Caitlin Callahan

From:	Michael Taylor
Sent:	Friday, March 13, 2020 5:29 PM
Cc:	Clea Andreadis; Allison Matthews; Caitlin Callahan
Subject:	Preparing for shift to remote instruction

Dear Faculty,

As you know, we have cancelled classes at UCB and partner sites from today (3/13) through next Thursday (3/19). We will resume classes using remote teaching and learning tools on next Friday (3/20). The second session of the 5-weekend courses will also start next Friday.

We have identified a set of resources that will enable you to communicate with and teach students remotely. Please read this email in its entirety and let me know if you have any questions.

Email and SONIS
We are aware of and have been working diligently to fix the issues we are experiencing with emails not reaching students through SONIS. At this time, we cannot be confident that emails will be able to reach students through SONIS, so are working with Apogee (our IT provider) to set up distribution lists for each class. We will share these distribution lists with you so that you can email your class directly. **NOTE: It is very important that you only use the BCC field when emailing your class so that you don't violate FERPA guidelines and share students' personal contact information with their classmates**.

Please continue to enter your attendance in a timely manner.

Sharing Course Materials with Students
Due to some systemic technological issues, we are not currently able to access the full G Suite for Education; however, you can still use Google – either Google Classroom or Google Drive – using your individual email address if you would like to create a main place to share course materials with students. Details about training and resources are listed below.

You may also choose to simply email students the relevant materials throughout the rest of the semester in lieu of creating a specific Google Classroom or Google Drive.

Holding Remote Classes
Thanks to the generosity of LogMeIn – a Boston-based company that focuses on providing technology that enables remote work – UCB will have a corporate license for GoToMeeting, a software that allows for remote meetings (video conferencing, screen sharing, and audio-only options). We are thrilled that this opportunity became available and believe it will have a meaningful impact on our ability to provide remote teaching and learning options.

Caitlin Callahan (caitlin.callahan@urbancollege.edu) will be working with you to set up your individual accounts. Please expect an email from Caitlin with additional information. You will also receive a separate email with log-in information.

Resources
On Monday, we will launch a webpage on UCB's website that we will update with resources related to remote teaching and learning – including using BCC in emails, setting up a Google Classroom, using Google Drive, and using GoToMeeting. If you have any resources you would like us to share, please email them to Caitlin and she will post them.

We will also be creating a Google Classroom for faculty to engage with each other and share resources.

Training
While we know that several faculty members are already using Google Classroom or other online learning platforms, we also know that this is a very rapid introduction to remote learning for a college that is known for its close-knit, in-person classes. In addition to the resources provided above, we will also be offering trainings both in small groups in person as well as remotely.

I will be having drop in "office hours" in the Language Lab on Monday evening from 5-7 pm in case you would like to stop by and get assistance setting up your Google Classroom or GoToMeeting. We will make sure faculty sit every other computer from each other to promote good social distancing and will have cleaning materials available to wipe down computers in between uses. We are also working on creating remote training opportunities and we will be sharing more details about that on Monday.

In addition, as you know, we have a faculty meeting scheduled for Thursday, March 19, from 5-7 pm. Given the unfolding situation we will also be using this time to provide remote teaching tools training to all faculty as it is critical that everyone is prepared to teach virtually when necessary. Please plan to join us to learn how to access the tools we have in place. We'd also really appreciate it if experienced faculty plan to share their knowledge of educational technology with colleagues. Clea will send out a lengthy memo in the coming days to share the information that would have been covered at the faculty meeting and a follow up virtual meeting will be scheduled.

Faculty Access
We want to make sure you have the technology you need to conduct your classrooms remotely.

If you have a computer or laptop with internet access at home, you will be able to access all the resources above.

If you do NOT have a computer or laptop with internet access at home, please reply to this email and indicate what technology (if any) you do have access to at home (e.g., I have WiFi and a smartphone, but no laptop).

Other Questions
We know there are still many other questions – regarding students who may not have remote access, who you should contact with questions, and many other topics.

- If you have questions related to academics, please contact Clea (clea.andreadis@urbancollege.edu)
- If you have questions related to the remote teaching & learning technology, please contact Caitlin (caitlin.callahan@urbancollege.edu)
- If you have questions related to attendance/SONIS, please contact Allison (allison.matthews@urbancollege.edu)
- If you have questions about a different topic, please contact me (michael.taylor@urbancollege.edu)

Thank you in advance for your flexibility, patience, and shared determination to ensure our students are able to get the best possible education even in a period of intense uncertainty and upheaval.

With gratitude,
Michael