March 18, 2020

Dear Faculty,

Thank you for the work that you’ve done so far and for your continued patience as we move forward. Since sharing my message on Friday, March 13, the decision was made to extend courses to remote instruction through the end of the spring semester.

Please use the following link for faculty and student resources to successfully teach and learn remotely: Faculty and Student Resources (this is also linked at the NAU COVID-19 site).

All classes will be delivered online and we need to ensure that they continue to be highly interactive and of high quality. Any exceptions to course delivery from online to on-ground must be approved by individual college deans with final approval from the Provost’s Office with a clear communication plan for those students. Rare exception requests will be vetted through the Provost’s office with awareness of student completion and accreditation criteria. If exception requests are approved, they may be rescinded if the situation changes (You will need to have a Plan B in place!)

As the President announced, the Flagstaff campus remains open at this time, thus local students will have access to adequate bandwidth and computer labs. Faculty are expected to accommodate the rare cases when a student does not have necessary technology.

We will continue to offer instructional design support to faculty for course content and delivery, including weekend and virtual hours. While the learning outcomes will not change, your flexibility and creativity on delivering the assessments and approach may need to be modified. Please consider designing assessments that do not require proctoring fee-for-services for our students. We understand there are challenges with proctoring and options for university-wide proctoring services remain under review.

Again, this is a unique and fluid situation. Please carefully evaluate your syllabus to ensure class policies are reviewed and changed to align with this new reality. Please be sure to have regular communications with clear expectations every week with your students or even more frequently if needed.

As shared in my most recent message, helpful resources to transition courses to online delivery. Specifically, the following resources are available for you.

- Information Technology Services, the Teaching & Learning Center, and NAU Online have launched an information site to help faculty add basic content and activities to Blackboard Learn along with recommendations for communication with students: www.nau.edu/remoteteaching
- Daily drop-in sessions are available for online and face-to-face to help faculty with Blackboard/Collaborate: https://in.nau.edu/its/blackboard-learn-training/ (includes evening and weekend support).
ITS Support is available should you need assistance with Blackboard Learn, Collaborate, or other technologies: [https://in.nau.edu/its/help/](https://in.nau.edu/its/help/).

Please know that communications will continue to be posted via NAU’s COVID19 webpage ([https://nau.edu/coronavirus/](https://nau.edu/coronavirus/)). The President’s Office will also continue to send regular communications to students, faculty, and staff.

Diane M. Stearns
Provost and Vice President for Academic Affairs