



March 18, 2020

Dear Colleagues,

Following the email sent by members of SLT yesterday announcing the start of classes on Monday March 23<sup>rd</sup>, we are providing a few updates following a meeting of the Academic Affairs Leadership Team. Since the decision was made to go to distance learning for the remainder of the semester, we have received a number of questions that we will address today.

- **Thank you.** First, thank you for the additional work you have done to allow us to continue our educational mission. This is just another example of your dedication to our students. The task to transform seated classes to online learning is one that requires much effort. We recognize the time commitment and mental energy needed to do so. I hope that the start next Monday provides the necessary time to make this transition as smooth as possible. We continue to review the calendar in order to ensure instructional time meets HLC requirements.
- **HYPE Career Ready Day Class.** For now, one change is that classes will meet on Thursday, March 26th, a day that was originally scheduled for HYPE.
- **HLC.** Next, the Higher Learning Commission (HLC) emailed all institutions about submitting a change of educational offerings due to the Coronavirus. Heidelberg sent that notification, so HLC is aware of the change in our academic plan for this semester. Please note that we have an HLC 4 year-review due in July; once we have adjusted to our new methods of operation, Jordan Kaufman, our Director of Academic Affairs and Effectiveness, will be reaching out to some faculty for assistance in preparing documentation.
- **Synchronous/Asynchronous.** Given the unknown learning environments at home for some of our students, AALT discussed several issues/concerns that faculty have raised. First, it is possible that some of our students are not able to attend synchronous classes; they may have inconsistent internet access, be in a different time zone, have conflicting work schedules, or have family obligations. Therefore, we encourage all of you to record your Zoom sessions and be flexible with your attendance policies. While faculty need to determine what is best for their courses and their students, providing asynchronous learning opportunities will help all of our students complete the semester successfully.
- **Pass/Fail Option.** We are discussing the idea of an elective Pass/Fail option as well as extending the W deadline for our students this semester. We will be working with UAPC and GSC to explore these options and will provide an update asap.
- **Faculty Availability.** Some of you have asked for clarification regarding availability for our students. We know that all of you have included office hour information on your syllabi for the semester, and we ask that you continue that availability through email and online office hours. Any changes should be clearly communicated to all students.

- **Classroom Availability.** Although the campus is closed for students, at this time staff will be on campus to support the ongoing work of the university. Currently your office and typically scheduled classroom space is available for use to teach your online classes. We will be asking for some information if you are choosing to use the classroom space in order to ensure access.
- **Major Prioritization Plan.** Given the additional work at hand, we have decided to put the Major Prioritization Plan on hold for now. The new timeline will be shared once it is determined.
- **Integrated Studies Model.** We are discussing how best to proceed with the discussion needed for the proposed general education Integrated Studies Model. Please stay tuned.
- **Faculty Voting.** FPC will be discussing the possibility of voting electronically or by proxy that would allow us to continue the work of many committees. Details will follow once it is determined how to best proceed.
- **AJY Germany.** Those students who traveled to Heidelberg, Germany for our American Junior Year (AJY) program are heading home. Both the Spring semester and the Summer program have been cancelled for this year. Hanne Heckman is working with those students and their home institutions to ensure they are able to enroll in a full semester of courses.
- **HYPE Career Ready Options.** With the last HYPE Career Ready day cancelled, Beth Koop is working with students to provide alternative options, including for example online sessions, to assist students with completion of these graduation requirements.

Finally, we ask if you have questions or hear of questions from our students that you reach out to the appropriate members of the Senior Leadership Team and use the Google [form](#) on the website to submit questions. With so many unknowns, we want to avoid speculation that can cause greater anxiety and confusion. We are sharing this communication with members of the community so that all are aware of all the above information.

When more information becomes available, we will provide updates.

Sincerely,

The Academic Affairs Leadership Team

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