Sent: Tuesday, March 10, 2020 10:54 PM
To: Yi Li
Subject: MESSAGE FROM PROVOST LI TO FACULTY RE TEACHING

Dear Faculty,
As President Mason noted in her e-mail, below, to the campus community tonight, the college will be closed tomorrow, Wednesday March 11, but classes will resume on Thursday, March 12. At the same time, the University is allowing courses to be converted to an online or hybrid learning status at the discretion of the faculty member with approval of the chair. Accordingly, I am issuing the following guidelines for faculty members wishing to convert their course delivery method:

1. Faculty members who wish to change the status of their classes should first confer with their department chairs about courses warranting conversion to an online or hybrid format, particularly when a significant proportion of the students enrolled in a section are unable to attend on a face-to-face basis. Chairs should provide lists of converted courses to the Registrar and Provost every three days.

2. In consultation with department chairs, faculty members should develop suitable remote-learning activities to ensure that established course learning outcomes will be met. Instructors can be creative in meeting learning goals. **The Department of Online Education and Support (DOES) and the TLC have created a guide for how to prepare for and then move a course to remote learning – it is attached to this email.** More resources will be communicated to faculty via e-mail as they become available.

3. Faculty members should develop a communication plan for their students. How will faculty members distribute class content and materials to students? How will students submit coursework and demonstrate their mastery of course materials? Faculty should collect up-to-date e-mail addresses from students and have students confirm their information in Blackboard. **It is essential that faculty members and students maintain regular contact throughout the remote-learning period!**

4. Faculty members should issue a new or updated syllabus to students, which includes the specific remote-learning activities, course assignments and deadlines, and faculty/student expectations for maintaining communication.

5. Please be mindful that some students may not have regular, consistent access to a computing tools or the internet, and be flexible with assignment deadlines.

6. Once making the shift, faculty members should anticipate maintain this remote-learning framework for several weeks in order to minimize disruption of the learning environment.

CUNY Central and our College Leadership team continue to closely monitor the situation. we will update these policies accordingly if we receive new guidelines from State/City Health Authorities.

Sincerely,
Yi Li
Provost