

From: [Pam Cole](#)
To: [bcoe_staff](#)
Cc: [bcoe_faculty](#)
Subject: Fw: Coronavirus Update
Date: Thursday, March 12, 2020 8:45:57 PM
Attachments: [image001.png](#)
[image002.png](#)

Staff,

As noted in the email you just received, 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, **staff should use these two days to prepare to do their work remotely.**

Your usage of campus services, unlike faculty, may require you to log into systems that require VPN. If you have not tested your equipment at home, please make sure that you do so. If you experience any issues with your equipment, please reach out to Traci Redish or Eileen Taylor for assistance. Those of you in units other than departments submitted your own continuity plans. Please review these plans and make any modifications prior to Wed. Submit any modifications to Leigh Funk, and she can load them into our shared drive.

The support that you provide our programs, faculty, and students is critical. The BCOE could not possibly run without the critical work you perform. It is therefore important that you maintain consistent communication with all individuals with whom you routinely work. Since we will not be face-to-face, this means more communication via email and phone. Should you encounter a communication problem or a technical problem as you are working remotely, please reach out immediately to your supervisor for support. I think of support services in BCOE as a "fine tuned machine." Each of you knows your work and knows it well. Let's keep all the "links" working. Communication is critical.

As noted in the previous email, there are 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. Direct ALL questions to your immediate supervisor. Your immediate supervisor will find the answers. This situation continues to develop and what seems like an answer in one hour may be irrelevant later.

Best, Pam

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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