# FACULTY INSTRUCTION AND COVID-19

Alvernia University is closely monitoring the situation with COVID-19 and has created a central site for updates at https://www.alvernia.edu/current-students/health-wellness-center/health-alerts

The following is prepared to assist faculty in on ground coursework. Students on Fieldwork need to adhere to the policies of that placement site as per usual policy regarding holidays, sick days, etc. This reinforces the experience's intent to prepare our students for the real workplace, as front-line professionals. If students make independent decisions about attendance, they may seriously jeopardize timely completion of the curriculum requirements of their program

THIS PAGE HAS BEEN ESTABLISHED TO SHARE RESOURCES FOR FACULTY AND TO ANSWER QUESTIONS RELATED TO INSTRUCTIONAL ACTIVITIES. IT IS INTENDED TO ADVISE AND PREPARE IN THE EVENT THAT CAMPUSES ARE CLOSED AND DOES NOT REFLECT DEFINITIVE PLANS TO CLOSE. *AS OF THIS WRITING, ALL ALVERNIA UNIVERSITY LOCATIONS REMAIN OPEN AND THERE ARE NO PLANS TO CLOSE AT THIS TIME.*

## Resources for Remote Instruction

In the unlikely event that any of our locations are closed, faculty should prepare to teach courses remotely from home. A process for completion of lab activities, public speaking, presentations etc. which do not lend themselves to remote completion and include hands-on practice is currently being developed.

### Blackboard Shell for all courses

Each course has a Blackboard shell created with a menu template. You can upload all course-related files (syllabus, PowerPoint, lecture notes, etc.) along with the assessments used in your course. We are creating a standard template that all courses can use that is standards-based. That will be available shortly.

### Quick Start Guide

The Instructional Design and Learning Technologies team has created excellent resources to empower faculty to deliver academic material online, even if faculty have never taught online classes before. These resources are not intended to, and will not, transform faculty into master online teachers, but will provide faculty with knowledge about how to create a basic online class, such as a recorded voice with slides. You may enroll in the Blackboard Certified Instructor Certification Program here: https://lms.alvernia.edu/webapps/blackboard/execute/courseMain?course_id=_8422_1 We are in the process of creating a Quick Start Guide now to address basic Blackboard functionality. We also have a selection of How To articles for faculty on how to use Blackboard here: https://web.alvernia.edu/faq/index.php?action=show&cat=3

## ZOOM for synchronous learning

ZOOM Video-Conferencing is our software for synchronous instruction.  If you do not already have an account, go to:  https://alvernia.zoom.us and register for a free account.  Your free account offers you a meeting space for up to 100 students and sessions that are 40 minutes or less.  We also have a number of licenses for longer sessions. You may utilize ZOOM with or without a computer/Internet access as each meeting generates a phone number where all participants can dial in to participate.  A computer with webcam/speakers is recommended.  We provide group workshops, 1X1 training in the Media Suite and you can consult our ZOOM FAQs for more information:  https://web.alvernia.edu/faq/index.php?action=show&cat=35

## Enhanced Media Suite Support

The Media Suite will be offering enhanced training/support on Monday, 3/9 and Thursday, 3/12 from 8:00 AM – 10:00 PM. Enhanced support times at the centers will be tailored for each campus and will be announced soon. The Media Suite will continue to offer support by phone, via ZOOM and in person during normal office hours which have recently been changed to include evening hours.

## Technical Assistance

If you experience challenges, please reach out to the IT Service Desk at:

- 610.927.2008 (ext. 2008 on campus)
- 855.402.3828
- ServiceDesk@alvernia.edu

## Share What You Learn and Know

If you are have developed and/or taught online and blended courses, or you are a Certified Blackboard Instructor, please share your tips with your colleagues. All of you will be each other's best resources.  We are looking at having an ad-hoc committee of faculty experts to share their knowledge

## More In-Depth Resources

The Media Suite has developed other resources for online learning that can be found here https://faq.alvernia.edu

# IMPORTANT CONSIDERATIONS/FAQS

*What is the university doing to inform the community about COVID-19?*

The university will share updates about COVID-19 at https://www.alvernia.edu/current-students/health-wellness-center/health-alerts and through campus email.

*Who makes the decision to cancel or suspend classes?*

The decision to cancel or suspend classes is made by administration and *is not an individual instructor decision*.

*As an instructor, what should I do to prepare if this happens?*

As of this writing, all Alvernia University locations remain open and *there are no plans to close at this time*. It is still a good idea, however, to prepare in the event that campuses are closed.

o Ensure course rosters for all course sections are up to-date, including an e-mail address and a telephone number for each student.
o Make certain all students have the instructor's contact information: e-mail address, office number, or contact information for other electronic messaging services. This exchange of contact information will enhance the lines of communication between faculty members and their students.
o Regularly encourage students to do follow measures to prevent the spread of respiratory illnesses.

*What guidance should I provide students if they have respiratory illness?*

Students should be encouraged to stay at home and to contact their instructors to let them know they have flu-like symptoms. If a student is unable to make contact with an instructor, the student should contact the department secretary. **Please allow greater flexibility with policies for class attendance and missed assignments and in the manner or timing by which students complete their work.** Consider how technology may support students – e.g., by allowing for remote attendance, recording classes, or developing online alternatives.

*As an instructor, what should I do if a student appears to be ill?*

It may be difficult to discern if a student is ill, and even if they are ill, the nature of the illness. Only the student who may be ill may make the decision to stay at home. However, it is appropriate for the instructor to regularly remind all students in the class to stay home if they have fever, cough or influenza-like illness.

*What should instructors do if they are ill?*

If you are ill with fever, cough or influenza-like symptoms, stay at home and follow the normal protocol for notifying your department. If possible, consider how technology allow you to continue instruction while you are out.