

Sent: Friday, March 6, 2020 6:08 PM
Subject: COVID 19 Communication to All Faculty

Dear faculty colleagues,

As we watch the development and spread of the coronavirus COVID-19, we want you to know that the health and safety of our students and employees are our top concerns, and we are monitoring the situation closely.

To make sure that we are as prepared as possible, we would like your assistance in contingency planning for continuing classes to support our students' academic needs. We would take full advantage of the resources that we have in Zoom and Brightspace/D2L.

Because each discipline and course will likely have different needs, we are asking that department chairs begin discussions in department meetings about what operations would look like and what alternatives would work best in your areas.

Please consider the following:

- How could you continue your course and still meet the learning outcomes?
- What training resources would you need to move materials and assignments to Brightspace?
- What training resources would you need to hold class via Zoom?

Please begin thinking about how you might handle this for your classes and feel free to reach out to your department chair and school dean for assistance. We will be rolling out training resources for those who want to learn or brush up on Zoom or fundamental Brightspace capabilities. If you have classes, labs or clinicals that cannot be delivered online, we may need to look at other options. For now, we want to be proactive in looking ahead at possibilities.

For full-time faculty concerned about canceled professional development opportunities, it will not be held against you in your annual evaluation. You may also want to consider Zoom and/or Brightspace training. In any case, you dean will work with you on reasonable expectations.

We hope to get through the semester without needing any of these plans, but we'd like to be prepared just in case. We appreciate your help.

Thank you!

Cindy

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Pronouns: *she, her, hers* ([click here to see why this matters](#))
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