

# ACADEMIC CONTINUITY AND DISTANCE LEARNING

Adjunct Faculty Meeting  
March 18, 2020

 University at Buffalo  
School of Law



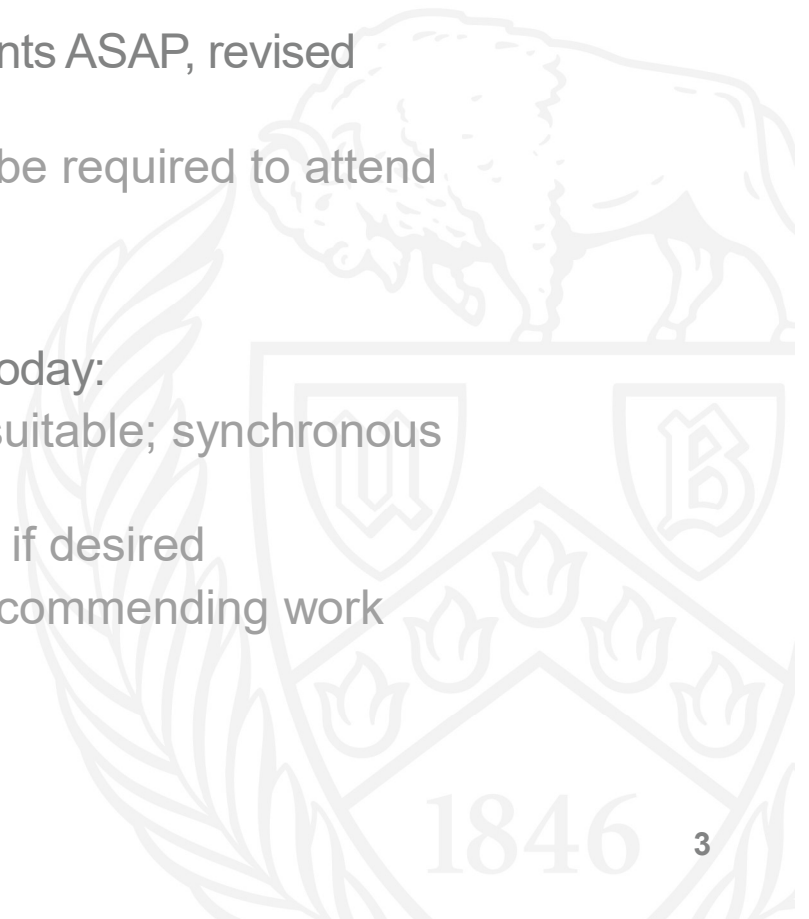
## Big Picture: Priorities

- Health and safety
- Academic continuity
  - Minimizing student disruption
  - Achieving learning outcomes
- Documentation
  - ABA
  - State



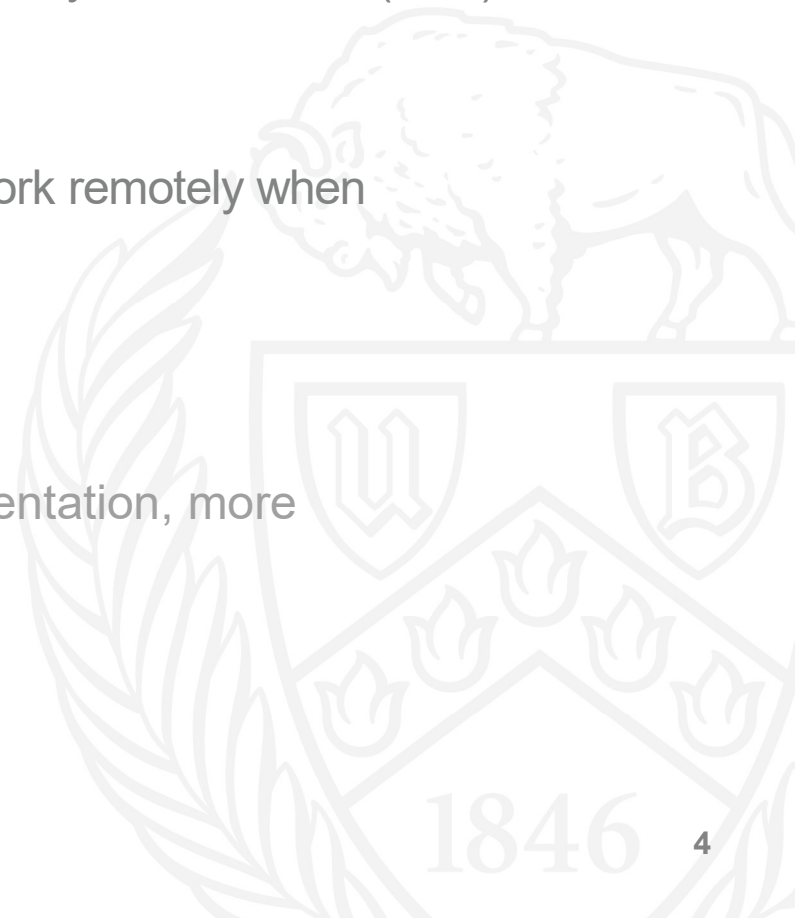
## Recent University Announcements

- Distance learning (3/12) - effective next week
- Provost directive (3/17) - Revised plan to students ASAP, revised syllabus week of 3/23
  - SUNY guidance that students should not be required to attend classes or individual meetings in person
- Confirmed COVID-19 case at UB (3/18)
- Other announcements and recommendations today:
  - Recommendation: Asynchronous where suitable; synchronous remain on normal schedule
  - Classroom spaces available for recording if desired
    - However, Governor and Chancellor recommending work remotely as much as possible



## Law School Announcements and Policies

- Announced Distance Learning Academic Continuity Plan in effect (3/13)
  - Drop-in meetings on 3/13 and 3/14
- Training sessions started Monday
- Law school recommendation that professors work remotely when possible (3/17)
- Messaging to students (3/11, 3/13)
  - Plan (3/11)
  - Update and resources (3/13)
  - Update, announcing distance learning orientation, more resources (3/18)



## Student Issues

- Exposure concerns
- Personal issues
  - Disruptions at home
  - Financial
- Class issues
  - Uncertainty
  - Access to books and other materials
- University-level issues
  - Housing, food services, etc.



## Vice Dean of Student Affairs

Bernadette Gargano

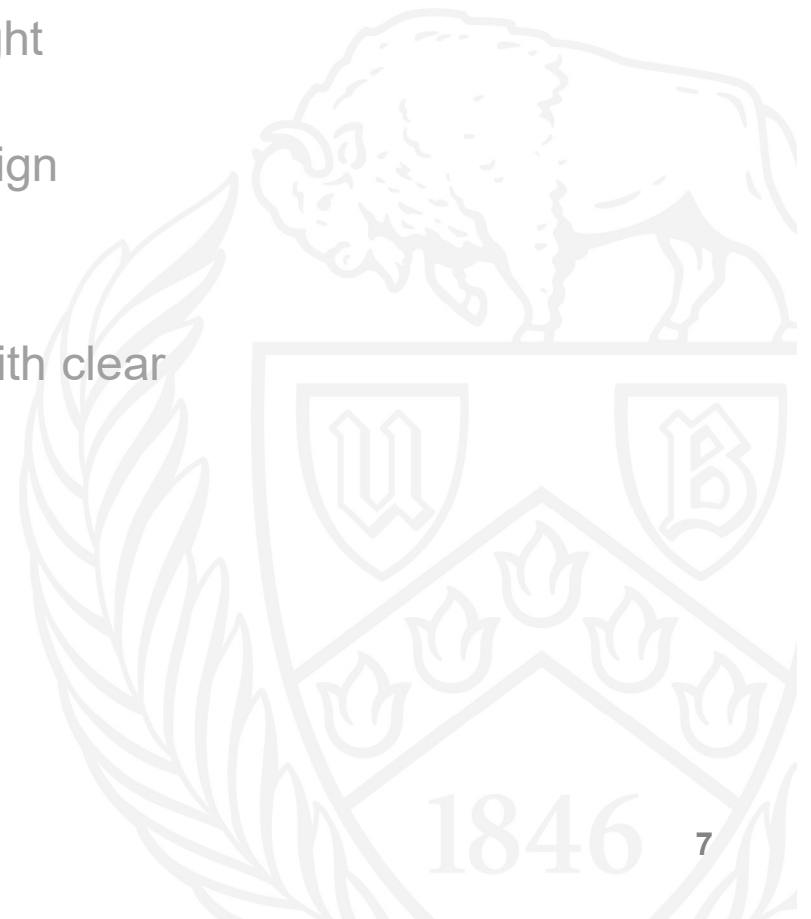
[gargano@buffalo.edu](mailto:gargano@buffalo.edu)  
716.645.6223

- Planning for Special Circumstances
- Student Needs and Emergencies
- Student Accommodations
- Leaves and Withdrawals
- Academic Policy Advising & Curriculum
- Decisions on Exceptions to Policies
- Course and Semester Planning
- Enforcement of Academic Rules, including Supervision and Eligibility
- Enforcement of Code of Conduct



## Academic Continuity Plan

- Options for remote delivery
  - Training and matters we will discuss tonight
  - Drop-in sessions for assistance with IT
  - Drop-in sessions with me concerning design
- Once selected
  - Provide plan to me
  - Revise syllabus and message students with clear instructions before classes resume
- How will students contact you?



## Final Exams

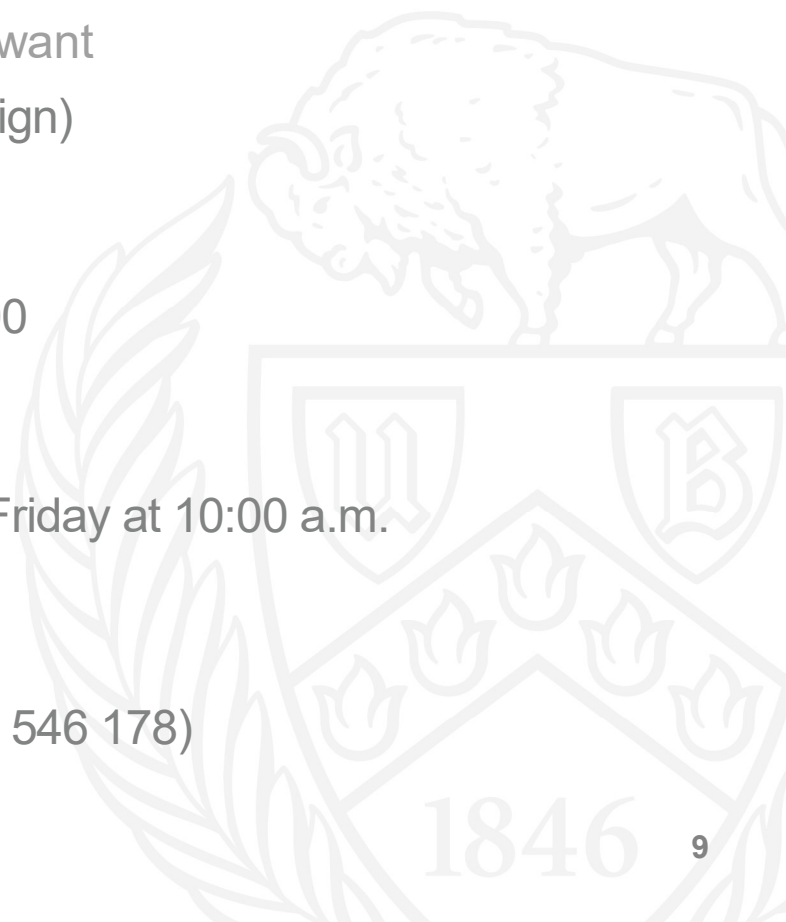
- Directives extend to the final exam period
  - No in-class exams
- Default approach: Take-home exams using ExamSoft with email backup
- Exams due April 24<sup>th</sup>
- Exam grading deadline: June 3<sup>rd</sup>
- Faculty contacts for exam administration issues:
  - Sara Zeitler (716-645-5949)
  - Todd Brown (443-812-1864)





## Distance Learning Training and Support

- Zoom app or online at: [zoom.us/join](https://zoom.us/join)
  - Enter the Meeting ID for the meeting you want
- Individual conferences with Todd (course redesign)
  - 443-812-1864
  - Zoom meeting ID 849 509 3067
- Tech Training on Thursday and Friday, 2:00-4:00
  - O'Brian 212
  - Zoom meeting ID 250 546 178
- Kim Connolly Sessions, Thursday at 2:00 and Friday at 10:00 a.m.
  - Zoom meeting ID 807 159 236
- Recorded training sessions (to be posted)
- Drop-in tech support via Zoom (Meeting ID 250 546 178)



# Distance Learning Resources

<https://www.law.buffalo.edu/infoStaff/distance-instruction-preparedness.html>

COVID-19 Information • 3/17/2020 update • New details on housing, dining refunds

UB Home • Maps • UB Directory

 University at Buffalo  
School of Law

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School of Law > Internal Resources > Teaching Contingencies and Planning

Internal Resources

- Law School Covid-19 Information
- Teaching Contingencies and Planning
- Academic Calendar
- Records, Registration, & Financial Aid
- Law School Directory
- Faculty Directory
- Staff Directory
- Faculty Assistants & Support
- Communications Toolbox



## Teaching Contingencies and Planning

There are any number of reasons to move a course online with short notice, fortunately UB has been developing distance education tools that faculty may utilize in a timely way.

It is recommended that you visit UB's Center for Education Innovation: Teaching Beyond the Campus [\[link\]](#). The UB-CEI offers faculty a number of strategies for converting live face to face courses to an online instructional environment.

ON THIS PAGE:

- [How Do I Convert Physical Classroom Lectures to Asynchronous Distance Instruction?](#)
- [How Do I Record My Lectures in Class or From Remote Locations?](#)
- [How Do I Collaborate Online With My Students Asynchronously or Synchronously?](#)
- [How Do I Offer Online Exams to My Students?](#)
- [How Do My Students Find Library Materials or Ask Reference Questions Online?](#)
- [How Do I Find Help as I Transition to Distance Learning?](#)

