

Sent on behalf of Laura Woodworth-Ney:

Dear Colleagues,

We live in unprecedented modern times. We have asked you to move all of our face-to-face sections to distance learning, effective March 30, 2020. This is a monumental task for our faculty and our campus, but we will work together as a team to meet the following premier objectives:

- Utilizing the extended Spring Break, faculty are asked to move all of our Spring 2020 face-to-face sections to a distance-learning format effective March 30, 2020. This means that all communication with students regarding how each section will function in its new environment needs to be completed **no later than March 27, 2020**.
- Make every effort to ensure that we meet the curricular, licensure and degree completion needs of our students. **Incompletes will be issued only in the most extreme circumstances and with written approval by the dean.** Exceptions can be made for courses that are already online and have strict licensure requirements for instructional time to meet during the first week of the extended Spring Break. **Those exceptions should be minimal and require the approval of the Provost.**

The following resources have been made available to assist you:

- The Instructional Technology Resource Center (ITRC) has assigned a point person to each college and the Division. - To see your college's representative [click here](#).
- The ITRC has created a guidance document for faculty. It can be accessed [here](#).
- A workshop has been scheduled for Monday with Zoom capability. For information about that event, please click [here](#).
- Academic Affairs has created a [web site](#) to communicate ongoing information and to centralize resources.
- [University computer labs](#) will remain open for the use of our students. College-managed computer labs will be evaluated by deans and may remain open if the appropriate cleaning protocols are met. If deans plan to utilize a local computer lab, coordination with Facilities is mandatory.
- To better support your faculty's transition to a distance-learning format, I am asking that each dean have their transitioning programs **complete the program assessment form by March 20 at 12 p.m.** The [form](#) will populate a Google Sheet and you will be able to see the roll-up for your college. This will give both you and Academic Affairs staff the ability to identify programs that may need additional support to ensure we are ready to begin classes on March 30.

To support the continuity of operational activities within Academic Affairs, on the days I am engaged in COVID-19 Incident Management Team meetings, you may communicate directly with Joanne Tokle, Vice Provost. She will have signature authority for the Provost's Office and Academic Affairs.

For more information about ISU's response to the threat of the Coronavirus got to ISU's web page: <https://www.isu.edu/coronavirus/>

In closing, I want to share a quote from Winston Churchill, whose valiant effort to keep up the spirits of the western world during the darkest days of World War II--with Hitler's Germany closing in on England--marked him as the kind

of leader who could rise above the difficulty of the moment. We all have this ability, and I am deeply grateful to each of you for your leadership during this challenging time.

Success is not final, failure is not fatal: it is the courage to continue that counts.