

On behalf of Provost Spagna



## MEMORANDUM

Date: March 9, 2020

To: CSUDH Faculty

From: Michael E. Spagna, Ph.D.  
Provost and Vice President for Academic Affairs

Subject: **Instructional Continuity**

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Dear Colleagues,

In order to respond to and make preparations for instructional continuity due to the 2019 novel coronavirus (COVID-19), we need to ensure that CSU Dominguez Hills faculty are prepared for the possibility that our campus community may be impacted in the coming weeks and months.

As you know, the situation with COVID-19 is fluid and is changing by the hour and day. This email is likely to be only the first in a series that addresses instructional and educational continuity plans in the event that it is recommended that we move to instructional alternatives, as Stanford University and the University of Washington did last week. Academic Affairs is working collaboratively with *Information Technology* and its *Office of Academic Technology* to ensure support for faculty, staff, and students.

Given the current circumstances, we ask you to be ready to move your class meetings, assignments, and exams to our online environment. We recommend that departments and colleges discuss the best and appropriate approaches for their disciplines and discipline-based pedagogy. We also ask you to work together for our students' success and safety.

The Office of Academic Technology has prepared a website, "Emergency Remote Teaching Guidelines": [https://at.csudh.edu/remote\\_guidelines.html](https://at.csudh.edu/remote_guidelines.html). Please see the **Pre-Planning Preparation Tips** below for more resources. Academic Technology has developed hyperlinks that will connect you to relevant information, including a series of Blackboard/Academic Technology Open Lab and Zoom-based workshop sessions designed to assist you. We have also included PDFs of the FAQs for Faculty and the Academic Technology workshop schedule in this email.

All of this information can be found under the heading "Instructional Continuity Planning" at the following link: <https://www.csudh.edu/alert/>. Please add this link to your bookmarks in order to follow regular updates that we will be posting in the coming days and weeks.

If you have been assigned to teach this semester, you have automatic access to our *Blackboard Learning Management System*.

**Pre-Planning Preparation Tips:**

- Practice accessing Blackboard from home (<https://toro.csudh.edu>);
- Upload syllabus, content, assignments into Blackboard if you have not already done so;
- Establish a complete and frequently updated grade book;
- Academic Technology will host a series of open lab and workshop sessions to utilize our technology tools to facilitate instruction online;
- Consult *Remote Teaching Guidelines FAQs*;
- *Blackboard/Academic Technology Tutorials* for faculty and students are available at <https://at.csudh.edu/docs/>;
- Adjust attendance policies so as not to penalize students who become ill or are placed under quarantine;
- CSUDH has a laptop loan program for students and faculty. Please let your students know they can register for the program at <https://techloaner.csudh.edu/>.

Please remember that our students look to you not only as mentors but also as role models. As we plan for potential COVID-19 impact, we need to remember that we are a welcoming, equity-minded community that respects all cultures and communities. We ask that you make every effort to accommodate students and their needs at this time.

Once more, for up-to-the-minute news of the CSUDH response, we encourage you to visit <https://www.csudh.edu/alert/>.

Although the outbreak of coronavirus disease (COVID-19) has presented a multitude of challenges for us as an educational community, the Toro Nation will be up to the task, working collaboratively to ensure the health and safety of our community and the educational success of our students.

Michael E. Spagna,  
Provost and Vice President for Academic Affairs

Charles E. Thomas,  
Associate Professor of Business Law  
Chair of the Academic Senate