to decide whether they going to hold synchronous or asynchronous courses.
 - Synchronous courses are ones that all students attend at the same time, and this would mostly likely happen via Zoom. Information Technology is acquiring enough Zoom licenses so that this will not be a limitation for faculty. These courses should be held during the normal course time.
 - Asynchronous courses are not held at a specific time. Faculty make the necessary materials available for students to complete and participate at their convenience. Zoom does allow recording and therefore links can be provided to students asynchronously as an option.
- Remind faculty that they may need to reevaluate their assessment practices. Previously scheduled quizzes and exams may need to be postponed or modified. There are ways to

continue with these assessments in the online format, but faculty should decide if this is essential, or if alternative strategies are sufficient.

- A couple of interesting reads on moving to an online modality
https://www.chronicle.com/article/Going-Online-in-a-Hurry-What/248207?cid=wcontentgrid_hp_9

<https://www.insidehighered.com/advice/2020/03/11/practical-advice-instructors-faced-abrupt-move-online-teaching-opinion>

<https://hbsp.harvard.edu/inspiring-minds/how-to-quickly-adapt-to-teaching-online>

- Some faculty will be nervous about how this will affect their teaching evaluations for the semester. It is important to remind them that this is new territory for everyone and that this disruption to their course will be noted by their supervisor.
- Remind faculty that they need to maintain their own health and wellbeing during this stressful time. It is very important to understand that we may not be able to do everything we would have accomplished in person next week. Working overtime to deliver a perfect experience for students may not be the best strategy for the next few days– instead of trying to learn a host of new technologies in a short period of time, we are better served by taking the time to decide how courses and expectations need to shift in order to meet students’ needs.
- Advising - Advisors are working to offer ‘remote’ advising to students.
- Tutoring – academic support services are working to offer ‘remote’ tutoring for some of our higher risk courses.
- Experiential learning/practicum/clinical rotations/student teaching. Deans are best equipped to make continuation/cancellation decisions in consultation with the organizations hosting the experience. Department chairs should consult their Deans for the same.

Deans, and Department Chairs, you make this happen and you are a big reason our students choose Southeast. I sincerely appreciate the leadership you have shown as we deal with this challenging situation. Continue to reach out to me as specific questions or ideas emerge.

Thank you for all you do.

Mike Godard