**FOR FALL 2020 EMERGENCY TEMPORARY DISTANCE EDUCATION (aka remote teaching)**

In light of COVID-19, there is a chance the campus might be closed for the fall semester, or there is a chance that the campus may get closed DURING the fall semester. In order to ensure that your class will be able to be taught 100% remotely in the fall in case the campus is still closed, OR to make sure you are allowed to transition your course to 100% remote should the campus close DURING the semester:

1. You must have the course on the DE Blanket Addenda List-

* See your Department Chair and/or Dean to get your course on the list –do this asap – they have a submission deadline soon

2. You must fill out the Emergency Temporary DE Addenda Form **AFTER** you have confirmation that the course is on the DE Blanket Addenda List

If these two items are done, then your class will be authorized to be 100% remote for the whole semester and/or to transition to remote, if needed, during the semester.

**FOR SUMMER 2020 EMERGENCY TEMPORARY DISTANCE EDUCATION (aka remote teaching)**

In light of COVID-19, the campus is closed and all summer 2020 offerings will be held remotely. Courses that will be taught remotely for summer have already been identified and submitted to the state.

1. The DE Blanket Addenda list has already been submitted—VPI and Deans worked with faculty to identify courses that needed to be on the list.

* If you have questions about this, see your Department Chair and/or Dean.

2. If your course is on the list, you must fill out the Emergency Temporary DE Addenda Form

**A FEW TIDBITS**

1. **Departments should be working together**, with the Department Chair being responsible for coordinating which faculty will be filling out forms for which classes. This will ensure there is not overlap of work or submissions and undo extra work for the DE Point Person.

2. If the class is already approved for 100% Distance Education, as identified in META, then your course is already authorized for 100% remote teaching. There is nothing you need to do.

3. If the class is only approved for **LESS THAN 100%** Distance Education, as identified in META, then the **course IS NOT** authorized for 100% remote teaching. You must have the course on the DE Blanket Addenda list and fill out the Emergency Temporary DE Addenda form if you want the course to be available for 100% remote teaching, should it be needed.

4. Protect your class: Getting your course on the list and filling out the Emergency Temporary DE Addenda form is a **safeguard for your course.** If your course is face-to-face for fall (and is **not** on the Blanket list and **does not** have the Emergency Addenda filled out) your class will be cancelled if the campus closes. The Blanket Addenda List doesn’t stop your class from being offered face to face if the campus is open. It does ensure that your course will be allowed to be taught 100% remote in the event of continued campus closure or campus closing during the semester.

Below is a list of personnel engaged in the Emergency Temporary DE Addenda Submission Process.

**Dean**

* Work with Department Chairs and faculty to identify courses to be placed on the Blanket DE Addenda List.
* Submit courses from their division to the VPI’s Office to be place on Blanket DE Addenda List.

**Department Chair**

* Work with department faculty and Dean to determine courses to be placed on the Blanket DE Addenda list.
* Responsible for coordinating which faculty will be filling out forms for which classes. This will ensure there is not overlap of work or submissions and undo extra work for the DE Point Person.

**Faculty**

* Make sure the course is on the Blanket Addenda list (see your Depart. Chair and/or dean).
* Fill out the Emergency Temporary DE Addenda Form
	+ Submit form which goes straight to DE Point Person (Laurie Allen-Requa).
	+ There will be no META actions to take. Forms will be logged and stored.

**DE Point Person**

* Logs submissions, reviews for school session(s) identified. Ensures filled out fully and properly. Connects with teachers if there are questions.
* Cross-check course against Summer and Fall DE Blanket Addenda Lists. Files appropriately.
* Place courses with submitted forms are on curriculum committee agendas for Emergency Temporary DE approval
* Assist Deans, Department Chairs, and faculty with questions. Inform faculty when course is approved at committee

**Curriculum Committee/Chairs**

* Develop game plan with staggered submissions allow time for all courses to be approved
* Emer. Temp. DE Addendum’s will be batch consent agenda items as addendums are submitted and the course is ready for agenda. Courses may be taken out of the consent agenda, if requested, to address any questions committee members may have.
* Curriculum Committee meeting dates during the Emer. Temp. DE Addenda approval timeframe:

 May 1, 2020 May 8, 2020

 September 4, 2020 September 18, 2020

 October 2, 2020 October 16, 2020

 November 6, 2020 No meeting Nov. 20, 2020 - Thanksgiving Holiday

 December 4, 2020

**VPI Office**

* Submission of Blanket DE Addenda Lists to the state.
* Many behind the scenes tasks to ensure compliance.
* Approved Emergency Temporary DE Addenda’s will be housed in the VPI’s office