

From: Joanne Bruno

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Subject: Academic Continuity Planning in Event of Campus/University Closures - UPDATE

Importance: High

Academic Continuity Update and Planning for Alternate Delivery of Courses
In Event of Emergency Campus Closing Due to Coronavirus

March 9, 2020

Dear Faculty Colleagues:

As you know, I sent a detailed message to each of you last Friday March 6 recommending that faculty begin preparations for alternate delivery of course content in the event the campus is closed due to the coronavirus situation.

The U.S. Department of Education is providing [guidance](#) with regard to temporary delivery in such a crisis, noting delivery methods that would allow students to continue receiving their federal financial aid. When using distance education for course delivery, the *“instructors must initiate substantive communication with students, either individually or collectively, on a regular basis.”* Following this guidance, the instructor *“could use email to provide instructional materials to students enrolled in his or her class, use chat features to communicate with students, set up conference calls to facilitate group conversations, engage in email exchanges or require students to submit work electronically that the instructor will evaluate.”*

Recommended Academic Continuity Planning for the Current Coronavirus (COVID 19) Spring 2019

All teaching faculty would continue to deliver their coursework using one of the following methods, or combination of methods, closely following the expectations stated above, that communication with the student must be initiated by the faculty member and occur on a regular basis. Such electronic engagement with students (email, D2L, Zoom, combination) should be ongoing and facilitate the student's achievement of the course learning objectives. Methods for such engagement should include one or more of the following:

- Email – In this case, course lecture materials, PowerPoints, and/or recorded videos, etc. would be shared with students and two-way, or multi-way, communication would occur on a regular basis between the faculty member and students.
- D2L – In this case, the course materials would be loaded into the existing D2L course shell and the course offered following a traditional asynchronous format for online courses.
- Zoom – In this case, the faculty instructor would conduct live (synchronous) course lectures/discussions with enrolled students at the days/times of the originally-scheduled course. It should be noted that up to 100 individuals may participate in a Zoom session at a time.
- Faculty member may also use multiple of the above methods simultaneously. For instance, course material distribution and dialogue can occur through email during the week, with a once-per-week Zoom class session scheduled.

As described in the March 6, 2019 email message, please note that each course at ESU has an online course shell available to the instructor of record. In the event of a campus closure and/or when face to face classes are suspended, it is strongly recommended that faculty avail themselves of the course D2L

shell in order to continue delivering course content to their students. Converting current courses to online delivery through D2L is a temporary measure in the event of such an emergency necessitating campus closure (i.e. no face to face instruction on campus). Through D2L, faculty may load lectures, videos, readings, assessments, etc., directly into an online shell by Activating Your Course. While numerous faculty are already using D2L for this purpose, we are now encouraging all faculty to take advantage of the D2L course shell and accompanying “professional development” resources (outlined below) that are available to you.

- Online Instruction via D2L: Using D2L, faculty may load lectures, videos, readings, assessments, etc. directly into an online shell. Resources to support the use of D2L for online instruction are outlined below.
 - **Devin Feighan**, Instructional Support Manager: dfeighan@esu.edu; University Ext. 2869
 - **Luis Vidal**, Instructional Support: lvidal@esu.edu; University Ext. 3233
 - Getting Familiar with D2L – Drop-in Professional Development Sessions
 - Stroud 405
 - Wednesday March 11th at 10:00 a.m. – 11:00 a.m. & 5:30 p.m. – 6:30 p.m.
 - Tuesday March 17th at 2:00 p.m. – 3:00 p.m. & 5:30 – 6:30 p.m.
 - [Online Zoom Sessions](#) – Thursday March 12th 10 – 11am and Wednesday March 18th 5:30 – 6:30pm
 - D2L and Zoom Tutorial Videos:
 - [Getting Started with D2L](#)
 - [Activating Your Course](#)
 - [Create a File and Insert Stuff](#)
 - [Uploading Content in D2L](#)
 - [ESU’s Center for Teaching with Technology Resources](#)
 - [Zoom Video Resources](#)
- **Loaner Laptops**: The Office of Computing and Communication Services has graciously made available a limited amount of loaner laptops that can be signed out temporarily by ESU faculty for preparation and duration of a campus closure. Only faculty who do not have computer access at home should request a loaner laptop, please. Contact Robert D’Aversa at ext. 3324 or rfd@esu.edu.
- If the University remains open and there are students who miss class due to illness or quarantine, we are encouraging faculty to be flexible in accommodating student completion of the semester through alternate assignments or “Incomplete” grade assignments.

As we cannot predict the timing or duration of an academic disruption related to such events as the current COVID 19, **I again strongly recommend faculty to take advantage of these resources as soon as practical.** The Office of Instructional Support will also be reaching out to you by email to determine what support you may need to convert to remote delivery of course content. Please also feel free to contact the office directly at:

- Office of Instructional Support – Devin Feighan or Luis Vidal- who will be available to you at the contacts listed above,
- Or my office, EXTs 3141, 3539, 2870, jbruno@esu.edu, directly if you are having trouble contacting Instructional Support.

Some final points in the event of a campus closure:

- All practicums/internships/clinicals would continue as scheduled provided that the placement site was operational and accepting of the students during this period. If any of these experiences are suspended, they could be continued beyond the semester as needed through “Incomplete” grade assignment. Faculty are encouraged to also consider the use of case studies with evaluation as a means of substituting for some of these experience, if necessary and consistent with applicable accreditation guidelines.
- All student teaching placements would continue provided that the student was permitted on site at the K-12 school and assuming that the schools also remained open. Some students may already meet the time requirement prior to any decision to close campus, and departments should review credit hour assignment and status of student teaching placements. Otherwise, like internships, the student teaching placements would continue beyond the semester, as necessary, once school resumed.
- For courses requiring a laboratory component, we will request that the faculty design alternative experiences, wherever possible, that would still allow the student to meet course learning outcome expectations.
- Electronic library resources would still be available for faculty and student access. It will depend on circumstances as to whether the physical library would remain open, but it is expected that library faculty will be available via electronic means for assistance and consultation.

It is imperative that you begin to prepare for delivery of course material in an alternate format to face to face delivery. As reported in *Inside Higher Education* just this morning, more campuses are closing across the country (California, New York, and Washington) and colleges have moved or are moving to online temporary delivery in the event of such a closing. Please refer to the following links for your information:

https://www.insidehighered.com/news/2020/03/09/roundup-news-coronavirus-and-higher-ed?utm_source=Inside+Higher+Ed&utm_campaign=143f931802-DNU_2019_COPY_02&utm_medium=email&utm_term=0_1fcbc04421-143f931802-199496397&mc_cid=143f931802&mc_eid=3285bb482e

https://www.insidehighered.com/news/2020/03/09/colleges-move-classes-online-coronavirus-infects-more?utm_source=Inside+Higher+Ed&utm_campaign=143f931802-DNU_2019_COPY_02&utm_medium=email&utm_term=0_1fcbc04421-143f931802-199496397&mc_cid=143f931802&mc_eid=3285bb482e

As we move forward with this current situation of Coronavirus, please feel free to provide feedback and questions. Further, we will continue to provide updates in regard to the overall plan for academic continuity of services, by email notification and posting on the Provost website under “Planning for Academic Continuity.”

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