



March 13, 2020

Dear Colleagues,

First, thank you. We know how difficult it is to transition your courses to an online format, and we appreciate your creativity as you determine alternate ways to meet course learning outcomes. The sense of community and collaboration has been a bright spot during this otherwise difficult and anxiety-producing time.

Second, we know you have a lot of questions about how Heidelberg moves forward, both academically and otherwise. We have attempted to answer as many of your questions as possible at this time, and those answers appear below our signatures. However, given the ever changing situation, please note that the answer to many questions is: we will have to reassess as we go along.

Please continue to submit questions to the shared Google sheet that Rob linked in his March 11th email; the Senior Leadership Team members or their designees are addressing those questions as quickly as they can. In addition, feel free to address more specific, academic affairs-oriented questions to the applicable member of the Academic Affairs Leadership Team. We will communicate throughout this time and will do our best to provide answers as soon as we have them.

Sincerely,

The Academic Affairs Leadership Team

Beth Schwartz, Vice President for Academic Affairs and Provost ([bschwartz@heidelberg.edu](mailto:bschwartz@heidelberg.edu))

Scott Johnson, Dean of Business and Technology ([sjohnson@heidelberg.edu](mailto:sjohnson@heidelberg.edu))

Jordan Kaufman, Director of Academic Affairs and Effectiveness ([jkaufman@heidelberg.edu](mailto:jkaufman@heidelberg.edu))

Julie O'Reilly, Dean of Humanities, Education, and the Arts ([joreilly@heidelberg.edu](mailto:joreilly@heidelberg.edu))

Courtney DeMayo Pugno, Interim Executive Director of the Owen Center for Teaching and Learning ([cdemayo@heidelberg.edu](mailto:cdemayo@heidelberg.edu))

Bryan Smith, Dean of Allied Health, Behavioral, and Natural Sciences ([bsmith3@heidelberg.edu](mailto:bsmith3@heidelberg.edu))

**Q:** Should we postpone student registration for fall classes?

**A:** Registration has been postponed for two weeks. Summer registration will begin 04.06.20, undergraduate Fall registration will begin 04.17.20, and graduate registration will begin 04.20.20.

**Q:** Now that HYPE has been canceled for March 26, will we hold our regular Thursday classes on that day?

**A:** No. We will continue to follow the Academic Calendar.

**Q:** Are instructors required to be in their offices?

**A:** With our campus still open, we ask that faculty choose to be available on campus for those students who choose to return. We suggest maintaining office hours on campus to provide in person conversation/dialogue with those students choosing to stay or to come back to campus. You can provide some of your availability virtually (e.g., office hours) via Zoom. In addition, instructors are still expected to fulfill their service opportunities, such as committee work, during this time. That work can be scheduled on campus or it could be done via Zoom or other remote method. Note: If you have health issues that put you at a greater risk of infection, please contact Margaret Rudolph, Chief Human Resources Officer ([mrudolph@heidelberg.edu](mailto:mrudolph@heidelberg.edu)), to request that you work solely from home .

**Q:** Now that Governor DeWine has closed K-12 schools for the next three weeks, what do I do if I do now have safe childcare options?

**A:** As noted above, instructors can work remotely. If there is a staff member in your area (such as an administrative assistant) who may be in this situation, please refer them to Margaret Rudolph, Chief Human Resources Officer ([mrudolph@heidelberg.edu](mailto:mrudolph@heidelberg.edu)).

**Q:** Will instructors receive every communication that is being sent to students?

**A:** Yes. In addition, all communication related to COVID-19 is also being posted on Heidelberg's [website](#).

**Q:** Is **all** University-related travel suspended?

**A:** All university travel is suspended beginning, Monday, March 16.

**Q:** Why was the theatre trip to New York City called back when other Spring Break trips were not?

**A:** The theatre trip was asked to return to campus because New York City is considered a hot spot in terms of the number of reported cases of COVID-19 (and Broadway has subsequently shut down). The President, Provost, and Dean of Student Affairs have offered to meet with the students from that trip to address any of their concerns.

**Q:** Can students elect to continue with private lessons or other one-on-one instruction (such as with studio art classes) if they are a commuter or choose to stay on campus?

**A:** No. At this time, all instruction--including one-on-one instruction, should occur via Zoom.

**Q:** Can students return to campus to pick up equipment or supplies needed for courses (e.g., checking out musical instruments or gathering art supplies)?

**A:** Yes, if instructors or staff are willing to be available for that purpose, it can be presented as an option to students but not a requirement.

**Q:** Can students choose to use the individual practice rooms in Brenneman?

**A:** Yes, but we do not yet have sanitization protocol in place for pianos and other equipment they may use.

**Q:** How are upcoming recruitment events being handled, e.g. audition days?

**A:** All large Admission events are canceled for the remainder of March. Admission events for April and beyond will be reassessed at that time. However, families and individuals are still welcome to visit campus.

**Q:** Can performance groups hold optional sectional practices?

**A:** Not at this time. That decision will be reassessed as we move forward.

**Q:** How are labs being handled?

**A:** All labs (regardless of the department or course with which they are connected) are to be held online. We understand that the longer we continue with online courses the more difficult this may become; we will reassess as we move forward.

**Q:** What if students who are not returning to campus do not have access to their textbooks?

**A:** Instructors can scan and share portions of textbooks on Canvas. Note that to be in compliance with copyright regulations, these scans should only be shared via Canvas (since that keeps the scans behind a firewall).

**Q:** What if I need additional supplies sent to students for them to be able to complete coursework at home?

**A:** Send specific information detailing the items needed, cost per student, and number of students to your Dean **and** Provost (and cc: your Chair/Director so that everyone is in the loop). They will determine if funds are available (it needs approval prior to purchase), and/or they will work with you and your Chair/Director to determine a more cost-effective alternative.

**Q:** Can work study students still complete their hours?

**A:** Yes. See the March 12th email from the Office of Human Resources. Please note: Social distancing should be practiced.

**Q:** What do we do if some students have limited access to technology?

**A:** Instructors need to assess student access to technology. The Teaching Continuity Plan includes a sample Google form that instructors can use to determine their students' access to technology. Most students have access to a smartphone - both Canvas and Zoom are smartphone compatible.

**Q:** How do we handle performances and events that have been canceled for this month? When can we reschedule? And what about rescheduling with guest artists or speakers?

**A:** We cannot answer this question at this time; we will have to reassess at the end of the month. Please note: Any planned guest artists or speakers coming from high-risk areas may have to be canceled.

**Q:** Will we still hold the Student Research Conference?

**A:** We cannot answer this question at this time; we will have to reassess as we move forward.

**Q:** Has the University been in contact with our study abroad students?

**A:** Yes, Julie Arnold, the Director of International Affairs and Studies, has been in touch with all of our students studying abroad to discuss the completion of their programs or their return. Questions related to study abroad can be directed to Julie ([jarnold3@heidelberg.edu](mailto:jarnold3@heidelberg.edu)).