March 17, 2020

To: Dedman College Faculty and Staff
From: Thomas DiPiero, Dean, Dedman College of Humanities and Sciences
Re: Updated information on College operations

The College will provide updated information as it becomes available for faculty and staff as we cope with COVID-19.

1. At-risk faculty and staff, faculty and staff who share living quarters with at-risk people, or others with specific reason for concern should be able to telecommute. They should consult with their supervisors about how they will conduct their work. All people who telecommute must fill out the form available at (you may have to copy and paste this link into your browser):
   Please forward this completed form for all people telecommuting to the Dedman College Dean’s Office (chavens@smu.edu) or hard copy to 200 Dallas Hall. Please have telecommuting staff forward their office phones to cell phones or landlines.
2. Faculty and staff who are telecommuting and need computer equipment should check with OIT and/or Faye Walter, Academic Technology Service Director ad interim for Dedman College (wwalter@smu.edu).
3. Online Canvas and Zoom training can be found by clicking on the “Find Resources” button at https://www.smu.edu/OIT/AcademicTech/Keep-Teaching. There is also a schedule of webinars for training at https://www.smu.edu/OIT/AcademicTech/Keep-Teaching/Training. Faye Walter is also available for 1:1 sessions and consultations for faculty and staff. Again, contact her at wwalter@smu.edu.
4. Faculty should communicate with students before their first online class meets regarding procedures for joining the online course (i.e., through Zoom or Canvas, and links, if necessary, for doing so). Students may also be directed to the OIT “Keep learning” page at https://www.smu.edu/OIT/AcademicTech/Keep-Learning.
5. Teaching must resume next week and must continue online until further notice, on the days and at the times that courses are scheduled. There is not an option to cancel classes or to suspend instruction. Should the change in course delivery necessitate a change in course content, please make sure to (a) update the syllabus (and make a note of the date on which the changes occur); and (b) communicate the changes to students through email or Canvas. While it has been announced that we should expect to return to in-person instruction on April 6, faculty should be prepared to continue online instruction beyond that date, as the evidence we have about the virus continues to change.
6. Faculty who are not using Canvas or Zoom to deliver online content should keep a log of how and when they are teaching, including office hours. This is for your and the College’s records and it may be useful in the event of grade disputes (Canvas and Zoom maintain logs).
7. If you suspect people may have been exposed to a person who may have COVID-19, please follow these procedures:
   a. If the person suspected of having COVID-19 is a student, send the student’s name and the circumstances in which other people may have been affected (e.g., a specific class or
classes) to K.C. Mmeje (kmmeje@mail.smu.edu) and Mindy Sutton (msnoss@mail.smu.edu). You may also issue a CCC notification (and please note the special instructions for a COVID-19 situation).

b. If the person suspected of having the virus is faculty or staff, please send that person’s information to Cindy Havens (chavens@smu.edu). This information should include the following: Name, School/Department, Date First Reported, Status (confirmed, symptomatic/not confirmed, exposure, etc.), Date of status change, Migration plan (self-quarantine, remote teaching, etc.). Please keep Cindy informed of any updates on the faculty and/or staff member’s condition.

8. Faculty giving exams while online teaching is in effect might want to consider LockDown Browser (https://www.smu.edu/OIT/Services/LockDownBrowser); Canvas’ quiz feature; and alternative forms of assessment such as open-book exams or papers. Some faculty in disciplines (e.g., math) in which typing an answer is not possible (because of use of equations and/or formulas) have asked students to download the exam, work it by hand, and then scan it back into Canvas.

9. Courses with over 50 students will remain online for the rest of the semester.

10. High touchpoint cleaning frequency has increased in light of the virus. These areas are traditionally cleaned once per night during the night shift, but now they are also being cleaned in the other two shifts when possible and accessible. High touchpoint areas include (but are not limited to) tables, desks, doorknobs, doors, countertop surfaces, restroom fixtures and walls, light switches, etc.

11. Some departments have created a shared faculty course page on Canvas to share information and allow beta testing of different technologies before going live with students.

12. After spring break, a significant number of students who cannot return home will be living in the residential commons. You will see students on campus.

13. Further information regarding online teaching, available technology, academic resources, and tips for staying productive while working from home can be found at Dedman College’s “Remote Teaching and Working” page: (https://www.smu.edu/Dedman/Resources/Faculty-Staff/RemoteResources).


15. This is an ongoing situation which changes and evolves rapidly. We will continue to supply information as it becomes available.