

From: Joanne Bruno <jbruno@po-box.esu.edu>
Sent: Friday, March 6, 2020 5:15 PM
Subject: Academic Continuity Planning in Event of Campus/University Closure
Importance: High **Dear Faculty Colleagues:**

March 6, 2020

By way of reminder and for faculty and departmental planning purposes in the case of a university closure or campus closure, I am bringing to your attention our general guidance as provided in February 2019 for "Make-up of Lost Instructional Time as A Result of University Closures"- see attached first document. I have briefly recapped our general principles for recovery of lost or disrupted instructional time. Please note the general principles provided generally apply to typical university closures such as snow closings and short term closings. Please be sure to read the section that follows on: "Recommended Academic Continuity Planning for the Current Coronavirus."

In light of the developing situation with Coronavirus (COVID 19) nationally and globally, I want to highlight some key principles as well as a strong recommendation for faculty to avail themselves of the ability to continue course delivery remotely, via the D2L Course Shells.

Planning for Academic Continuity of Courses and Make-up of Lost Instructional Time as a Result of University or Campus Closures

Consistent with ESU's Strategic Plan: *Students First: Empowering Innovation through Collaboration* and our regional accreditation requirements for credit-hour compliance, ESU's faculty and administration remain steadfastly committed to student success and our ability to work together to meet the needs of our students. From time to time, ESU makes the administrative decision to close due to unforeseen circumstances such as snow/ice storms, hurricanes, or state/national emergencies. In the event of a university-declared closure, the following guidance is provided for planning and decision-making as it relates to the academic functions of the University, in particular the loss of instructional time due to campus closures.

To guide this procedure, ESU's *Assignment of Semester Credit Hour Policy and Procedural Compliance*, (approved by UWCC 2/25/16) is attached for your convenience and can be accessed via the following link: [Assignment of Semester/Credit Hours Policy and Procedural Compliance](#). This policy outlines ESU's compliance with credit-hour mandates levied by the U.S. Department of Education, The Pennsylvania State Board of Education, and the Middle States Commission on Higher Education. Teaching, research, and instruction are the primary activities and responsibilities of the University, and are most susceptible to interruption due to a campus closure. Hence, it is reasonable to conclude that any time missed due to university closure would benefit from pre-planning or contingency planning.

**General Principles and Guidelines for Planning for Recovery of Lost or Disrupted Instructional Time
Due to University Closures ***

***Note: the general principles listed below may not be applicable in the event of an infectious disease as COVID 19.**

- Students and faculty need to make up the equivalent of their missed time in the event of disruption to face to face courses and other courses. This can include seat-time, use of technologies, or both (hybrid/blended) depending on the circumstances of the “closing” event. The goal is to complete the equivalent of disrupted or lost time in course work within the current semester.
- University must ensure that course competencies and student outcomes are met through the alternative plans for recovery by faculty and departments with the support of administration.
- Faculty are encouraged to work with any students that have difficulty meeting the revised course content due to work commitments, athletic schedules, or other reasonable conflicts with the alternate mode of delivery or with other courses.
- Flexibility is key in continuing with academic functions utilizing a wide range of accommodations. Academic units and faculty alike should aim for flexibility in allowing students to make up missed time/coursework.
- Alternative course offerings should be considered whenever possible, either through the use of technology or through the use of alternate teaching space. Out-of-class assignment(s) that align with course competencies and student learning outcomes. When employing this method, a clear message to students should be sent that additional assignment(s) is/are not punitive, but rather connected to the desired student learning outcomes.
- Scheduling instruction on alternative day/times (consulting with Enrollment Service/Registrar to avoid conflicts) that are congruent with student availability.
- For classes requiring a laboratory component, we are recommending that the faculty design alternative experiences that would still allow the student to meet course learning outcome expectations.
- In general, all practicums/internships/clinicals should continue 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. In certain situations, students may “bank” hours prior the campus closure thereby minimizing the need to “make up” lost time. All such arrangements should be made with the faculty advisor or faculty internship coordinator.
- Make-up of clinical coursework/placements and student teaching/fieldwork will necessitate the appropriate affected departments and colleges to contact students who as part of their coursework, meet off-campus and assist determining if alternate planning or make-up time is needed. Consideration of accreditation and graduation requirements should be factored into planning and decisions.
- Faculty should communicate their plans for making up coursework with their students by revising their syllabi and posting it on D2L, as well as sharing with the department chairperson and academic dean.
- The Office of the Provost will continue to provide guidance to unique situations that may not be covered under the general guidance provided herein.

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

I am strongly recommending, and as discussed with APSCUF colleagues, that we prepare to transition to remote delivery of course content wherever possible in the event we experience a campus closure/quarantine as a result of coronavirus.

Specifically, 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.
 - o **Devin Feighan**, Instructional Support Manager: dfeighan@esu.edu; University Ext. 2869
 - o **Luis Vidal**, Instructional Support: lvidal@esu.edu; University Ext. 3233
 - § Getting Familiar with D2L – Drop-in Professional Development Sessions
 - Stroud 405
 - o Wednesday March 11th at 10:00 a.m. – 11:00 a.m. & 5:30 p.m. – 6:30 p.m.
 - o 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 Tutorial Videos:
 - Activating Your Course
 - Getting Started with D2L
 - Create a File and Insert Stuff
 - Uploading Content in D2L
 - ESU’s Center for Teaching with Technology 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. Please also feel free to contact the Office of Instructional Support – Devin Feighan or Luis Vidal – who will be available to you at the contacts listed above, or my office (ext. 3141 or jbruno@esu.edu) directly if you are having trouble contacting Instructional Support.

As we move forward with this current situation of Coronavirus, I welcome feedback and questions throughout so as to assist faculty and students completing the academic semester. Further, we will continue to provide updates in regard to the overall plan for academic continuity of services. This guidance for academic continuity will also be posted next week on the Provost webpage under “Planning for Academic Continuity.”

Jo Bruno

Joanne “Jo” Z. Bruno, J.D.

Provost and Vice President for Academic Affairs