

3-21-20

Dear CAHNR Instructors, Advisors and others,

There have been many updates and a flood of information since the announcements were made to move to online teaching format for the rest of the semester, postpone commencement, and move to telecommuting for all but essential employees. These are challenging times. (I have gained a new appreciation for my office and “work family”!)

I present here a brief list of key items that you should be aware of, and links to more in-depth information where appropriate. Please keep aware of changes by checking <https://uconn.edu/public-notification/coronavirus> ; the *academics tab* will provide details relevant to teaching and advising. (An updated version of the previously presented longer resource message is also attached).

- CETL has created a student resource page; please share this with all students in your class and advisees: <https://onlinestudent.uconn.edu/keeplearning> . This parallels the instructor resource page that is being continually updated: <https://ecampus.uconn.edu/keep-teaching> .
- Please update your syllabi to reflect changes (including content, delivery, assignments, exams, grading) and post this clearly on Husky CT in a way that clearly delineates the changes to students. Make sure the new syllabus is dated.
- Please communicate with students (in classes and advisees) to help them regroup and clarify expectations for your courses.
- Pass/Fail restrictions have been loosened. Students can convert a course to Pass/Fail until the last day of classes. <https://uconn.edu/public-notification/coronavirus/covid-19-academics-and-research/>
 - Pass/Fail is available to students on probation, freshmen, and Ratcliffe Hicks.
 - A website for CAHNR and RHSA to post our pass/fail policy- <https://grow.uconn.edu/passfailupdates/> has been created, and will be updated with any CAHNR specific information next week.
 - The Registrar’s Office will release a web form next week for students to convert a class to pass/fail.
 - This form does not require advisor’s approval, but there will be language encouraging students to work with their advisor. Not all post graduate programs will accept Pass/Fail grading, so advising is important.
 - OAP will receive a list of all CAHNR/RHSA students who converted a course to pass/fail which we can send to departments.
- Students can drop classes until the last day of classes without special permissions. There will be no drops after the last day of classes.
- Nexus continues to be an excellent way to schedule appointments with students.
 - Jeff Winston in CETL has created a series of instructional videos on Nexus: <https://nexus.uconn.edu/secure/appointments/videos.php>. You can even use Nexus to schedule Online appointments by including the link to your Webex Personal Room (or other online platform) as your Nexus location (see Video #6 in this series).
- Updated guidance for researchers and graduate students has been given: <https://uconn.edu/public-notification/coronavirus/covid-19-academics-and-research/>

- **Message from CETL's Peter Diplock** (excerpt from message sent to administrators and Sp 2020 instructors)
 - ...three specific suggestions: *(1) rely on HuskyCT as much as possible since it is the common currency for teaching and learning, (2) ask your students if they are familiar with the technologies you plan to use (the vast majority of students are familiar with HuskyCT but very few will be familiar with Collaborate, WebEx, Zoom, Google Hangouts, Teams, etc.) and give them a chance to become familiar, and (3) if you do plan on teaching using Collaborate or WebEx to live stream, be sure to complete this form and be sure to record your lecture/discussion so that it will be available for students who experience technical problems or who are unable to attend.* The CETL keep teaching website is designed to provide you with resources.
 - If you need additional support you can schedule a one-on-one remote consultation with a CETL staff member including for the purpose of doing technology test-runs.
 - We know that this is an incredibly stressful time for all. Julian Ford at UConn Health had a wonderfully helpful article in yesterday's UConn Today that we think is particularly well-timed...
- **Lastly, CAHNR Communications will be working on a video to celebrate our graduating seniors! More information will be coming soon.**

Sandy Bushmich, CAHNR Academic Programs

3-13-2020; UPDATE 3-16-2020; **UPDATE 3-21-20 (updates highlighted)**

TEACHING

- **No courses will be cancelled.**
- **Courses will be offered remotely beginning Monday, March 23** through the end of spring semester, including exams; Commencement has been cancelled.
- **UConn has provided a web page related to Teaching Continuity ("Keep Teaching"). This page has links to most of the resources you will need : <https://ecampus.uconn.edu/keep-teaching-resources/>. They have now developed a companion student resource "Keep Learning" <https://onlinestudent.uconn.edu/keeplearning> ; please share this with all students in your class and advisees. These are excellent resource pages to use to find a variety of different resources in different places, and can be more user friendly than some of the other pages.**
- **CETL is providing a one-hour turn around for email questions from 9am-9pm at cetl@uconn.edu. You can also request an appointment for one-on-one assistance.**
- **HUSKY CT is a key tool for us to use** as we make a rapid (I almost typed "rabid...") transition to online teaching. We strongly suggest using Husky CT for online student teaching and discussion purposes; students are used to it, it is a secure system, and it has many options. Specialized training and support is available for both instructors and students. Husky CT also has a functional phone app, which is important for students who do not have computer/internet access.
- **All instructors should have a Husky CT site** for their class (sites have already been created for those classes that did not already have one, so you should not need to request a new site). For those who would like it, Husky CT basic training is available from CETL:

<https://cetl.uconn.edu/huskyct-blackboard-2/>; or see the video on “Husky CT Therapy”
<https://cetl.uconn.edu/faculty-teaching-workshop/>

- **CETL has lots of online training available, especially for Husky CT Collaborate online teaching tools and WebEx.** WebEx is a remote conferencing tool that can accommodate large lectures (creating an “EVENT” can accommodate up to 1000 student participants, with only one [or a few] presenters). Smaller groups can use this as an interactive meeting tool. If you go to its.uconn.edu/webex you can get details on WebEx. I would recommend downloading the app onto your computer. When you open the app, it will show you the link to your personal room in WebEx.
- **CETL workshops are an efficient way to get up to speed with these technologies.** Many extra trainings have been added. The times and registration for these can be found at: https://fins.uconn.edu/upcoming_workshops.php. **CETL is also offering one-on-one consultation for instructors (cetl@uconn.edu).**
- **The switch to online instructional mode does not need to include fancy videos or synchronous interactive lectures** (although these can be done also: helpful tip- keep video in 10 minute segments to avoid technological and pedagogical problems.) A simple but effective approach would be to use class PowerPoints plus a discussion board with a required number of student questions and specific answers to stimulate discussion. *Be sure to offer your presentation in PPT as well as PDF formats; PDF is easier to read on cell phones.*
- **Several CAHNR faculty have volunteered to assist those struggling with the transition to online teaching; new names have been added. Feel free to email them:**
 - Jason Parent, jason.parent@uconn.edu
 - Jessica Beaudet, jessica.beaudet@uconn.edu
 - Chad Rittenhouse, chadwick.rittenhouse@uconn.edu
 - Lauren Wilson, lauren.wilson@uconn.edu
 - Maria Gyure, maria.gyure@uconn.edu
 - Paul Bureau, paul.bureau@uconn.edu
 - Gary Robbins, gary.robbs@uconn.edu
 - Mary Anne Amalaradjou, mary_anne.amalaradjou@uconn.edu

Thanks so much to all of you!!
- **Schools and departments will make decisions on labs and experiential learning that work for them on a case by case basis;** some ideas include virtual labs where feasible, video labs with discussions, alternative research papers on techniques, or a combo of the in- person labs already taken combined with virtual components for the last 6 weeks. **Some programs will need to schedule special condensed experiential classes (perhaps as Special Topics classes?) to deliver the needed content when we return to campus. Incompletes are highly discouraged. New relaxation on Pass/Fail and late drop restrictions should help. University task forces on both lab/experiential learning and clinical/field placement programs have met, but I have not seen any final reports. CAHNR now has representation on both committees.**
- Please ***amend your syllabus to reflect changes made for online delivery, providing the dates of the modifications and specific grading information for new content. Make sure both original and modified DATED versions are available on Husky CT, so students are crystal clear as to how classes will be held, what their responsibilities are and how modified content will be graded.***
- **Exams:** Husky CT offers online examination options, including quiz building, assignment submission and remote secure exam processes (some of these require a webcam, which all student may not have access to).
https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys

Alternate assignments, such as take home exams or research papers are also a possibility as alternatives to exams.

UConn Instructional Technologies will be offering computer loans for students without them, and free wifi access is being offered for students (<https://onlinestudent.uconn.edu/keeplearning>)

ADVISING

- Course registration for summer and fall classes remains on the same schedule.

Please contact all advisees and inform them as to how you will hold advising appointments and how they should make an appointment.

Nexus continues to be an excellent way to schedule advising appointments with students. Jeff Winston in CETL has created a series of instructional videos on Nexus:

<https://nexus.uconn.edu/secure/appointments/videos.php>

You can even use Nexus to schedule Online appointments by including the link to your Webex Personal Room (or other online platform) as your Nexus location (see Video #6 in this series).

- Advising meetings can be done on phone, email or via HUSKY CT Collaborate or Web Ex. Be prepared with the student's Student Administration (peoplesoft) Academic Progress report in front of you when you are talking with them.
- Please be sure to check and release any advising holds that may be in place for certain majors.
- Please remind students that for this semester only, courses can be dropped, or converted to pass/fail grading up until the last day of classes.

General Suggestion: Access to remote desktop will make working at home easier and more efficient in some cases. <https://confluence.uconn.edu/display/IKB/Using+Remote+Desktop>