

Subject: Time Sensitive! On-line Needs and Readiness
Date: Thursday, March 19, 2020 at 6:46:03 PM Eastern Daylight Time
From: Public Health Faculty on behalf of Erin K Lipp
To: CPH-FACULTY@LISTSERV.UGA.EDU
Priority: High
Attachments: Online readiness checklist.pdf, CPH On-line Course Conversion.pdf

Dear Colleagues,

This email includes items with time sensitive information or action required related to classes resuming on March 30.

1. **Action Item:** If you are teaching this spring please fill out the following survey by tomorrow (3/20) at 3:00. Information is requested by OVPI to understand where we may need to devote effort to ensure that all instructors are able to start classes remotely on 3/30/2020. https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_6ny6vLtXaTLnf9z
2. **Information Item.** Attached is a checklist and short resource list for preparing to be on line for the 3/30 resumption of classes. Please note that OVPI is asking that *all* revised syllabae be posted to your eLC by Monday 3/23. Other dates are included to give you benchmarks for being ready by the 30th. Please make every effort to test your eLC delivery method and other tools as soon as you can. We won't know for sure where all of the kinks are until students are fully back but let's at least debug what we can ahead of time.
3. **Other information.** Please contact Ivonne Marie Berges (ivonne.berges@uga.edu) if you have any questions along the way. She can help directly and can get additional assistance from an OOL instructional designer that is dedicated to CPH right now. Also be thinking ahead about your eLC grade book and how you want to handle assessments. Faculty have a great deal of discretion in their assessment methods. In other words, think outside the box for exams and especially finals. Finally, we are working on a live google doc with resources and information that faculty can use and add to - hopefully we will all learn!

Please do not hesitate to contact me if you need any help or have questions.

Thank you

Erin

PS - I have also attached the on-line conversion notes that I sent previously