



Message to Faculty

3-15-20

2 p.m.

Sent from Provost Alvarez to All Faculty

Dear Colleagues

Thanks to all of you for your patience and flexibility as we confront the unprecedented challenge of the Coronavirus pandemic. Here are some important updates about OLLU's response to the pandemic which I want to share with you.

With the closure of area school districts and the continually evolving situation with the Coronavirus, for the health and safety of our OLLU community we are now planning on teaching out the semester online. Decisions about graduation (whether or not there will be a May ceremony or if it will be held virtually) will be announced as soon as they are made.

Yesterday, we made the decision that we must close the residence halls for the rest of the spring semester. This will be effective March 30. Students will receive either a refund or credit for the unused portion of their room and board.

Students with extraordinary reasons to remain on campus can request an exemption to remain on campus. We understand that we have students who have nowhere else to go.

All non-essential university-sponsored travel is suspended until further notice. If you had been planning conference or other travel, please cancel all reservations. Most conferences are cancelling or moving to virtual operations. If your conference travel had been pre-approved by your supervisor, chair or dean, you are still eligible for reimbursement for cancellation fees or other unavoidable expenses.

Here is some guidance as you proceed:

- For those of you teaching on the regular academic calendar (not fast-track or weekend), you may begin moving your courses online now (though assignments should not be due in advance of the resumption of classes. The goal is to begin instruction online on March 21 for weekend classes and March 23 for traditional semester classes.
- The **Center for Teaching Excellence** (CTE) has ample resources to help you move your courses online. All sessions next week have remote access options (see end of message for details). We understand that this may be unfamiliar or challenging for some of you. Please do not hesitate to reach out for help from me, your dean, department chair or the CTE.
- Faculty who are already teaching online classes, should continue on the regular schedule; however, please be as flexible as possible as even online students are dealing with issues related to K-12 school closures and other issues brought on by closures.
- If you don't think you have the resources to work from home and want to continue coming to campus, please work with your department chair or program head on a plan to come to campus that keeps social distancing in mind.

- Please use flexibility in all your planning.
- Work study students interested in continuing to work have been advised that they may. Please identify projects they might be able to work on remotely. Further guidance on options for those who are interested in working but have no remote projects available to them will be provided in the coming days.

There is additional guidance below for you to use as you work through your plans.

This will be a time of adjustment for all of us. Please be patient and understanding as details are worked out.

All best,
 Lourdes

Lourdes Maria Alvarez
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Accessing Phone Systems Remotely

Below are instructions should faculty have the need to access the phone system remotely.

- To access your OLLU office voicemail from off campus: Dial the voicemail pilot number: 210-431-4000. Press * when you hear the voicemail message system announcement. The system will prompt you to enter an ID, Enter your 4-digit extension as an ID. You will be prompted for a PIN #, enter your PIN #. Listen to your voice mails as usual.
- To forward you OLLU office phone to your cell phone: Dial the voice mail pilot number: 210 431-4000. Press * when you hear the voice mail message system announcement. The system will prompt you to enter an ID, Enter your 4-digit extension as an ID. You will be prompted for a PIN #, enter your PIN #. Listen to your voice mails as usual.

Information Sessions for Working Remotely

The ITS team will be holding sessions to review the appropriate ways to access your information remotely. It will also cover important dos and don'ts for individuals working from home. Information session times and instructions to access sessions remotely will be provided Monday. NOTE: These sessions are geared more toward accessing Office 365 and other resources. Information for online course development will be provided by the Center for Teaching Excellence.

CTE SCHEDULE FOR MARCH 16-20

Monday -- 9 a.m.-11 a.m. -- [Creating Online Assignments](#) (Working Lab - Main 211 or [join us via Skype](#));

By appointment, remainder of the day (ljalviar@ollusa.edu)

Tuesday -- 9 a.m.-11 a.m. -- [Creating Tests in Blackboard](#) (Working Lab - Library 103 or [join us via Skype](#))

Wednesday – 4 p.m.-5:30 p.m. == [Setting Up Discussion Boards in Blackboard & Sending Messages in Blackboard](#) (Working Lab - Main 211 or [join us via Skype](#))

Thursday – Noon-2 p.m. -- [Using Blackboard Collaborate](#) (Working Lab - METZ 305 *Bring your own laptop or [join us via Skype](#))

Friday -- By Appointment – 7 a.m.-5 p.m. (ljalviar@ollusa.edu/jmquintero@ollusa.edu)