MEMORANDUM

To: PVAMU Faculty

From: James M. Palmer, Provost & Senior Vice President for Academic Affairs

Date: March 13, 2020

Re: Training and Moving Toward On-Line Learning

As you are aware, because of the pervasiveness of COVID-19 and its disruption of face-to-face instructional delivery to students, PVAMU has suspended classes until Monday, March 23. During the week of March 16, it is essential that you have the training and the necessary skills to move face-to-face course content to eCourses **starting Monday, March 23.** Although no final determination has been made as to the mode of delivery for the remainder of the semester, it is imperative that you become an efficient user of the online delivery format.

In brief, these are the objectives for next week:
- Attend eCourses training or work with colleagues who actively use eCourses;
- Begin organizing, designing and uploading content and activities in eCourses by the end of the week;
- Coordinate with colleagues when there are multiple sections of a single course to ensure a common approach to major assignments in eCourses; and
- Certify to your department head that these objectives have been completed.

Faculty meetings may be needed next week and should be communicated by the Department Head and/or Program Coordinator as soon as possible. Over the weekend, PVAMU will have Zoom licenses available for all faculty, staff and students; therefore, I ask that Zoom be used as the virtual meeting platform in addition to any face-to-face option so that faculty who have not yet used it have an opportunity to engage with it. Meetings must consider social distancing, so it is not prudent to require face-to-face presence of all faculty in meetings.

See the attached training schedule, which includes face-to-face sessions in the library and online sessions via Zoom. Click here to register for training. **By the end of the week, an eCourses usage report will need to demonstrate evidence of your eCourses compliance**. To support you, the Center for Instructional Innovation and Technology Services (CIITS) has established a webpage with additional resources. In addition to what is included on this resource page, Charlene Stubblefield and her team will send out additional guidance on moving lectures to eCourses using Zoom for asynchronous delivery.

Practicum, clinical or laboratory experiences will be particularly challenging, and in some cases, impossible to replicate. This is not a unique challenge to PVAMU, as most universities around the country are also wrestling with how to navigate this new educational environment. I am confident that as a learned, creative and talented faculty, we are capable of designing new ways to ensure learning outcomes are addressed and achieved. However, as indicated in

guidance sent by Chancellor Sharp, in some cases it will be impossible to eliminate all face-to-face interaction due to the nature of the class or due to other limitations. If face-to-face interaction and class meetings are the only way to deliver the curriculum, no more than 50 students should be allowed at a time to ensure proper social distancing, which the CDC recommends to be at least six feet.

I have assured students that by Friday, March 20, they will see eCourses activities in all classes. As part of this preparation, faculty must be able to meet with students at different points during a week for virtual office hours through Zoom or WebEx.

xc: Ruth Simmons, President

eCourses Training for Faculty

	Panther CIC Training Room JB Coleman Library #307Q		JB Coleman Library 210AB		ZOOM Online Session	
Mon. - March 16	Minimum Presence Training	9:00am - 11:00am	Essential Tools for Working Remotely	10:00am - 11:00am	Advance eCourses Training	9:00am - 10:00am
	Basic eCourses Training		Essential Tools for Working Remotely	11:00am - 12:00pm	Basic eCourses Training	10:00am - 11:00am
	eCourses Training Lunch N Learn	12:00pm - 1:30pm				
	Intermediate eCourses Training	2:00am - 4:00pm	Essential Tools for Working Remotely	1:00pm - 2:00pm	Intermediate eCourses Training	11:00am - 12:00pm
	Advance eCourses Training		Essential Tools for Working Remotely	2:00pm -3:00pm	Basic eCourses Training	1:00pm - 2:00pm
Tues. - March 17	Minimum Presence Training	9:00am - 11:00am	Essential Tools for Working Remotely	10:00am - 11:00am	Basic eCourses Training	1:00pm - 2:00pm
	Basic eCourses Training		Essential Tools for Working Remotely	11:00am - 12:00pm	Advance eCourses Training	2:00pm - 3:00pm
	eCourses Training Lunch N Learn	12:00pm - 1:30pm				
	Intermediate eCourses Training	2:00am - 4:00pm	Essential Tools for Working Remotely	1:00pm - 2:00pm	Basic eCourses Training	3:00pm - 4:00pm
	Advance eCourses Training		Essential Tools for Working Remotely	2:00pm -3:00pm	Intermediate eCourses Training	4:00pm - 5:00pm
Weds. - March 18	Zoom Conferencing Training	9:00am - 10:00am				
	Zoom Conferencing Training	10:00am - 11:00am				
	Zoom Conferencing Training	2:00pm - 3:00pm				
	Zoom Conferencing Training	3:00pm - 4:00pm				
Thur. - March 19	Zoom Conferencing Training	9:00am - 10:00am				
	Zoom Conferencing Training	10:00am - 11:00am				
	Zoom Conferencing Training	2:00pm - 3:00pm				
	Zoom Conferencing Training	3:00pm - 4:00pm				

eCourses Training for Students

	EE O'Banion Auditorium #A101		ZOOM Online Session	
Wed. - March 16	eCourses Training	9:00am - 10:00am	Minimum Presence Training	2:00pm - 3:00pm
Thurs. - March 17	eCourses Training	2:00pm - 3:00pm	Minimum Presence Training	9:00am - 10:00am