Dear Colleagues,

I hope you are all doing well with the first week of online instruction and are managing home-working as well as can be expected. We all wanted to thank you for your efforts to transition classes. As always the College of Business has managed the transition well and that is because we have such excellent people in the College. Thank you from the Dean's suite and the Chairs.

Please remember that there is support here for teaching: https://www.ohio.edu/keep-teaching
There is support here for remote working: https://www.ohio.edu/university-continuity/keep-working

If you are having problems or need help don’t forget to reach out to your Chair or myself (as the College's remote teaching coordinator). A couple of issues that have come up at university-level that we should all be aware of:

i) Some faculty have not adjusted to the loss of one week of instruction and consequently some students are feeling overwhelmed. Please be sure that you have successfully adjusted your class content and activities to the loss of week due to the extended Spring Break.

ii) The university is getting some reports of students having to take excessive numbers of proctored tests/exams online in their first week. Please try to adjust your assessment methods to formative approaches and keep proctored tests to the absolutely necessary situations (e.g. where certain knowledge needs to be proven for accreditation or certification purposes).

I have included a reminder of the College principles for the transition below. Once again thank you for all of your work in this difficult period.

Best wishes,

Luke

College of Business Principles

1. **Keep it simple.** The minimum requirement is to transition course delivery to Blackboard or ISMS as the primary means of managing your classes. Using Blackboard to communicate with students, to share resources, and to develop voice-over PowerPoints as a replacement for in-person class meetings is acceptable. Professors who have experience with other technologies (e.g. Adobe Connect) may also use those platforms to deliver course content.

2. **Ask for help.** Our instructional and information technology teams will be extremely busy as we transition to fully online classes. Please do not contact them directly regarding the transition of your classes. If you need support, please talk with your department chair first so that they can prioritize needs and manage the impact on our staff. If you anticipate that you will struggle with technology during the transition, please make sure your chair knows that you will need help and/or seek assistance from colleagues.

3. **Offer help.** The College of Business is fortunate to have many excellent online educators. If you have recently taught a course online (or as a hybrid course), please consider offering resources to others. Department chairs will be asking those with more experience to help those with less experience, in
order to make the transition successful. If you have the ability to assist other colleagues, please volunteer with your chair.

4. **Make adjustments.** The goal is to deliver course content and maintain progress toward achieving learning outcomes. As such, please feel free to make adjustments to course delivery (i.e., content, schedule, assessments, etc.) in order to maintain progress. Let your learning outcomes drive your decisions about how to deliver learning activities.

5. **Be patient.** All classes will need to transition to an online format very quickly. This will put pressure on multiple administrative teams and the University infrastructure as a whole. Please be patient with our staff, processes, and students as we make the transition.

6. **Be flexible.** Some of our students may not have readily available technology or internet access when they are not on campus. Likewise, students may not have access to all course materials required at the outset of the course (e.g. textbooks). As such, please consider flexible options or alternatives for those who may have accessibility issues.

7. **Be available.** There will be much uncertainty in the coming weeks and students will have a lot of questions. Please make sure you are responsive to student communications and are available either through emails, calls, or text messages to support students. Maintaining remote office hours is required, so that students will know when you are specifically available for their class.

8. **Focus on the student.** Remember classes are still in session; faculty are expected to act accordingly. As best as you can, please keep student learning in mind when thinking about how to use technologies to deliver content and/or how to adjust planned learning experiences.