Dear ACES Teaching Community,

As explained in the Chancellor’s March 11th memo, we are suspending face-to-face courses after March 13th and transitioning to online and alternative delivery methods. In the spirit of the transition, I highlight some process considerations, structural considerations, and key resources and steps forward.

**Process Considerations**

Above all else, the goal is to meet your instructional objectives in the best way possible, given the circumstances and limitations of time and delivery modality. In that spirit, we recommend you review your syllabus for said objectives, and select the most basic activities and assessments that will achieve those objectives in the clearest manner for the most students. Please begin with the following:

- Review your syllabus and communicate with students quickly
- Derive a “game plan” for delivery and assessment of your objectives and consult your support resources
- Begin the week-by-week transition

Secondly, please consider flexibility and be open to a degree of ambiguity in this time. We encourage frequent and open communication with your students and your department, college and university resources and support teams, understanding that we will do the best we can with the time available. Ultimately, instruction at its basic level is determining learning objectives, the actions by the students to obtain those objectives, and the assessments to determine they learned said objectives.

Finally, your two main levels of questions and areas of support will be pedagogical and technological. The great news about both is that we are a college comprised of some of the very best teachers on campus (the pedagogical), and we are mobilizing technological resources to support you in this time. You may call or email me at any time, and I encourage you to think about the very best teachers in your department and call upon them as your disciplinary coaches to give you some great pedagogical ideas that are more specific to and effective in your content areas.

**Structural Considerations**

CITL has constructed an instructional continuity landing page for key resources, training options, and a checklist of instructional best practices, as well as email and hotline links to connect you with individual help. Please bookmark and consult [https://ops.citi.illinois.edu/](https://ops.citi.illinois.edu/).

Following are key structural considerations:

- Any synchronous sessions (such as Zoom) must be held during regularly scheduled class times.
- Students may not be asked to pay additional fees related to course delivery. This includes proctoring service fees.
- Courses must comply with FERPA. Grades may not be shared via email, and only university-approved educational technologies should be utilized.
- Please try to use the lowest-bandwidth option that meets your instructional needs. Do not use Zoom for classes of greater than 150 students. Only use Zoom for interactive discussions. Use video, audio, or text options for lecture delivery.
- If you have students needing disability accommodations, please work with DRES to assure accessibility of your online course.
Key Resources and Steps Forward

1. A great place to get started is the Key Resources section created by CITL in their online teaching transition website. This section offers you a variety of instructional delivery options, links to resources in each option or approach, and email addresses to connect you with technology experts to answer any questions. I strongly recommend you start here first!
https://ops.citl.illinois.edu/resources

2. ACES will be hosting a series of Pedagogical and Technical training sessions to help you with the transition, available face to face and via Zoom with times, topics and locations listed below:
   - **Friday, March 13th**
     1. Noon-1pm, Brainstorming Alternative Teaching Strategies for Labs (Monsanto)
     2. 2:30-3:30pm, Getting Started with Zoom and Compass (Monsanto, LIAC)
     3. 3:30-4:30pm, Getting Started with Zoom and Compass (Monsanto, LIAC)
   - **March 16th, 17th, 18th, 19th, and 20th**
     1. 11am-Noon, Getting Started with Zoom and Compass (Morgan-Caterpillar, LIAC)
     2. 9am-4pm, ACES Technology Services Instructional Technology Office Hours by phone/email
   - **Monday, March 23rd**
     1. 2:30-3:30pm, Getting Started with Zoom and Compass (Morgan-Caterpillar, LIAC)
     2. 3:30-3:30pm, Brainstorming Alternative Ideas for Assessments (Morgan-Caterpillar, LIAC)
   - Weekly wisdom-sharing topics will be offered after spring break as needed, with more details to follow

3. A number of faculty in ACES have agreed to serve as pedagogical coaches to join some sessions, field emails or phone calls, and offer general wisdom and mentoring. This is a growing list, but the following individuals have immediately agreed to join that team and will be available in your departments if you have discipline-specific questions.
   - Dawn Bohn (FSHN)
   - Amy Fischer-Brown (ANSI)
   - Jennifer Hardesty (HDFS)
   - Piper Hodson (NRES)
   - Kari Keating (ALEC)
   - Debra Korte (ALEC)
   - Jennifer Smist (ALEC)
   - Jason Emmert (ANSI)