Dear Faculty,

With the potential spread of COVID-19, UAA will be accommodating students, faculty, and staff in the event of widespread illness, quarantine, and/or campus closures. **Instructional continuity and course completion are our primary goals.** An academic/instructional continuity working group is gathering information via a [survey](#) of all faculty members across all of our campus locations to ensure that we have appropriate resources and support in place. Please respond within the next 48 hours. The data you provide is visible only to a very small group of people in the academic/instructional continuity working group, a COVID-19 response team, and they will not release any identifying data publicly.

In addition to responding to the survey, here are some important actions you can take:

1) **Begin preparing for the likelihood that you will need to work from home and deliver a face-to-face or hybrid class in an alternate manner on a temporary basis.** Be sure that you are able to access all needed files from your desktop computer including gradebooks or other course materials from your on-campus offices and labs. Employees can set up the [virtual private network (VPN) software](#) on their computer so as to be able to work from home. Colleagues in Enrollment Services created [this YouTube tutorial](#) that you can use as well.

2) **It will be critical for you to maintain open channels of communication with your students.** This is important both for maintaining instructional continuity, and for reducing the anxiety associated with the current situation.

3) **To provide consistency for students across their courses, Blackboard will be used by faculty for the purpose of communicating with students during any campus closure.** As mentioned above, please complete [this survey](#) over the next 48 hours in order to improve our understanding of current Blackboard usage and faculty preparation for a campus closure. If you have not been a heavy user of Blackboard in the past, rest assured that a range of support resources will be provided to assist you.

4) Although Blackboard will be our primary tool for temporary alternate course delivery, we need to assess your familiarity with other systems that could be leveraged such as Google Docs, closed social media groups, etc. and your feelings of preparedness to take steps in case of a campus closure. The survey includes questions that will enable you to provide that information.

5) **Review your student learning outcomes, course syllabus, and any remaining assignments, quizzes, and exams.** Consider rearranging the order of critical in-class demonstrations, labs or other face-to-face activities so that they are covered as soon as possible. A modification to your course outline/calendar might ensure that those activities are completed.

6) **If you have students in community-based, service learning, internships, or clinical placements, begin considering possible responses in the event of closures and quarantine.** There could be instances where the university or campus is open, but the community partner is closed or on quarantine. Additional guidance will be coming regarding these kinds of courses. In the meantime, reviewing the student learning outcomes may help you identify key areas where you would want to focus student activity. You may need to address situations where a student cannot meet a particular number of hours of service and so on. One of the questions on the faculty survey includes space for you to offer insights on these types of course arrangements.
7) If you teach lab or studio-based courses, there will be additional guidance coming out for these as well. In some cases, you might already have ideas about shifting these to using alternate methods.

Thank you for your timely response to the faculty survey, and for taking action to ensure that you are prepared to continue guiding student learning in the instance of a temporary move to an alternate delivery format for your class(es). CAFE, AI&E, and CCEL will provide workshops and tutorials, including virtually, to support your move to alternate delivery format. Please check the CAFE website for information moving forward.

We appreciate your professionalism and dedication to our mission at this challenging time.

Sincerely,

<Insert Dean Name, College>

Signature line