

From: Joanne Bruno
Date: March 11, 2020 6:29 PM
To: Faculty
Subject: Week of March 16-22, 2020 and planning for online delivery

IMPORTANT MESSAGE for March 16-20 and Academic Continuity Planning for Faculty

Faculty Colleagues:

All of you have now learned of the message to the community (first attachment) which states “we are delaying the return of students to campus after spring break until Monday, March 23 as a precautionary measure in light of the ever-changing updates regarding COVID-19.” The only courses officially resuming on March 16, as per the referenced message to the community, are the currently in-progress online courses. Students who are completing internships, student teaching, and clinicals are still encouraged to attend these sites as long as sites are operating and students are able to get to them.

Please be reminded that all faculty and staff are expected to return to campus on Monday March 16, 2020 for the ensuing week in order to conduct university business, including but not limited to, participating in faculty professional development opportunities offered through Center for Teaching With Technology (CTT, Devin Feighan, Luis Vidal, etc.) and described more fully below; departmental meetings especially for planning for alternate delivery of unique aspects of academic offerings as internships, labs, and studio work; meetings between faculty and deans; committee work as is ongoing with tenure/promotion dossier review and searches; office work including contact with students; and any other aspect of faculty/university work. Deans, administrative, and support staff will be available as well to help with planning for the possibility that post-March 23, 2020 we will be delivering courses remotely as outlined in my previous email of March 9, 2020. The delayed return for students was designed to give faculty and staff time to return to work for the primary purpose of more detailed planning and training in the use of distance education modalities.

I am pleased to share with you a seven-day plan of professional development activities for transitioning face-to-face course delivery to an online format. Two days of professional development were previously shared with you (March 9, 2020, Provost email) and are now supplemented with a full week, March 16th through 20th, thanks to our team in CTT. Please refer to the link provided by Devin Feighan, Instructional Support Manager for an updated calendar.

D2L and Zoom Open Training Sessions for Faculty

- Please be sure to reserve your professional development training at the contacts provided in March 9 email
 - **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

Attached for your convenience as well, the D2L “tip sheet,” has been provided to you from our instructional support in CTT.

Several faculty have reached out to note their current face-to-face courses are ready to go remote as early as March 16, 2020. In these cases, please note that our students have already been advised by official university messaging that only current online courses resume on Monday March 16. Hence, though we recognize that many of our faculty are well-versed in D2L, Zoom, and other online learning tools and applaud their excellent work in these areas, we are asking faculty to understand that we have announced to students that no courses will proceed until March 23rd, other than current online offerings.

It is our hope that during the week of March 16-23, students (and faculty) will use this time to obtain any course materials they may have left on campus when they left for break, make sure they have access to working technology for the weeks ahead, and to familiarize themselves with the online systems. Of course, faculty are more than welcome to post course materials and record lectures. Also, we encourage you to reach out to students next week by phone, email, and D2L in support of the transition. Please know, students cannot be expected to view the materials or be penalized for not completing work during the March 16-23 time frame. Please know I have worked with your faculty representatives to ensure fairness to our students while providing this week for both faculty and students to transition to the possibility of remote delivery.

As noted by the Chancellor and the President of State APSCUF in their recent joint message to all PASSHE faculty, it is “imperative that we maintain our commitment to students and ensure appropriate academic rigor toward completing of the course objectives” by the end of this semester. This is particularly crucial for our graduating students. As with all the messaging sent to date, I encourage flexibility with continuing academic functions, utilizing a wide range of accommodations while still maintaining academic rigor and “high quality education experience for our students while safeguarding their health, safety, and welfare.”

In addition, the Kemp Library will be open next week with a revised schedule, and direct numbers are provided as well:

March 16 to 19 7:30 a.m.-10 p.m.

March 20 7:30 a.m.-6 p.m.

March 21 10 a.m.-6 p.m.

March 22 10 a.m.-10 p.m.

For assistance, please call (570) 422-3126 or (570) 422-3465

Further, the Library is currently also planning to ensure its remote services are available and expanded as follows:

- Inter-Library Loan service will be extended to all hours when the Library is open. The Library expects an increase in the request of research articles in electronic form and will work with faculty and students to satisfy their requests to the best extent possible.
- Research assistance will be available in various formats: face-to-face, online chat, email and phone with extended hours announced.
- E-reserve service will be extended to all hours when the Library is open. Library employees can also help instructors to discover open textbooks.
- Digitization service will be provided to support the scanning of instructional materials such as textbooks (copyright permitting) and instructors' self-created materials, etc. Arrangements can be made by contacting library employees.
- Assistance with access to e-resources off-campus.
- Renewal of books online.
- Drop-off of returned books through a drop-off box by the library entrance.

Finally, the University, through its faculty, both teaching and non-instructional (e.g., Library, DAEL, Health and Wellness, etc.) , will provide additional support in the form of faculty mentors in online learning for faculty “new” to the modality; tutoring; and student support for transition to online or distance learning.

I will continue to provide updates via the listserv, but please also refer the Provost's website [Office of the Provost](#) under Academic Continuity Planning for postings of all messages related to academic planning for the disruption.

In closing, I want to thank and applaud the collective efforts of the academic community to work toward providing our students with the opportunity to continue and complete their education in light of the Coronavirus situation. We will continue to work together collaboratively and for the best interests of our students. Truly wishing you a safe and productive semester despite our current challenges.

Jo Bruno

Joanne “Jo” Z. Bruno, J.D.

Provost and Vice President for Academic Affairs