MEMO

To: College of Humanities and Social Sciences Faculty and Staff
From: Dean Jeff Braden
Date: March 13, 2020
Subject: Humanities and Social Sciences planning update re COVID-19

Dear colleagues,

I am following up on the university's announcement that we're extending spring break until March 23 and moving to online course delivery for the next while. Our college will work closely with the university to ensure this transition is as smooth as possible for our community. I encourage everyone to work together and continue to keep the health and safety of our community as our first priority.

Please check the NC State Coronavirus Response site regularly. You will find resources for faculty to teach online and information for faculty and staff to work remotely if that should become necessary.

We have also created a section on our "resources for faculty and staff" website to assist you; we'll add to it as needed.

For now:

We are working to ensure you have the resources you need to continue delivering services to our faculty, staff and students. Even though we won't have students in our classrooms for the next while, we will still need to work with them to make sure they are getting the services they need to complete the semester and plan for the future.

For now, the campus is not closed, so we can continue to come to campus (unless we're ill). Faculty who have access to technology in their offices or classrooms to teach remotely can continue to use those resources while teaching their classes online. While not all positions are appropriate or eligible to work remotely, such an arrangement can be an option when the employee, supervisor and work are compatible. Any remote or alternative work arrangements must be approved by supervisors.

In the coming days, NC State will provide additional guidance and resources for employees, including frequently asked questions. Those materials will be available here and linked from the university's COVID-19 response website. The Faculty and Staff Assistance Program is a resource available to help employees through stressful situations and events. If you are feeling

worried or anxious about the development of COVID-19 and its impact, please don't hesitate to use this free service.

If a faculty or staff member does not have the capacity on their current work computer to provide academic or business continuity — including video conferencing — please contact your supervisor so that they can work with your department and CHASS IT (chass_it@ncsu.edu) to address your needs.

Please note that according to the NC State CoVID-19 website FAQs, anyone traveling back from countries deemed Level 3 by the CDC must self quarantine for 14 days. Likewise, Chancellor Woodson's March 11 update states that "all students, faculty and staff on personal travel over spring break are strongly encouraged to let the university know where you traveled by completing the Spring Break Travel Registry. University health and safety officials will review the information in order to best advise individuals on any suggested or required health-related measures."

Planning ahead:

In the event that the university decides that we all need to work remotely, we all need to be prepared to do so. Please work now with your supervisor to ensure you are able to work from home should that become necessary. Ensure your technology works for you. SHRA staff and hourly employees require a telecommuting agreement. Supervisors should provide a copy of the signed agreement to the department coordinator of business services. If you usually log in to WolfTime to log your hours, you will still need to do so. EHRA employees, including faculty, are not required to complete a telecommuting form, but should still work with their supervisor to ensure they can fulfill their responsibilities from home.

If we all end up working remotely, we'll still need to attend to our regular assignments; respond to emails and chat messages in a timely period; forward/answer your work phone, etc. Communication will be key.

Especially for faculty:

Faculty information for teaching online is provided on the Keep Teaching website, and lots of resources are available on this webpage.

Consider attending DELTA's new online workshop, Getting Your Course Online Quickly. This one-hour workshop will guide you through getting your course online in our Learning Management System (LMS) — Moodle — including creating a course, adding resources, and using the announcements forum. This workshop will also demonstrate how to create online class meetings in Zoom, so you can present content simultaneously to all of your students.

This is an unprecedented situation and certainly creates many challenges. I encourage you to

remain flexible as we work through this together. If you have questions, feel free to reach out to me.

Best,

Jeff