

Office of Academic & Student Affairs

From: Janelle, Christopher M <cjmj@hhp.ufl.edu>
Sent: Monday, March 9, 2020 10:35 PM
To: . HHP - Faculty <hhpfaculty@hhp.ufl.edu>
Cc: Eberhart, Sarah <seberhart@hhp.ufl.edu>; Shores, Dawn <dshores@hhp.ufl.edu>
Subject: FW: UF Notice: COVID-19 and online classes

Dear Colleagues,

Per the message below, please begin preparing to move your courses, if feasible, to electronic / online delivery.

The health and well-being of our students and all members of the UF community are of paramount importance. That stated, **our central academic goals** remain to ensure student learning, permit course completion, and facilitate timely progress towards degrees. Your efforts are vital to achievement of these academic goals, and the success of the transition to online course delivery. Know the university, the college, and your departments are here to support you. The “Keep Teaching” guide (<https://elearning.ufl.edu/keep-teaching/>) the university has put together intuitively addresses many of the fundamental questions associated with his transition. More locally, HHP’s substantial presence in online and distance education at the graduate and undergraduate level – including online degree programs across all four of our departments – leaves us well-equipped to rapidly respond to this request. Count on HHP’s considerable resources and expertise in online learning to aid in this transition. We are meeting tomorrow morning to discuss our coordinative response, which will be communicated later in the day. In the meantime, **please reach out to me, your department chairs, and HHPs Director of Online and Distance Education, Mike Sagas (msagas@ufl.edu) with any questions and concerns.** Thank you in advance for your flexibility, your conscientiousness, and your efforts to ensure course completion and timely progress for our students.

Very best wishes as we confront these extraordinary circumstances together,

Chris

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From: All UF Employee List <ALL-UF-EMPLOYEE@LISTS.UFL.EDU> **On Behalf Of** UF Public Affairs

Sent: Monday, March 9, 2020 5:32 PM

To: All-UF-Employee <all-uf-employee@lists.ufl.edu>

Subject: UF Notice: COVID-19 and online classes

In response to the evolution of the COVID-19 outbreak in the U.S., Provost Joe Glover sent a memo to academic deans today recommending that instructors move their courses from face-to-face delivery to an electronic delivery mode effective immediately, wherever possible.

While this is not a requirement at this time, there is a strong probability that it will become a requirement before the end of the spring semester, and so instructors are encouraged to transition now.

Instructors should continue to follow their syllabus, assignment and exam schedules, and office hours schedule. Instructors are responsible for notifying their students in advance about the shift to the online format and to communicate regularly to them expectations surrounding assignments, exams, etc.

Help is available to assist faculty with transitioning at <https://elearning.ufl.edu/keep-teaching/>

The university will make every effort to be considerate of instructor and student concerns during this unprecedented situation. Instructors are strongly encouraged to be similarly considerate of student concerns.

As of now, the university is planning to deliver the usual summer sessions. However, it is possible that circumstances may require all courses to be delivered online.