

From: [Pam Cole](#)
To: [bcoe_faculty](#); [epp](#); [bcoe_staff](#)
Subject: Going Remote Tomorrow--WEDNESDAY, March 18
Date: Tuesday, March 17, 2020 11:54:55 PM

Faculty and Staff,

Tomorrow, March 18, is the first day we go remote with instruction, so I wanted to take a moment to write you an email. First, I want to thank you for your flexibility and for placing our students first during this time. Many thanks as well to those of you who volunteered to assist others who needed support.

I also want to remind you that if you need any help, please reach out and ask for it. It is important to keep our students front and center and remember some students have zero experience with online learning and will need reassurance and additional support. All our students have concerns about their courses, their projects, field experiences, etc., so it is important that we recognize those concerns and seek ways to reduce stress. Responding quickly to their emails is a first step in reducing their anxieties and being clear about expectations with changes in assignments. They are why we are here. We should strive to ensure that no student is penalized for this unfortunate environment in which we are living. It is also important that we maintain quality instruction and that students are prepared for the next steps/courses in their programs.

Over the last week, we have all begun to realize we are living in an unprecedented time, a time that we will likely not experience again in our lives, and we do not know how our teaching, our college, or the university will change over the coming months. While we know for sure we will be remote for the rest of the term, the possibility exists that we could be remote during summer. When we return to a traditional campus is unknown and will be unknown for some time. I want to reassure you that if you need any assistance and/or have questions that there are many waiting to help you, and the university continues to problem solve and look for ways to support this change. We don't have all the answers, but I assure you that many are working hard to help make this transition work smoothly. I also want to remind you that as of this email, anyone can still come to campus to work and/or to pick up any items you may have forgotten. The university is not closed. The idea is to "social distance" and to flatten the curve. Again, there have been no confirmed cases of COVID-19 on our campus.

I ask also that you remain flexible and that you pay closer attention to emails and read more carefully than you have before, simply because we no longer have that face-to-face connection where we shared information, and events continue to change rapidly. **Please read email carefully.**

I want to recognize that most of us have family concerns, and we need to pull together during

this time to support one another, as we are concerned both about our work and about loved ones--whether they live with us, near us, or in other states. We are all challenged on personal and professional fronts, so let's reach out to one another, "check" on each other from time to time. We may all need that "remote connection." (I didn't intend that pun, but I'll leave it.)

When this is over, and it will be, I have no doubt we will be recognizing and celebrating exceptional efforts in our college, the EPP, and the university--extraordinary faculty and staff (and students) who go beyond the expected. Below you will find two things: 1) a reminder of the faculty continuity plan (BCOE only)--please review this again and recognize adhering to these outlined steps is critical to the success of our transition; 2) a reminder about online resources and a link to a BCOE site that we will be updating frequently with information related to the coronavirus as it relates to BCOE and KSU. We realize we're all inundated with a lot of campus communications related to the coronavirus, so we are uploading key emails, announcements, and resources at this site.

Now please read below--the **faculty continuity plan**, followed by **information on the coronavirus**:

Continuity Plan--Faculty

- Communicates with chair regarding the status of face-to-face and hybrid courses within 12 hours of campus closure or notification that instruction is going online.
- Communicates with students and ensures their readiness to engage in the new context within 24 hours. Contacts students via D2L or email informing them of the disruption and explains alternate instructions or assignments. This communication should include sharing information about changes in teaching modality, assignments, schedules, etc. NOTE: While 24 hours is the university expectation, concerned students will begin emailing and calling once they hear of a campus closure or change to remote instruction. Contacting students immediately once the announcement is made will ease student concerns. While faculty may not have all details ready immediately following an announcement, a short email or communication in D2L immediately following the notification informing students remote instruction is being planned will ensure a smooth transition.
- Increases availability by email, messaging, D2L, or phone regarding alternate assignments during the campus closure or change to remote instruction.
- Monitors all communications from chair, dean, and other university officials.
- Takes laptop/computer, supplies, and necessary materials/resources home.
- Selects appropriate modalities for instructional continuity across all courses taught.
- Plans for flexibility, knowing not all students may have equal access to resources—this flexibility may include planning phone calls with students and developing an individualized plan if the need arrives.

- Reaches out to students who are not engaged in remote instruction to ascertain if a problem exists that they can help troubleshoot.
- Clearly states expectations and any preparation that is required prior to the next communication and/or virtual class meeting.
- Develops and communicates coursework and assignments appropriate for campus closure or removing instruction online. Develops alternative assignments for face-to-face and hybrid classes. These should be developed for a minimum of two weeks and should be developed further as events unfold around the campus closure. Faculty members, in consultation with their department chair, will determine methods by which their courses can best be taught. This may include teaching online via D2L, emailing lectures and course materials, using audio and videoconferencing tools, mobile instruction, or any other approach that allows the course and learning to continue.
- Continues research/scholarship and service activities as practical.
- Informs students if and when they will hold virtual office hours.
- Prepares an addendum to the syllabus and posts it in D2L and/or distributes it otherwise which explains alternate assignments and the grading system/process (if needed) that will be used.
- When appropriate, prepares to resume normal operations.
- Continues instruction in online courses and programs as under normal operations.

The BCOE is collecting notifications, emails, and other information coming out from KSU about the COVID-19 coronavirus. We are also curating a list of online teaching resources that may be helpful. Please go to the BCOE home page at <http://bagwell.kennesaw.edu> and click on Faculty & Staff. From the [Faculty & Staff](#) page:

- You will see a gold link labeled "[Click Here for Corona Virus Information.](#)"
- You will see a link under the Online Learning Section titled, "[Online Teaching Resources.](#)"

Your Colleague,
Pam