



**Alcorn**  
State University

**MEMORANDUM**

**TO:** Deans, Department Chairs, and Faculty

**FROM:** Keith A. McGee, Ph.D. *KM*  
Interim Provost & Executive Vice President

**DATE:** March 12, 2020

**RE:** Transition to Virtual Instruction

As you are aware, the University has extended Spring Break to support moving classes, where possible, to a virtual format. During the extended week (March 16-20, 2020), the University will remain open to allow Academic Affairs time to work with faculty in developing and implementing a system of alternative course delivery where possible.

Course conversion from in-person to online should be complete no later than **March 20th**. Additionally, faculty and staff will work to refine syllabi for fully online instructional delivery, as well as test the current tools, including Canvas, Zoom, and Skype, to augment online learning strategies. Academic staff will work to build dedicated online resources to support the student transition to a totally online paradigm. This will require building and testing a more robust helpdesk and networking environment. Academic Affairs will also work with each School to identify the most effective method to provide clinical, practicum, and laboratory instruction.

If there are faculty who need training and/or a refresher to deliver virtual/online instruction, Academic Affairs and CITS will identify dates and times (during the week) to assist. These sessions are scheduled to take place on the main campus, the Vicksburg and Natchez campuses, and through our online modules.

Although we are moving to a virtual space, our commitment remains to provide our students with a high quality and engaging academic experience. To the extent possible, the virtual instruction environment is to mimic the face-to-face experience. Faculty are expected to hold virtual office hours, meet classes at assigned times, offer to advise, and provide timely grading of assignments as would occur in normal circumstances.

Lastly, we are still in preparation mode for submission of our Certification Report for our SACSCOC Reaffirmation Visit. Activities related to and continued cooperation in this effort should continue as scheduled.

xc: Felecia M. Nave