Dear SDSU Vice Presidents, Deans and Faculty,

As administrators and faculty, we have a shared sense of responsibility to our colleagues and to our students. Evolving concerns about the coronavirus (COVID-19) outbreak provide the campus with an opportunity to review our collective and individual preparation for emergencies, of any type, and this email includes several key recommendations.

As a supplement to regular updates provided by SDSU's website on the coronavirus, this message provides information on three ways faculty can prepare for emergency by:

- Making plans for communicating with students,
- Review student absence policy and practices
- Assembling teaching resources, and
- Assessing potential instructional or pedagogical adjustments.

With the exception of study abroad programs in China, South Korea and Italy, SDSU remains open and classes will continue as usual. No plans currently exist to cancel classes, and SDSU will not plan to do so unless through the direction of agencies with state-level authority.

The following is meant to provide guidance for faculty.

Assembling Teaching Resources

All faculty are encouraged to do the following to make it feasible for students to keep up with a course even if illness, quarantine, or travel restrictions prevent them from coming to campus:

If you have not yet activated or become a regular user of the Blackboard/Canvas site associated with your course(s), ensure that the site is activated and familiarize yourself with how to use it. Again, SDSU's ITS faculty guide for Blackboard/Canvas is a helpful resource.

Send students enrolled in your courses a message via Blackboard/Canvas (or, if you do not currently use Blackboard/Canvas, via email **with all student**

addresses in the blind-copy line to protect student privacy) assuring them that the university has contingency plans for emergencies.

Further, per the University Senate Policy File regarding course syllabi, please ensure that your syllabus is available to your students in the SDSU Learning Management System via Blackboard/Canvas. Consult the SDSU Instructional Technology Services (ITS) faculty guide for Blackboard/Canvas as necessary.

If you are not familiar with Zoom, set aside time to familiarize yourself now using SDSU's ITS faculty guide. Zoom is a video-conferencing application that allows many individuals to join the same meeting and share audio and video. It also allows for screen sharing, digital whiteboard, and presentation mode. Zoom also provides an option to record the session to your computer or to the cloud so that you can upload or link to it within Canvas for individuals to view on demand.

For a more robust option with editing features for recording lecture materials, consider Camtasia or Capture tools; learn more via SDSU's ITS faculty guide.

Off-site Continuity of Instruction

Ensure that you have at home a copy of all necessary teaching materials (including books, journals, and electronic or paper documents or files) that you routinely keep in your campus office.

Review and test your at-home technological set-up to ensure that you have a working laptop or desktop computer, good internet connection, webcamera, headphones or earbuds (optional), a headset or freestanding microphone (optional, but potentially preferable to your device's built-in microphone). Consult with the information technology specialist within your college or unit to ensure that you have the resources you need.

Assessing Potential Instructional or Pedagogical Adjustments

Consider that students who feel scared or vulnerable in the event of a crisis will likely value clear, timely communications from faculty. Faculty may opt to provide additional support by adjusting course plans to include opportunities for class reflection or discussion of global events and campus responses. Faculty are also encouraged to modify course requirements regarding absences to limit adverse impacts on students, in the event they become sick or cannot attend in-person instruction for a period of time.

Also, remind students that SDSU is sending both all-campus and targeted

communications as relevant to ensure that students, faculty and staff are well-informed as we manage this global public health issue together. Remind them to check their emails frequently, and to also visit the university's site on COVID-19 for information and updates.

Review the following table of issues that might arise in your courses and solutions accessible to you:

Issues to Address	Possible Solutions
Establish a mode of communication (email is preferred) to use in case of an emergency, and inform students as to your designated emergency communications method. Ask students to make sure that their current, preferred email address is registered with SDSU Web Portal.	Institutionally provided SDSU Email, Blackboard/Canvas
Make your syllabus available digitally.	Institutionally provided SDSU Email, Blackboard/Canvas, Google Drive
Decide how you will distribute documents and readings during a disruption. Become familiar with the process of making accessible PDFs from hard copies. Familiarize yourself with how to use SDSU Library e-	Institutionally provided SDSU Email, Blackboard/Canvas, SDSU Library-based resources and e-reserves, Google Books, Google Scholar

reserves and digital resources. Utilize Library Resource Sharing to digitize physical collections and deliver electronically on demand.	
Designate a centralized place to collect student submissions.	Institutionally provided SDSU Email, Blackboard/Canvas
Think about how you would continue class discussion in the event of a disruption.	Email, Zoom, Blackboard/Canvas
Identify an option for capturing your lecture content for students to watch remotely.	Camtasia, Zoom, PowerPoint, YouTube
Identify an option for holding class and/or office hours virtually.	Zoom, Canvas conferences
Think about how your methods for evaluating student learning could be moved to a digital space.	Blackboard/Canvas quizzes
Settle on an option for providing students with grades and feedback on their work in the event of an emergency.	Institutionally provided SDSU Email, Blackboard/Canvas

Support Points of Contact for Assistance

Instructional Technology and General Information Technology Questions

Faculty who need instructional technology support are encouraged to visit the ITS Faculty Instructional Technology (FIT) Center in Adams Humanities, Room 1109.

Faculty may call 619-594-6348 (dial GOFIT from a campus phone), and hours are Monday through Thursday from 8 a.m. to 5:30 p.m.; and Friday 8 a.m. to 4:30 p.m.

Faculty who cannot come to campus, can also make arrangements to meet with FIT Center staff via Zoom.

For more general information technology support, faculty may submit a request for assistance via ServiceNow.

Faculty Advancement

Faculty may contact the Office of Faculty Advancement at 619-594-6111. The office is responsible for professional and personnel services for faculty, librarians, and counselors.

Center for Teaching and Learning

The Center for Teaching and Learning assists faculty in a scholarly approach to teaching and fostering a culture of inclusive excellence in teaching and learning. The center may be reached by emailing ctl@sdsu.edu.

Thank you for taking proactive measures to ensure the continuity of support for students, faculty and staff as we work together to address potential future challenges associated with COVID-19.

Joanna Brooks
Associate Vice President for Faculty Advancement