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Dear Colleagues,

I would like to follow up on the recent messages from Chancellor Matos Rodriguez and President Mason, and share with you some of my thoughts.

As you might imagine, I have been closely following what's going on in China regarding Covid-19, since many members of my family, friends and colleagues are there fighting this outbreak. Thankfully, they are all healthy, eating well and staying home (if a bit bored).

Yesterday the New York Department of Health and the New York Department of Education offered a Webinar on what NYS colleges and universities should know and do about covid-19. Currently, the only action they are suggesting is bringing back our study abroad students from impacted countries, which we have been working on in collaboration with the CUNY Central Study Abroad Office. This is a fluid situation and you should know that between NYS, CUNY, and John Jay, we are preparing for all eventualities, even though the risk to our community at present is low.

Combining the information from the CDC, NYS/City Health officials, and CUNY Central, currently **the immediate health risk from COVID-19 is low**. We are continuing with our current schedule of classes and teaching. However, we need to emphasize the health and hygiene best practices for the winter flu season are even more important now, including washing hands frequently, not touching your face (nose, mouth, or eyes), and staying home if you are sick.

Following up on the President's message, students are being encouraged to stay home if they are sick. I'm asking department chairs, faculty, and all academic support staff to be flexible in working with our students to minimize disruption, should they need to stay home. The same recommendation applies to faculty and staff who are sick – please stay home.

CONTINGENCIES FOR CLASSROOM TEACHING: Though at this time there is no reason for faculty to alter their in-class teaching practices, we do believe it is important to be prepared for the possibility that campuses might be temporarily expected to deliver more instruction on an online or distance basis. I have convened a working group of faculty and instructional leaders to develop plans for various measures we might be expected to implement, and to work out ways to meet regulatory requirements for instruction.

This Thursday at 2:00 pm, John Jay's Department of Online Education and Support (DOES) is offering a webinar to faculty who wish to learn how to “**Translate Your On-Campus Class to a Distance Learning Course.**” The DOES webinar will focus on basic guidelines and tips to ensure continuity of teaching and learning.

When: Mar 5, 2020, 02:00 PM Eastern Time (US and Canada)
Topic: Translating Your On-Campus Class to a Distance Learning Course

Register in advance for this webinar:

https://zoom.us/webinar/register/WN_dOJUSiGIRYGHjcmEo1QGSg

After registering, you will receive a confirmation email containing information about joining the webinar.

At a time like this, misinformation is abundant so here I list again some official update sites. From the Office of the Executive Vice Chancellor and University Provost <https://www.cuny.edu/coronavirus/>, which includes links to:

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [NYS Department of Health \(NYSDOH\)](#)
- [NYC Department of Health and Mental Hygiene \(DOHMH\)](#)
- [World Health Organization \(WHO\) | Situational Dashboard](#)
- [CUNY's Health and Wellness Services](#)

Finally, I have signed up for CDC updates and you might consider doing so as well. To make sure you will receive CUNY updates in a timely fashion, double check that your CUNYfirst contact information is current to receive CUNY Alerts and/or check the John Jay website regularly for updates.

I'll share with you again as I learn more. Meanwhile stay calm and stay healthy.

Best,



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