



Message to Faculty  
3-11-2020  
5:40 p.m.  
Sent from Provost Alvarez to Faculty

Dear Colleagues,

The university has been closely monitoring the rapidly developing situation with coronavirus and is following recommendations made by federal, state and local health agencies and authorities. Our foremost concern is the health and well-being of our OLLU family and their family members and loved ones. As you know, universities around the country and locally have been moving classes online to decrease potential exposures to the virus.

There has not been any report of any case of coronavirus in the OLLU community, however, out of an abundance of caution, we have decided to move forward with the following steps: Spring break will be extended for our students at all campuses to give faculty and staff the opportunity to prepare to take all instruction online.

**Any course currently being taught online should follow the pre-established calendar for assignments, exams and course completion. The spring break extension does not apply to those courses.**

**Please see the website for special instructions pertaining to classes at RGV on March 21.**

**When classes resume on Monday, March 23, they will be delivered online. OLLU campuses in San Antonio, Houston and RGV will remain open during and following the spring break extension.** Both tomorrow, March 12, and during the coming week, the Center for Teaching Excellence will be available to work with faculty to make as smooth a transition as possible to teaching online. Exact details on special classes and sessions will follow. [See links below for resources you can access immediately.]

Online delivery of courses will continue through Monday, April 13, with university leadership assessing the situation daily and will continue to make regular announcements throughout this period.

Faculty who are ready to roll out their courses online are encouraged to do so. The sooner we begin loading the system, the sooner we can learn of and address any potential technical issues around bandwidth or storage allocations for your courses. Please, however, be mindful to not require students to turn in any graded assignments or assessments during the spring break extension period.

We recognize that moving instruction online on such short notice will pose challenges to faculty and students and we thank you in advance for the extra effort that this will entail. We will provide as much support as possible to work through those challenges. We ask that you offer similar support to our students who may not be comfortable with this modality. We appreciate your understanding and flexibility with students around due dates, as we all get up to speed. In the

coming days we will share additional specific guidance about clinical courses, practicums, internships, lab courses, service learning courses, and private musical instruction. We are also reaching out to disciplinary accreditors and licensing bodies to learn if they will be issuing any coronavirus-related guidance.

Thanks to all of you who have submitted the survey we sent out last evening. Your responses have been invaluable to us as we plan for this. If you have any questions or concerns, please first contact your department chair or your dean. Of course, you are always welcome to reach out directly to me and I will do my best to respond in a timely manner.

All best,  
Lourdes Alvarez  
Provost and Vice-President for Academic Affairs

## RESOURCES

- CTE has developed a course that addresses all technical aspects for setting up an online course. If you teach face-to-face and have little interaction with Blackboard on a daily basis, this is the course for you: [\*\*\*Effectively Using Blackboard\*\*\*](#)
- Know how to use Blackboard and just want to learn about pedagogy and how it translates to an online course? Visit [\*\*\*Center for Teaching Excellence \(CTE\) Faculty Resources\*\*\*](#) to learn more.
- Just looking for quick videos to show you how to make the online transition effective and engaging? Visit our YouTube channel, [\*\*\*Center for Teaching Excellence at OLLU\*\*\*](#).