

March 15, 2020

Dear Colleagues:

I'm writing this evening ahead of the upcoming week when all instructional activity will be moved from in-person to an online and/or remote format. I want to personally thank you for everything you may have already done or planning to do this week to make this transition. I have been in regular contact with all of the deans and they have been sharing many examples of how everyone is coming together for the benefit of our students. I know this change is disruptive and you will undoubtedly continue to have questions and concerns as we move forward. As a reminder, [Instructional Design and Accessibility](#) and [ITS](#) are available to help you navigate through this transition. Both of these units have put together extensive resources to assist you. Additionally, our office is here to provide support and answer questions, and we have been fielding numerous questions over the weekend. Many of the questions and answers are now categorized for students, parents, and faculty/staff in FAQs [here](#). We will continue to support you throughout this evolving situation.

Important Reminders:

1. Issues on how to assess students in an online and/or remote format have been raised. Carolyn Shaw sent an email to faculty and instructors earlier today, providing a link to what we recommend in this regard. Please be reminded, students should not come to campus for any assessment until normal operations resume. Having them do so defeats the purpose of social distancing. The only exceptions are for students who need accommodations through the Office of Disability Services.
2. Additional costs cannot be passed on to your students to use proctoring services like ProctorU. Carolyn provided some alternatives for your consideration in her email today.
3. Although we are planning for two weeks of online and/or remote teaching, please be thinking of how this might be extended for the rest of the semester depending on how the COVID-19 situation plays out.

I also want to remind you to regularly review the information on our [COVID-19 site](#), where the latest information on the university's response is located. Any change in university operations will be announced on this site. There you will also find an [employee](#) and [supervisor](#) FAQ that provides information on how to navigate employment issues.

Finally, with my health care provider and public health hats on, please don't forget to take care of yourself and the ones you care about. If you are sick, don't come to work. Wash your hands regularly and don't touch your face. Practice social distancing techniques. Less is more, don't congregate.

Let me know if you have any questions.

Take care.

Rick

Richard D. Muma, PhD, MPH
Provost and Professor