**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
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- 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 24th
- Exam grading deadline: June 3rd
- 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
  • 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

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 if. 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 Resources or Ask Reference Questions Online?
• How Do I Find Help as I Transition to Distance Learning?