

Office of the Provost and Vice President for Academic Affairs

March 6, 2020

Dear Faculty Colleagues,

The university continues to monitor the spread of Coronavirus (COVID-19) and its potential impact on our campus. We are not currently aware of any COVID-19 cases on campus, but realize the global situation is changing rapidly. Therefore, we are asking faculty to work with their chairs in making contingency plans in the event of a partial or full campus closure. In the event of a prolonged closure, we are sharing with you some resources to support you in ensuring continuity of instruction and maintaining student engagement and learning. We ask that you continue to monitor the [HSU website for COVID-19](#).

Given the diversity of the modalities that teaching takes on our campus, there is no one-size-fits-all recommendation nor would one be appropriate. The Center for Teaching and Learning (CTL) and Information Technology Services (ITS) have prepared information and links that can be found below and on a new [Keep Teaching](#) website which will be updated regularly. The Keep Teaching site provides the basics on how to teach with Canvas.

We know you will be as accommodating to students as possible should they become ill, be placed under quarantine or in the event of a partial or complete campus shutdown. For the educational benefit of our students, the following are recommendations provided by faculty colleagues for your immediate consideration and implementation:

- Consider the following checklist: [Campus Closure, Are You Ready?](#)
- Consider placing key documents in Canvas and google drive to allow the students to access them remotely. For assistance using Canvas Courses, please visit the Keep Teaching website or contact the CTL directly (ctl@humboldt.edu).
- Familiarize yourself with [Zoom](#). Zoom can be used for both real time online/video lectures as well as a way for students to meet with you or each other. If possible, consider recording your lecture using Zoom and distribute it to impacted student(s) via Canvas.
- Consider a variety of communication options with students, such as Canvas Course Forums, Google Hangouts, and Zoom as email may not always be the best option.
- Consider relaxing or adjusting course policies related to attendance and in-class participation to assist students who become ill or are placed under quarantine.
- Contact [Student Disability Support Services](#) should a student require specific accommodations.

We ask that you consider taking steps to prepare should you become ill or placed under quarantine. For example:

- Keep your gradebook up to date and make it available. One idea for increased access is to keep it up to date in Canvas so that your college or department could access it should the need arise.
- Ensure your syllabus and course materials are in Canvas Courses and up to date.
- Place your final exam or other quizzes in Canvas Courses or another appropriate location.
- Ask your Department Chair to identify people in your department who have captured lectures for your course, so you can draw upon those as necessary and appropriate.

We ask that you be flexible, plan to communicate with students, and adjust class assignments and meetings in a way that can best meet learning goals. Chairs and program leaders are expected to work with their faculty to ensure the continuity of instruction. We are requesting that departments, programs, and schools meet within the next week to develop a plan for ensuring instructional continuity if face-to-face teaching is disrupted. This is especially important for multi-section courses and those with lab, studio, or fieldwork components. We recognize that that continuity of instruction in studio and lab based situations will require alternative instructional (or for music, practice) space and we are evaluating options.

Expect to see as a follow up to this message, college level communication on details and next steps for implementation.

We encourage you to share your questions with your chair. Should you have any questions, please do not hesitate to reach out to us or your dean. We will continue to provide updates as things unfold. We do realize that this is a complex situation for us as a hands on learning institution. We are learning through this process and we are confident that we will get through this by working together.

Thank you for your efforts to support our students' educational needs during these difficult and unpredictable times.

Sincerely yours,

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