



COVID-19 UPDATE
March 12, 2020

Dear Chairs and Directors:

Thank you to all of you who were able to join us at the College's Executive Committee meeting today. As a follow-up, and for the benefit of those of you who were unable to attend, here are some key items that we discussed.

Communication Plans and Continuity of Operations

- Please make sure that you have an up-to-date and reliable way of communicating with faculty and staff who may be working off campus.
- The members of your department/program should also know who they can contact if the chair/director of a unit is absent or not available.

Temporary Attendance Policy

All instructors should be aware of the Temporary Attendance Policy that was endorsed by the Faculty Senate, March 9, 2020: <https://covid19.unl.edu/students>

Closed captioning

Use if:

- You know you have students who need accommodations
- You are teaching large (100+) class

Otherwise, do not request close captioning for now; we are trying not to overload this service and delay availability of materials.

Teaching Back-up:

Encourage faculty to identify a colleague who can be added as an instructor to their canvas courses so that a course can continue in the event of an instructor's illness. Our capacity to cover each other's courses will likely be strained, so please only ask colleagues to cover if absolutely necessary, but plan in advance for who might be able to step in.

Library reserves -- Libraries are working hard to convert physical materials on reserve to digital formats.

Experiential courses

- Find creative ways to alter assignments that would keep students out of harm's way and fulfill core learning goals
- Please consult with June Griffin or Christina Fielder if you have questions about experiential courses or experience other teaching challenges

Incompletes

- Use sparingly
- Use for individuals, NEVER an entire class

- Student must have completed 80% graded work with passing grade
- Faculty & student must have a detailed plan of assignments to be completed, date due, and acknowledgement of grade received if work is not completed by that date.

Students who cannot complete the class but have not finished the majority of assigned work should consider withdrawing; encourage students to consult with their assigned advisors first so they understand the financial and other potential impacts. Last day to withdraw is April 10. After that date, there is a late withdrawal process. Talk with your department's assigned advisor for more information.

NU Online has opened a request for proposals called "Continuity of Service Funding" \$5000

- High enrollment courses
- Not taught online previously
- Courses that require significant adaptation in order to ensure continuity of learning for students this spring
- Rolling deadline, review starts March 16. Will require approval of dean's office.

Consult with John Osterman on the possibility of putting in a proposal to get funds to support putting labs online.

Best wishes,

A handwritten signature in black ink, appearing to read "Mark E. Button". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Mark E. Button
Dean