MEMORANDUM

DATE: March 17, 2020
TO: Deans, Department Chairs, and Faculty
FROM: Dr. Keith McGee, Interim Provost & Executive VP for Academic Affairs
RE: Academic Affairs Guidelines for Class Transition to Virtual/Remote Online Delivery of Courses
             in Response to the Coronavirus (COVID - 19)

Alcorn State University is committed to student success, health, and the safety of the Alcorn Community. In light of the recent occurrences of the novel coronavirus disease (COVID - 19), please adhere to the following important guidelines and procedures. Thank you in advance for your support and cooperation.

Spring Classes
Classes scheduled for the week of March 16th are canceled, as we have extended Spring Break through March 22, 2020. All course assignments scheduled for this week (such as exams, presentations, etc.) should be rescheduled. All Alcorn State University faculty should prepare for the transition of the remainder of Spring 2020 from face-to-face (f2f) courses/in classroom instruction to exclusive use of Canvas for course delivery beginning March 23, 2020.

Course Management Information
- Faculty should log into Canvas immediately, using your Alcorn State University email credentials. For faculty who have not used Canvas, a self-paced training will open Tuesday March 17, 2020 @ 3:00 pm and will need to be completed by 5:00 pm Thursday March 19, 2020. CITS and Academic Affairs have also scheduled times for in-person instruction.

    - Main Campus: 03/17/2020 from 3:00-4:00 pm located in the Provost Conference 2nd flr. Bowles Hall
    - Natchez Campus: 03/18/2020 from 9:00-10:00 am located in the multi-purpose room within the library
    - Vicksburg Campus: 03/19/2020 from 9:00- 10:00 am located in Room 1

- The in-person training will be a first come first serve basis sign up. We will only be allowing 9 participants per training to follow the social distancing guidelines put forth by the CDC.
- If you are needing in person training, please sign up by emailing Mr. Stephney at sdstephney@alcorn.edu to register for your date, time, and campus location.
- Course materials should be uploaded and published by 5pm on Friday March 20, 2020.
- Every course has a corresponding Canvas course shell. Familiarize yourself with Canvas and your course shells and begin populating them with your course information (i.e. syllabus, assignments, etc).
- Faculty should send an email to all students to let them know that after Spring Break, all course instruction will take place utilizing the Canvas learning management system exclusively until further notice.
- Faculty are expected to develop a communication plan that tells students how they will communicate with students, how frequently, and how students will communicate with faculty. It should be strongly suggested

that students should use their Alcorn State University email address as way of electronic communication. The initial letter of communication with students can be found below:

Dear Students,

Beginning on March 23rd, our course will continue, using the Canvas learning management system exclusively. In preparation, I am sharing our class communication plan. Our communication online will take place through email and Canvas. I am advising you to do the following to be sure that you are ready when class resumes online:

- *Practice logging into Canvas and finding your current courses.*
- *Check your Alcorn State University email regularly for updates from me and the University.*
- *Email me through Canvas, confirming that you have logged in and found our course site.*

Check your Alcorn State University email, Canvas inbox, and course announcements daily and look for any updates from me. These updates will include specific directions about course content, assignments, tests, the final exam and/or final project. Please know that I will be checking and responding to my email regularly. I also want to reassure you that our course learning objectives will be met. Please notify me if you experience technical difficulties as soon as they occur.

- If faculty deviate from the above communication letter with students, they need to inform their department chair of the changes that were inserted/removed.
- Faculty should add the appropriate course content to their Canvas courses (e.g. syllabi, lectures, PowerPoint presentations, videos, and discussion questions) immediately and then **"Publish"** their courses in order for students to access the course. Publish your course no later than 5pm on Friday March 20, 2020.
- Faculty should develop and implement creative, non-traditional/alternative delivery of instruction in courses that require labs, one-on-one instruction, and group projects. Also faculty should devise plans for use of Google Hangout, Canvas, and other teleconferencing capabilities, if applicable.
- Faculty should inform the students on how course requirements such as presentations, exams, and projects, etc. may be adjusted given the Canvas course delivery.
- Faculty should strongly encourage students that their official Alcorn State University email will be used for all course communication.
- Special arrangements should be devised for courses involving instruction for Clinical Experiences, Fieldwork Experiences, Internships, Externships, and Practicums. Arrangements should be communicated to students and supervisors.
- Instructors of theses, dissertations, independent study, private lessons, and all individual level courses should develop plans for remote instruction and communicate to students accordingly.
- Faculty should relax requirements for documenting illness when students miss class or assignment deadlines. Do not require doctor's notes from students returning from an absence due to illness.
- Faculty should notify their Supervisor immediately, if you are too ill to teach using appropriate Canvas tools.
- Faculty should notify their Supervisor immediately, if they or the students are experiencing technology difficulties or other challenges in delivering the course content.

Procedures for Student Advising and Holding Office Hours
- Faculty should develop a plan and schedule for advising students remotely and publish that plan to their advisees and supervisor in Canvas.
- Faculty are expected to hold virtual office hours to assist students. Virtual office hours should be published on Canvas and communicated to students. Faculty remain responsible for delivering 10 office hours in a virtual format.

Travel
- At this time, travel using university funds, vehicles, resources, etc. are prohibited for both international and domestic travel.

Externally Funded Research Activities
- At this time, the Alcorn State University campus remains open, and faculty members should develop plans for continuing externally-funded research projects. The University has reached out to funding agencies to query guidance as it relates to grant execution (i.e. time-and-effort reporting, etc.).

Additional Information
- Faculty should stay abreast of current messages from the Office of the President and Office of Academic Affairs.
- Please familiarize yourself with Alcorn State University's COVID-19 preparation plan and frequently visit the website at www.alcorn.edu/Coronavirus.
- If you need software in order to help complete tasks remotely, please go to www.alcorn.edu/getoffice to set up a Office 365 account for a copy of Word, PowerPoint, etc. on up to 5 desktop/laptop computers. If you have issues downloading the software please contact CITS at 601-877-6182.

cc: Felecia M. Nave, Ph.D., President