Dear Colleagues,

As we continue to work our COVID-19 plan, I want to remind you to be remote-ready. If at any time we need to reduce density on a campus due to significant changes in the disease situation or our infrastructure capacity, we may move all, or most, of our current in-person courses to remote instruction.

We have a group of courses that we call “Tier I courses” that have unique needs that can only be met through in-person instruction due to the materials used, the equipment required, or some other aspect of the course requires in-person instruction to meet the learning outcomes of the course. Instructors of Tier I courses know who they are and received an earlier email from me. If you did not receive that email and think you are teaching a Tier I course, please discuss this with your academic unit administrator (e.g., campus dean, department chair, school director).

As part of our contingency planning, I want to make sure you are aware of two different scenarios should a reduction in campus capacity be required. Please also remember these scenarios may be in place for a limited period of time (e.g. two weeks).

Scenario 1: Reduction of campus capacity, shifting to remote all in-person classes that can be delivered remotely, based on the disease situation (# of positive cases, county risk status) and infrastructure capacity (PPE, Quarantine/Isolation space). In this scenario of reducing density on a campus, we would move all in-person courses except Tier I courses to remote delivery. If you are teaching a Tier I course you will have the option of keeping that course instruction in person (or, if a sufficient number of the learning outcomes that cannot be met remotely have already been met, moving them to remote instruction), but all other courses must be moved to remote instruction.

Scenario 2: Reduction of campus capacity shifting all in-person courses to remote delivery, based on the disease situation (# of positive cases, county risk status) and infrastructure
capacity (PPE, Quarantine/Isolation space). In this scenario, we would move all courses, even Tier I courses, to remote delivery.

The plan for changing instructional delivery is campus-specific, not course-specific. Different campuses will respond based on their own local situation.

All instructors must be ready to move to remote instruction. If your campus needs to reduce density, you will be instructed to move to remote instruction immediately, so it is important that you are prepared and have prepared your students ahead of time for such a move. For example, you may want to consider

- Describing how you will deliver content to your students (e.g., synchronously, asynchronously);
- Explaining requirements for engaging in the remote classroom;
- Clearly stating when (e.g., days, times) and where (e.g., Blackboard, Teams) students should access instruction;
- Outlining any changes to course assignments or requirements given the change in instructional delivery; and
- Letting students know how you want them to communicate with you (e.g., Blackboard, email)

The more information students have regarding your expectations in advance, the quicker they can be successful in meeting them.

Thank you for all you are doing. We have been very successful in our approach to reopening our campuses and delivering excellent instruction and care for our students. That is because of you. You have been tremendous in your commitment to student learning and success! Thank you! Please reach out if you need support of any kind—we can find resources to help.

My best,
Melody

Melody Tankersley
Interim Senior Vice President and Provost