

COVID-19 Communication Update

Update for Faculty and Staff

March 13, 2020

From: Todd Jokl, Dean of RIT's College of Art and Design

Dear College of Art and Design faculty and staff,

We are dealing with an unprecedented situation, but I am continually amazed by the dedication, quality, and resilience all of you put forward to support not only our students but this community. I am confident this situation will be no different. At our core, we are student-centered and strive for respect, diversity, teamwork, and collaboration. This coronavirus challenge will test us but also enable us to innovate and rise to the occasion.

Due to the fluidity of the Coronavirus situation, I ask for your patience as we work to implement processes that will best serve the entire College of Art and Design family. In addition to addressing the health and safety of our students, faculty, and staff, the University's top priority is to ensure our students can complete this spring semester. Under the trying circumstances, the necessity at hand is to achieve minimum requirements to meet your course objectives.

We are asking each faculty member to spend the week extension of spring break to plan how to move from in-person instructions to begin offering alternative methods of education to our students. The alternatives will primarily be online. As you work on your course content in MyCourses, if you can begin with predominantly asynchronous options and utilize resources such as PDFs, please do so. Share links to websites and other resources (YouTube videos, etc.) rather than embedding large media files directly into the course. We are trying to lessen the burden on RIT captioning services and the internet for students working remotely. And, of course, students utilizing Access Services and DSO will continue to be supported through our alternative academic approaches.

All of this is going to require adaptability, flexibility, and patience and I know we can achieve our goals.

Please plan to attend an all-college meeting on Monday, March 16, from 9-11:30 a.m. in Webb Auditorium. *Additional meeting participation options (remote and alternative participation access) will be provided. A detailed outlook invitation will be sent out later today.

In order to facilitate providing the most useful information in our Monday meeting, **please send questions you would like to have addressed to Christine Shank at crspph@rit.edu by noon on Sunday.** We will do our best to get to these and also provide time for new questions at the end of the meeting.

Following the all-college meetings, there will be breakout sessions for all the CAD programs throughout the remainder of the day. The rest of the week will be dedicated to faculty making course changes, testing out delivery methods, and troubleshooting issues before academic instruction beginning on Monday, March 23. We will continue to provide support resources to support you in developing and delivering your alternate course materials.

Please keep in mind:

- FERPA (Family Educational Rights and Privacy Act) guidelines remain intact. Please be advised that if you receive a phone call from a parent or guardian, you cannot share any information with them about the status of their student in a particular course. These types of questions can be referred to student services
- Our CADTech team is getting inundated with emails. Please do not email directly, but file [a ticket](#).
 - RIT and CADTech is seeking alternative technology solutions such as software licenses. If you have made an independent inquiry for software licenses, please file a ticket to alert CADTech. I think it's best if we are coordinated and making only one request whenever possible.
- We are still working to establish schedules for our facilities, technology, and other resources past March 22.
- With the University on break again next week, our labs and studios remain open with the current spring break schedule.
- We are working to determine how to manage and prioritize thesis exhibition.

The University and the college will continue to send out updates as developments warrant. Please go to rit.edu/coronavirus for the most up-to-date information from RIT. This site is considered a living document, and updates are made daily.

Again, I thank you for your patience and perseverance.

Best,

Todd Jokl