

Memorandum

To: Chicago State University Faculty

From: Dr. Leslie Roundtree



Date: March 17, 2020

RE: Instructional Planning

After extensive discussion and review of changing circumstances, CSU has decided to extend e-learning for the remainder of the Spring 2020 semester.

To ensure a successful transition and in consultation with university deans, IT, UPI, and the Faculty Senate, a series of dates are being scheduled for mandatory training online or in person. This training will enable IT to update faculty laptops to ensure access to all the resources available for effective teaching and communication with students. You cannot modify the laptop without university assistance. The CTRE will provide updates on all software, cloud, and internet resources available to provide a quality experience. IT and CTRE has been working with vendors to enable a robust set of tools for quality instruction.

It is imperative that we assist students in successful completion of this semester during extremely unpredictable times. Classes are to be held during the regularly scheduled time and faculty are asked to maintain their office hours as outlined in the syllabus. Please assist students who may need to adjust to the new learning environment.

We are developing a website as a faculty resource for training and consultation. Courses that require labs, proficiencies or other experientials demonstrates will be asked to consider alternatives or consider reorganization of time for labs until after the April 13, 2020 date. The reorganization of the time for labs should be in a manner that is consistent with White House and CDC guidelines requiring less than 10 people at any location to facilitate social distancing.

For purpose of clarity, the University **will remain** open. Faculty do have access to their offices. I would suggest you to alert the campus police that you want to enter the buildings and your location for safety reasons as buildings may be locked. Following the CDC guidelines of social distancing will assist the campus to help to minimize risk of exposure and community spread. The health and well-being of our campus community is our number one priority.