

From: [AS00](#) on behalf of [Academic Senate](#)
To: ["AS00@uci.edu"](mailto:AS00@uci.edu)
Subject: COVID-19 and Educational Continuity (Academic Senate)
Date: Friday, March 6, 2020 4:46:13 PM
Attachments: [ATT00001.txt](#)

Dear Colleagues,

Earlier this week, you received a message from campus leadership on preparing for COVID-19 (novel coronavirus) and how we can work together to support educational continuity. This message was sent out with understandable urgency, although without the full deliberative input that characterizes the Academic Senate's role in shared governance. We very much share the administration's concern for the wellbeing, educational and otherwise, of our undergraduate and graduate students, as well as the pressing need for contingency planning in light of the emerging pandemic. We have been in conversation with the Provost and the Chancellor about how we might better convey this need and best serve our students. To this end, please find below a revised list of recommendations:

Instructors of record for each course are strongly encouraged to:

1. Establish a complete and regularly updated gradebook using the Canvas learning management system, the EEE Legacy Gradebook, or another reliable platform. This will help ensure that if the instructor or other course staff become ill or are under quarantine, an accurate record will be accessible, so that students can receive their grades in a timely manner.
2. Adjust course policies related to class attendance so as not to penalize students who become ill or are placed under quarantine.
3. Allow and enable videoconferencing for office hours.
4. Place key course documents on Canvas or similarly accessible online platform so that students can access them remotely even if unable to come to campus because of illness or quarantine.
5. Arrange for capture of your courses. For example, use the Yuja platform tool (<https://yuja.replay.uci.edu>) to create and distribute the content via Canvas. This will help ensure that the material is stored safely and allow students to keep up with a course if illness, quarantine, or travel restrictions prevent them from coming to campus.

Please note that the Division of Teaching Excellence and Innovation is running a number of workshops on strategies for maintaining educational continuity (<http://dtei.uci.edu/news/conversations-on-teaching-and-continuity-during-unplanned-events-and-emergencies/>) and now has a dedicated page with resources on the topic (<https://sites.uci.edu/teachanywhere/>). We will continue to pass on the best information and recommendations that we have as we learn more about how the campus might be affected by

COVID-19.

Yours,

James Steintrager

Chair, Academic Senate, Irvine Division

Jeffrey Barrett

Chair Elect, Academic Senate, Irvine Division