



Office of the Provost

03/05/2020

Dear Faculty,

Following on President Carlisle's email to the campus regarding coronavirus (COVID 19), we are requesting academic affairs preparedness for the possibility of an impact from this seemingly evolving development. The President's email has already provided personal steps that we should all take, including frequent washing of hands and staying home should flu-like symptoms be detected. The CDC website describes COVID-19 Outbreak as "a rapidly evolving situation" and the Center is not ruling out the possibility of a major outbreak. As a medical and health profession institution, CDU has higher exposure to outbreaks given our roles to care for the sick, teach and learn in clinical settings.

Given what we know from China and other countries hit by COVID-19 and the injunction for faculty or student to stay home should they have flu symptoms, it is important for us to take a proactive step to ensure continuation of classes. In China where cities were shut down for weeks, schools took advantage of technology to continue classes to the extent possible.

Therefore, we are requesting that the remaining portion of your courses be converted into a hybrid format that can be taught online should a faculty be required to stay at home or should public facilities and schools be required to close. To help with this process, I have asked Dr. EunMi Park, the Executive Director of Faculty Professional Development and Assessment and Dr. Darlene Parker-Kelly, the University Librarian, to organize urgent workshops for faculty and students on Online Teaching and Learning and Hybrid Course Management. They will reach out to faculty and students directly.

Blackboard has scheduled a national webinar for March 10, 2020 from 10am to 11:30am PT entitled "Preparing to scale online teaching and learning during Coronavirus" for faculty and academic administrators to assist with the conversion to online teaching. The Health Sciences Library will be hosting a viewing in the Provost's conference room, Cobb 261. Or you can register at <https://go.blackboard.com/covid-19#>

While it is possible that no one at CDU will fall sick or COVID-19 may have no impact whatsoever, it has been CDU's objective to continue to strengthen the use of technology in teaching. Therefore, we encourage all faculty to take this exercise seriously. It should also be noted that apart from the fact that technology assisted learning responds to the needs of this generation of students, it also provides flexibility for faculty who could teach anywhere they are.

It would be the responsibility of faculty members to a) contact their program chairs and deans should they plan to cancel a previously scheduled face to face class for an online class, b) contact their students to ensure that they are all able and prepared to participate in the online class, c) ensure that the quality of instruction is comparable or supersedes a face to face instruction, and d) manage student attendance and participation for grading purposes. A student who must miss class because of sickness should follow the standard procedure of alerting their faculty and advisors.

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We are working on support services including a task force that can provide assistance to faculty and students. Deans and program leaders will continue to work directly with their faculty and students to minimize possible disruptions that may occur from COVID-19 or personal actions taken by individuals who have flu symptoms.

Wishing you all a coronavirus free CDU!

A handwritten signature in black ink, appearing to read "Steve O. Michael", with a long horizontal flourish extending to the right.

Steve O. Michael, PhD
Executive Vice President for Academic Affairs and Provost
Charles R. Drew University of Medicine and Science