

From: [Pam Cole](#)
To: [bcoe_faculty](#); [bcoe_staff](#)
Subject: Fw: Coronavirus Update
Date: Thursday, March 12, 2020 8:32:20 PM
Attachments: [image001.png](#)
[image002.png](#)

Faculty, (an email is coming for staff)

I want to personally thank each of you for responding so quickly to the emails and requests you have received regarding preparing for either a campus closure or a change in instructional delivery for face-to-face or hybrid classes. While other USG schools are having to suspend instruction to develop a continuity plan (a plan that ensures students can progress through their programs), our proactive attitude has positioned us to begin online delivery as noted in President Whitten's announcement earlier than others. As noted in her email, we will not have classes on Monday and Tuesday; however, faculty should use these two days to prepare assignments for classes that need to be transitioned to online delivery. Courses that were originally assigned to online delivery will continue as planned.

Below you will see important responsibilities and steps that you will need to take to ensure we maintain continuity and seamless instruction with students and with other aspects of our work. Please read these carefully and note the first two bullets need to be addressed immediately. I have highlighted those two for easy reference. It is critical that you maintain frequent communication with your chair AND your students and address any questions you may have to your chair. Your chair, in turn, will route your questions accordingly.

Also, there are, at this time, no restrictions on faculty or staff being on campus. If you would like to be here during these two weeks, you may do so. However, we need to be prepared for that to possibly change.

Please also read carefully the information in the President's message that went out to students (See below). Labs will be open for them in case they have technology needs, and any students in housing will be cared for. Regarding students in field experiences and edTPA...information is coming on that asap. We are in a critical time and I am appreciative of the collaborative spirit we have in BCOE.

I realize you may have questions and as we have answers we will provide them. This situation continues to develop and what seems like an answer in one hour may be irrelevant later.

Best, Pam

Now please read carefully the instructions below. These instructions are a key element of our "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.

From: Office of the President <officeofthepresident@kennesaw.edu>

Sent: Thursday, March 12, 2020 7:19 PM

To: studentsnotify <studentsnotify@kennesaw.edu>; facultynotify <facultynotify@kennesaw.edu>;
staffnotify <staffnotify@kennesaw.edu>

Subject: Coronavirus Update



KENNESAW STATE
UNIVERSITY

Dear KSU Community:

Following consultation with the University System of Georgia (USG), Kennesaw State University will suspend instruction Monday, March 16 and Tuesday, March 17 in order to implement alternative plans to allow for remote learning. Beginning on Wednesday, March 18, all classes will be delivered remotely for students at both campuses until further notice. We will maintain our spring break from March 30 through April 3.

You may have seen that other schools within the USG are employing an alternative schedule over the next two weeks. We have obtained permission from the Chancellor of the USG to employ this schedule tailored for KSU to enable us to maintain our spring break and conclude the semester on schedule.

With the help and creativity of faculty and staff, we will make sure our students are able to meet their academic requirements remotely, and we will pay special attention to graduating students. Students will be hearing directly from faculty with details about classes.

For students, please note the following:

- All residential students are asked to depart campus by 5pm on Friday, March 13 and to remain away from campus until at least March 29 and perhaps longer.
- You do not need to remove your belongings from the residence halls. Pack whatever equipment and instructional materials you need to follow your courses remotely.
- We recognize some students may be unable to relocate during this time period. We will

maintain housing and limited dining and health services for these students. For students who are unable to leave campus, please fill out the form [HERE](#).

- For those who do not have access to a computer and/or the internet from home or from alternate locations, we will assist you in getting access from computer labs at campus locations. Please contact IT Service at service@kennesaw.edu to determine computer lab availability or for more information about those arrangements and the available locations.
- All on-campus student-sponsored events and activities, such as student organization meetings, will be postponed/canceled until further notice.
- Please reach out to Student Affairs with further questions at deanofstudents@kennesaw.edu.

For faculty and staff, please note the following:

- Please work with your college IT support staff as needed during this time of remote instruction.
- To the extent possible, core research operations and service commitments will continue.
- Beginning Monday, March 16 and until further notice, supervisors are encouraged to work with non-essential staff to coordinate telecommuting options. Further guidance for employees is forthcoming.
- All events should be canceled, rescheduled or offered virtually until further notice, regardless of the size of the event. No new events should be scheduled.

This action represents a significant interruption of normal business practices for KSU, and we recognize that you will have many questions. We will be following up with more information in the coming hours and days. We encourage everyone to regularly visit (<https://coronavirus.kennesaw.edu/>) for updates.

This is a challenging time for our region and nation. However, it is also our opportunity to demonstrate how much we value the roles we all must play to ensure that our students are successful in the pursuit of their degrees and how committed we are to supporting one another to make KSU the great university we all know and love.



Pamela Whitten
President