

From: Joanne Bruno
Sent: March 17, 2020 1:51 PM
To: Faculty
Subject: March 17 Message to ESU Faculty
Importance: High

Dear Faculty Colleagues:

As we as an academic community transition all classes, including internships, field placements, externships, and labs, to remote (online) delivery for the remainder of the semester, I wanted to provide you with more updates to key information and services available to students and faculty.

1. Important Message for Faculty from OASIS

As we approach new modes of instruction at ESU, we wanted to reach out to you regarding students that may be enrolled in your courses that are receiving academic accommodations through OASIS. We wanted to assure you that any student that is receiving academic accommodations will continue to receive accommodations. Hopefully, you will find the following information useful:

- While working remotely, it is suggested that you have possession of student's accommodation letters to help guide you with your student's support needs.
- When participating in trainings on D2L and Zoom- please pay close attention to the directions regarding setting test parameters. Such as extending time, setting a testing date, etc.
- If you have an OASIS student in your course that requires a reader for a test, please continue to communicate with Jill Boyle @ jboyle15@esu.edu, and remember to provide a copy of the test to Jill via email, so that a professional or graduate student from OASIS can be prepared to "read" the test for the OASIS student remotely.

We understand that online learning may be new to you and could be new to many students regardless of disability, OASIS is fully committed to providing support in any way possible to help everyone succeed. For more information regarding creating accessible educational content, please see Jill Boyle's presentation on [Universal Design of Learning](#). Please contact Jill Boyle for additional support at jboyle15@esu.edu.

The OASIS staff thank you for all that you do to support OASIS students and to ensure that every student has equal access to an education. Your work is invaluable!

2. D2L Support Update

1. As we continue to update faculty on Academic Continuity Planning for the academic disruption caused by the current pandemic, please refer to the updated schedule for D2L and Zoom Open Training Sessions for Faculty < https://docs.google.com/spreadsheets/d/e/2PACX-1vS3FOkqSsy250d5XwTfymzD_CuUx5JORewL4KS4MskWIJKHdAjWVo9AcQ09Qcd2eSHicMHm_IUI62OF/pubhtml > – all sessions will now be held via Zoom ONLY.
2. Information about Cell Phone Usage for Remote Delivery is currently on the FAQ section of our COVID-19 planning website. Please be mindful in your remote course development that students who do not have computers will not be able to use some functions of D2L as outlined below:
3. Students can access D2L, Zoom and email on smartphones. They can do the following:
 - Read documents including PPT, DOCX, XLSX, PDFs and watch video content;
 - Create threads and post replies to discussion posts;
 - Use quizzing tool -- WITHOUT Respondus Lockdown Browser or Monitor tool;
 - Monitor grades via grade tool;
 - Zoom app is available in App Store and Google Play.
 - Note that there are some limitations to using smartphones
 - No Respondus Lockdown Browser/Monito
 - Cannot upload documents for assignments into dropbox
4. Further, while using Zoom, please consider having your students disable the webcam feature (unless needed) as bandwidth may become an issue with the heavy Zoom traffic.

As always, if you need any further individual support, please contact:

Devin Feighan, Instructional Support Manager: dfeighan@esu.edu; University Ext. 2869
Luis Vidal, Instructional Support: lvidal@esu.edu; University Ext. 3233

3. Kemp Library Updates

- Kemp Library remains open 8:00 am – 5:00 pm Monday through Friday and closed on weekends, until March 29.
- Virtual library services are available Monday through Friday (unless otherwise noted)
 - Interlibrary Loan 8:00 am – 5:00 pm
 - Research Assistance (Reference)
 - Online Chat - available on library's webpage <https://www.esu.edu/library/index.cfm> at the lower right corner 9:00 am – 9:00 pm
 - Email either using library website form or through klibrary@esu.edu
 - Zoom video calls by appointment with klibrary@esu.edu
 - Phone calls (570-422-3594) 9:00 am – 9:00 pm

- Online instruction through Zoom available for instructors
- Library items check-in & -out 8:00 am – 5:00 pm. Users have the option to return books through the Book-Drop slot on the left side of the entrance
- LibGuide will be created on library services during COVID-19
- Saturdays and Sundays 10:00 am – 6:00 pm, the following virtual services are also available: Online Chat, emails, and Zoom videos

4. Course Evaluations

As we continue to move the Academic Continuity Plan forward and you prepare for the online delivery of your course content, I wanted to close the loop on student course evaluations. As noted in the guidance provided by Chancellor Greenstein and Ken Mash, APSCUF President, it “will remain within the discretion of the faculty member whether or not to include student evaluations in performance reviews so as not to discourage innovation; nor should faculty be penalized for not submitting these evaluations.” As you are no doubt aware, ESU’s primary form of evaluation is paper-based and is no longer an option.

Based on these instructions and with no options for paper, I am recommending for spring 2020 that we remain as flexible as possible and only at the discretion of the faculty member, evaluate those courses at that were 100% online from the beginning of the semester. Should you feel, an online evaluation is necessary for your converted modality course section, please contact Rob Smith at rsmith91@esu.edu. Rob will contact you and collect the needed information. Please know that we fully expect only a small number of course sections to be evaluated, as supporting our students remain our highest priority.

5. Inside Higher Education: Student Perspectives on Online Programs

We have included this link to Insider Higher Education article in the event that this free publication may be useful to you in the days ahead.

[Student Perspectives on Online Programs](https://bit.ly/3d3xHvk) -> Link: <https://bit.ly/3d3xHvk>

Please be sure to check daily your emails, the COVID website, and the Provost Home Page, link [Office of the Provost](#). For latest academic planning updates. We will work together to keep the academic community together in spirit and work albeit remotely. Wishing you all the best, and I/we will continue to be in close contact.

Best,

Jo Bruno

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