



March 17, 2020

Dear Faculty:

Let me begin by expressing my sincere gratitude for your patience, dedication, and creativity as we respond to the spread of COVID-19. As Fr. Pilarz has expressed through his messages, times like these are a true test of a community, and it has been clear over the past few weeks that our University of Scranton community has a deep foundation of love, caring, and commitment. I am proud to be working with you as our faculty leaders.

I just realized that some of you may not have seen the video message from Fr. Pilarz to the students before they left for Spring Break. You can view it here <https://www.youtube.com/watch?v=Z1-mXxjDI0U&feature=youtu.be>.

We are doing our best to communicate updates and resource information to you. As we noted earlier, the dean's offices will be primarily managing teaching support for faculty as you move to remote learning. Please contact your dean's office with questions about classes, registration, and any other faculty-specific concerns.

I will also continue to provide university-wide updates and resources as we become aware. Below is a current update:

- As you know from my email message from last night, effective at 4:30 p.m. today, Tuesday, March 17, the University campus will close until further notice. The University will continue operations remotely with classes beginning on March 30 as previously announced. Beginning Wednesday, March 18, only essential staff should report to campus as directed by their immediate supervisor. Other staff will transition to remote work whenever possible as per direction from their immediate supervisors.
- All University offices will remain open remotely or, in some cases, with limited campus staff, including Human Resources and Information Technology. Offices and staff can be contacted through their campus telephone number or email.
- Faculty and staff will still have access to your offices while campus is closed, but we ask that you work remotely as much as possible.
- Deans will work with faculty to identify essential personnel (students and faculty) to help maintain laboratories.
- As announced earlier, remote instruction will continue at least until the conclusion of Easter Break, which begins on April 9. We will continue to evaluate the situation and inform you should this date change. We are working closely with Faculty Senate and FAC leadership to make sure that we give you adequate notice if we need to extend remote learning. Current online graduate programs will continue as previously scheduled.

- As some of you may know, we were previously concerned that it might be necessary to shift the academic calendar into “senior week” or add an additional day around Easter to meet Department of Education requirements. We do not believe that we will need to change the current calendar. This means that all classes will be expected to finish within the current days allotted on the calendar. As stated before, please know that it is ok to change your syllabus and course policies to accommodate this unique situation as long as you clearly inform the students. We appreciate all of your efforts to adapt to the abbreviated semester and the upcoming move to remote instruction.
- As some of you have asked, all full-time and part-time faculty will be paid in full and on schedule for their contracted work this semester.
- We will expect to follow the previously-established faculty evaluation deadlines.
- Department Chairs should send in catalog copy to their Dean’s offices by March 20.

Registration and Grading

- We will continue with the current schedule for student course registration. The Registrar’s Office is working closely with the deans and advising offices to support this process.
- Mid-term grades remain due Wednesday, March 25 at noon.
- The last day for on-campus students to Withdraw from a class remains Friday, April 17.

Center for Teaching and Learning Excellence support

- The Center for Teaching and Learning Excellence (CTLE) will remain open this week: Wednesday through Friday 9:00 a.m. – 4:00 p.m.
- The D2L workshops for this week will proceed as scheduled. For a complete list of the workshops, visit <https://www.scranton.edu/academics/lms/lms-workshops.shtml> .
- Next week, the CTLE will offer a combination of in-person and virtual workshops covering D2L’s most useful tools. Please use the link above for up-to-date information.
- *Basics and Best Practices in Online Pedagogy* workshops via D2L’s Virtual Classroom are offered this week by Amy Simolo, CTLE Faculty Development Specialist. You received an email notification yesterday directly from Amy regarding this.
 - Wednesday, March 18th: [10:00 – 11:00](#) [2:00 – 3:00](#)
 - Thursday, March 19th: [9:00 – 10:00](#) [1:00 – 2:00](#)
 - Friday, March 20th: [9:00 – 10:00](#) [10:00 – 11:00](#)
- D2L Course Merge is available to faculty who have not used the system this semester. To request a merge, email d2lsupport@scranton.edu.

- Many of you have asked about the use of lecture-capture through Panopto. Please contact Eugeniu Grigorescu directly if you would like CTLE assistance with this: Eugeniu.grigorescu@scranton.edu. You can also contact your dean's office.

Library Support

Although the library will not be staffed during the University campus closure, assistance will be available from our Library Faculty remotely Monday thru Friday between the hours of 8 a.m. and 7 p.m.

All other times, questions will be answered by librarians not in Scranton.

On the library webpage (library.scranton.edu) there is an icon for library services spring 2020, which goes into more depth, but here is how to reach us:

- **VIRTUAL CHAT:**

Use the **Ask a Librarian chatbox** on this page to talk to a librarian 24 hours a day.

- **PHONE:**

Please call **570-941-4000** to talk to one of the librarians during regular library hours. If no one answers, please leave a voicemail and someone will get back to you as soon as possible.

- **EMAIL:**

Please use the other options first, but you can also email askalibrarian@scranton.edu.

- **CONSULTATIONS:**

The librarians will still offer **consultations** through various communication platforms (e.g., [Zoom](#)), but please reach out through virtual chat, phone, or email first to schedule a consultation time and determine which platform will work best for your individual needs.

For problems with accessing any resources please e-mail library-systems@scranton.edu.

Faculty requiring an eBooks or streaming media that we do not have should contact Narda Tafuri via email: narda.tafuri@scranton.edu.

ITR Support

- We have a few laptops remaining for faculty and staff who do not have a home computer. Contact the Technology Support Center by email at techsupport@scranton.edu or call 570-941-4357 for assistance.
- We have a limited number of web-cams and microphones for faculty, in case their current computer is not equipped with one. Contact the Technology Support Center for assistance.
- An email was sent this morning announcing Zoom licenses for all students, faculty, and staff. The accounts are available and instructions on account activation and use was included.
- An email will be sent this morning for Banner Admin users on remote access to the system while at home. Please note there is a change to this access, due to the need to preserve the virtual desktop environment for classes, students and faculty.
- As a reminder, many technologies used during telecommuting from home will be influenced by the internet bandwidth and connectivity at home, rather than the network services on-campus. We will be monitoring our on-campus systems continually, along with our cloud services including D2L, Zoom, and O365, however, the experience of faculty, students, and staff working from home will be based on their home internet connection.
- The Technology Support Center, along with IT staff, will be on-site and at home working to assist faculty, students, and staff with this transition on-line. This week we will be open from 8 a.m. – 5 p.m. each day this week with extended evening hours next week. IT will post the schedule weekly.

Finally, you can always access current and additional information at www.scranton.edu/COVID-19.

Again, thank you for all you are doing. Together we can continue the educational enterprise in the great tradition of The University of Scranton.

Sincerely,

Jeff Gingerich, Ph.D.
Provost/Senior Vice President for Academic Affairs