

From: [Jeter, Carolyn](#) on behalf of [Moore, Peter](#)
To: [Moore, Peter](#)
Subject: Online Instruction
Date: Friday, March 13, 2020 1:55:23 PM
Attachments: [image004.png](#)
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Office of the Provost

March 13, 2020

Dear Colleagues:

In response to the university's decision to instruct students online during the two weeks following SMU's Spring Break, the Office of Information Technology (OIT), the Center for Teaching Excellence (CTE), and SMU Libraries are developing a plan to prepare and equip our faculty for this transition.

All faculty are expected to be proficient in online instruction by Monday, March 23. As such, faculty support personnel from OIT, CTE and SMU Libraries will host a series of Online Academic Continuity workshops on Wednesday, March 18, and Thursday, March 19, on the main floor of Fondren Library. These workshops are structured to be flexible and geared toward your schedule (no advance registration required) and training will be available from 9:00 a.m. to 9:00 p.m. each day. When planning in-person options, SMU administration, OIT, and CTE have taken into account the health and safety concerns raised by bringing large groups of people together. Therefore, training will be conducted in small groups in the classrooms in Fondren. Finally, training is also available online or through zoom, for those who prefer to join remotely.

The goal of these workshops is to provide practical and specific guidance, hands-on training and tools you will need to prepare your classes for this temporary transition to online instruction. The workshops will include information for those just beginning to use technology tools, as well as content tailored to more advanced users. You will receive more detailed information about these workshops on Monday, March 16.

OIT already provides a number of online resources to allow faculty to continue teaching their students during an extended emergency, such as flu outbreak,

weather closure, or other catastrophic event. You may visit this [website](#) in advance of the March 18-19 training days for access to more tools and information to facilitate a rapid transition to online instructional delivery.

I recognize that some types of instruction may not be fully deliverable online, as in the visual and performing arts and laboratory sciences. I am working with the Deans to identify and address these cases individually. Our goal is to prevent interruption of anyone's degree plan – particularly graduating seniors. Thanks to all of you for your flexibility and creativity at this time as we seek to maintain academic continuity.

Student advising for May Term, Summer, August and Fall classes will also be handled online during the two-week period following Spring Break. Support and training for online advising will be provided to faculty who serve in this capacity; you will receive additional information on this within the next few days.

Please be prepared to provide disability accommodations to those students who have shared their accommodation letter with you. In *DASS Link*, you can review the accommodations of students enrolled in each class you teach. Common accommodations like “extended testing time” or “obtaining a copy of peer notes” will likely still be relevant to your course and you should communicate with each student to confirm how these will be implemented. Consult OIT or your Canvas training for the steps to provide extended time to a particular student on a Canvas test. If a student requests a NEW accommodation because of the online format, please communicate with DASS and they can quickly walk through that with you both. DASS staff are available to talk through any anticipated challenges, especially for students who might have more unusual accommodations (like a scribe or enlarged font). No tests will be administered at the DASS office during the time period of remote instruction, and we assume faculty will be managing those tests online through Canvas. Please call them as needed; they are here to help you and your students navigate through this transition.

DASS Staff contact info:

<https://www.smu.edu/Provost/SASP/DASS/StaffContact>

DASS Link instructions (video and written instructions):

<https://www.smu.edu/Provost/SASP/DASS/DASS-Link>

DASS Link LOG-IN page for faculty: <https://shibboleth-smu-accommodate.symplicity.com/sso/faculty>

Altshuler Learning Enhancement Center (A-LEC) and the Academic Center for Excellence (ACE) will develop plans for assisting our students through tutoring and writing support during remote instruction. Along with the Center for Academic Development of Student Athletes (ADSA), these plans will be shared with faculty before remote implementation begins.

For faculty who believe that they might have been exposed to COVID-19 or who consider themselves to be members of a high-risk population, please work through your Dean or Department Chair. If you would prefer reporting your

circumstances to HR, you may use this web [form](#).

Please know that this decision has not been made lightly, and that we recognize a change in mid-semester is challenging. Rethinking how each faculty member teaches is difficult, however this is being done for the safety of our community. Also, we continue to appreciate the staff in supporting the teaching and research mission of the university.

The coronavirus outbreak is an emerging, rapidly evolving situation, and I encourage you to visit SMU's dedicated [blog](#) regularly for the most up-to-date information. We will be loading more information specific to faculty needs to the blog's FAQs in the days to come.

Sincerely,

A handwritten signature in cursive script that reads "Peter K. Moore". The ink is dark and the signature is fluid and legible.

Peter K. Moore
Provost and Vice President
for Academic Affairs *ad interim*