

TO: Colleagues, sent via email

FROM: Rob Winningham, Provost

DATE: 03/12/2020

RE: [WOU-Notice] COVID-19 Update from Academic Affairs

Dear Colleagues,

In addition to the email President Fuller just sent, here is additional information for faculty and others who directly support Academic Affairs.

The university is not changing winter 2020 final exams, which will take place at the scheduled times, unless faculty communicate a change for a particular course (e.g., online final) directly to their students. With that said, we strongly encourage faculty to consider whether it is possible to move their winter quarter final exams online and communicate any changes to the affected students immediately. If a class meets for a final exam, faculty are encouraged to maximize social distancing and space students out as much as possible. If you have a course with more than 50 students and you're planning a face-to-face final, please contact your college dean's office. We will work with you to find a location on campus, at your regularly scheduled exam time, that will allow for additional social distancing.

Spring 2020 courses will be delivered remotely unless there are extreme extenuating circumstances (e.g., specialized lab equipment that need to be utilized and appropriate social distancing can be maintained); please work with your division chairs and deans to discuss scenarios with extenuating circumstances. We will ask that each faculty member contact their students, before spring quarter begins, giving their students information about how the course will be conducted, while social distancing measures are in place.

We will have additional Academic Innovation support to assist faculty with online and remote delivery. We will update our [instructional resiliency website](#) regularly and send faculty emails about available resources and support. We have a robust plan to increase faculty support for the development of online course materials and activities, but the deployment of those resources will be more effective if faculty get started in the coming days. <https://wou.edu/provost/instructional-resiliency/>

We will be able to check out a limited number of computers and tablets to some students who don't currently have access; details will be forthcoming. The library will remain open but increased social distancing measures will be in place (e.g., additional space between computers and work stations) and increased cleaning schedules are being implemented.

When developing a remotely delivered or 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 coming days. Given the emergent need, if you are unable to meet the standards as listed above, please accommodate based on the individual students in your course. Students with individually approved accommodations are noted in the Faculty Notification Letter you have received via email. The Disability Services office is happy to assist you in this process. Please contact us directly: Email: ods@wou.edu, Phone: 503-838-8250

An area of our curriculum that will be challenging will be practicums, internships and student teaching. For student teaching and supervision, we will follow the guidance from each school district. For internships and practicums, we should be mindful to avoid contact with vulnerable populations (e.g., older adults and people with underlying health conditions). Faculty are also encouraged to be creative as to how students can meet course goals and program learning outcomes through modified educational experiences. Please contact your division chair and college dean to discuss more discipline specific concerns.

We'll be adding an FAQ section to our [coronavirus webpage](#) and we will be continuously reassessing our social distancing efforts. Please continue to check there for additional information and clarification as we have it and share the link with your students.

Clearly, we don't have all of the answers and do not know how all of this will ultimately play out. But I have tremendous faith in our faculty, staff and students. We are a cohesive community and through hard work, creative problem solving and a focus on our students we will get through this together.

Rob

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