

Subject: Covid-19 and Teaching Update #4
Date: Tuesday, March 19, 2020 at 12:03 PM

Dear Colleagues:

As President Davis communicated, Governor Brown has now issued an executive order that prohibits face to face classes. As such we are making the difficult decision to stay online with classes through the entire semester, with limited exceptions for healthcare programs. I recognize this is not what we planned or hoped for, but it is now out of our hands. We continue to make minute-by-minute adjustments guided by what is best for our students.

Please consider the following:

- Examine your course attendance policies for synchronized instruction and adjust them to allow for flexibility. Some students may be home with responsibility to care for others or need to take on a job to help their family.
- Synchronized instruction **must** be done during your regular course meeting time to avoid conflicts for student. (Consider recording these sessions to provide the flexibility as needed above).
- Some institutions are changing their policies (temporarily) to allow more pass/no pass options. I believe that we should allow faculty latitude around the awarding of grades versus creating more pass/no pass options as it may adversely impact student motivation.
- Make changes to current syllabi to specifically addresses attendance, course expectations, and how the transition to online will affect grading.
- Work-study (all student employees) are now included under our revised policy to work remotely. *Changes to Temporary Telecommuting and Scope of Work Policy*. Check with your department chair.
- Academic Issues (suggest these be considered in smaller groups as needed):
 - Due to the healthcare exemption Nursing will continue to receive separate messages.
 - Science faculty have raised questions about advanced labs that now need to be addressed.
 - Performance and studio related courses may also have new questions based on the need to complete the semester online.
- Finally, and critically, now more than ever we need all faculty to be willing to talk with students – it may be done via phone or zoom but the contact is so important.

If there are other questions and thoughts, please let me know. Keep checking [here](#) for academic information.

Take Good Care,
Susan

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