

**TO: Colleagues, sent via email**

**FROM: Rob Winningham, Provost**

**DATE: 03/02/2020**

**RE: [WOU-Notice] Faculty preparation for Coronavirus (COVID-19)**

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Dear Colleagues,

Teaching faculty are encouraged to be prepared to deliver content, accept assignments and evaluate progress toward meeting course goals in the event that campus is closed because of Coronavirus (COVID-19). For Spring 2020, we encourage you to prepare at least 2-3 weeks of course content that could be delivered remotely (e.g., Moodle, email or other means), even if your course is scheduled to be taught face-to-face or as a hybrid. This will ensure the continuity of our courses, our academic programming and student progress toward degree completion. In order to be prepared for a possible campus closure, I strongly encourage all faculty to activate each of your Spring 2020 courses within Moodle and upload at least a syllabus, so the site is ready to build out further, if needed. Every course with a CRN has a Moodle shell. If you need instructions on how to make your Moodle site visible, please consult this tutorial (look under "Quick Start")

<https://moodle.wou.edu/course/view.php?id=7002#section-1> and/or contact Moodle Support (Email: [Moodle@wou.edu](mailto:Moodle@wou.edu); Phone: 503-838-9300) for assistance.

I understand that not all courses can be fully online or be so for very long, in the event of a campus closure. But I am hoping we can become as prepared as possible and maximize the opportunity for students to progress toward their degree. Academic Innovation will be having more drop-in hours for Week 10 and finals week to help with Moodle; more information will be coming out about that in the coming days. When developing an online course please take necessary steps to ensure accessibility for everyone. Please visit the [WC3 website](#) for general advice. Also, an accessibility checklist will be linked from the [Moodle Quick Start Tutorial](#) in the upcoming days.

Finally, I want to communicate that a great deal of planning is being done behind the scenes to prepare for many different scenarios. Based on what I have seen, I feel reassured by the expertise we have on campus and the thoughtful planning that has been happening.

Please visit this website for additional information and updates, as this dynamic situation evolves: [wou.edu/coronavirus](http://wou.edu/coronavirus).

Rob

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