

March 24, 2020

To: UOG Faculty

From: Anita Borja Enriquez, Senior Vice President & Provost 

Re: **Classes for the remainder of Fañomnåkan 2020**

Happy Spring Break!

We recognize that sufficient preparation time is important to ensure our full migration to online instruction. In light of this, next week will be used as the opportunity to get us more adequately prepared. Please review the following next steps to help this transition:

1. If your class was online (fully online or hybrid) prior to the shutdown, your class will resume as usual on 3/30/2020.

- Distribute the modified syllabus and updated course calendars to your students as applicable.
- Provide notices of available modes of student support to students and incorporate them into your course syllabus and/or online platform.
- Remind your students to meet with their advisors to ensure they remain on track.

2. If your class was conducted in person prior to the shutdown, you will re-engage with students on the following dates:

During the week of 3/30/2020, you will conduct a "virtual field trip into online learning" for your students where you will:

- Communicate to students what platform your class will be using
- Let your students know when the modified syllabus and updated course calendar will be sent out
- Advise that students take the time this week to familiarize themselves with the platform for the class as well as to find out the updated calendar for semester deadlines.
- Determine which students may need additional assistance in making the transition to provide reasonable accommodations (e.g. ADA, technical support, etc.)

During the week of 4/6/2020, classes will resume online as planned.

- Distribute the modified syllabus and updated course calendars to students as applicable.
- Provide notices of available modes of student support to students and incorporate them into your course syllabus and/or online platform.
- Remind your students to meet with their advisors to ensure they remain on track.

Continuity of Operation Plans (COOPs) for Academic, Research/Extension, and Faculty Service Endeavors as well as Enrollment Management and Student Success (EMSS) are attached for your guidance. Your respective Dean/Associate Dean will be available to work with you to ensure full support and resources are made available for you and your students as we go through this transformation together.

In the next day or so, the Office of Information Technology will be sharing more information on the different tools available for you to convert your courses and a training schedule which will begin next Wednesday, April 1.

Thank you for your great work, patience and commitment as we make adequate preparations to accommodate our faculty and students through the duration of the 2020 Fañomnåkan academic semester.

Si Yu'os Ma'åse,

Anita Borja Enriquez
Senior Vice President and Provost