

To: Faculty  
From: Barry L. Spriggs, Ph.D., Provost  
Subject: Distance Education Support-additional resources and next week's training  
Date: March 12, 2020

In light of decisions recently made by New York State Governor Andrew M. Cuomo and SUNY system, all courses that currently meet in person should move to a distance learning format (including online instruction), starting Monday, March 23, with full distance implementation by Monday, March 30.

For those classes that have outcomes which cannot be met in a distance learning format (e.g., laboratories, clinicals, recitations, etc.), faculty should work to enact "social distancing" protocols for those on-campus, in-person, course-related interactions to maintain best practices.

Social distancing involves limiting both concentration and length of interaction. Faculty should plan to attend training to facilitate the transition to online delivery. Faculty should inform students in their classes as to the alternative plan as soon as possible.

Provide students the **orientation link** below for Blackboard. This orientation serves as a Blackboard resource for student navigation, discussion forums, submitting assignments, how to use Collaborate Ultra, and other basic functions. Faculty, staff and students sign in with campus ID and password.

Link:

[https://blackboard.morrisville.edu/webapps/blackboard/content/listContent.jsp?course\\_id= 41\\_1&content\\_id= 63\\_1](https://blackboard.morrisville.edu/webapps/blackboard/content/listContent.jsp?course_id= 41_1&content_id= 63_1)

Faculty are encouraged to use Blackboard when possible. Consider the following modes and definitions to facilitate your planning:

- Web-enhanced Course – an individual course in which face-to-face instruction is supplemented with materials delivered via Distance Education.
- Hybrid Course – Any course that meets both online and in a traditional classroom setting. Hybrid courses are expected to meet a minimum of 50% in an online classroom setting.
- Online Course – An individual course in which the majority of instruction is delivered via the online environment.
- Asynchronous Distance Education – Occurs when the instructor and the students interact in different places and during different times. Students enrolled in an asynchronous course are able to go online at any time of the day or night, seven days per week, and work toward the completion of course requirements.
- Synchronous Distance Education – Occurs when the instructor and students interact in different places but during the same time. Students enrolled in synchronous courses are generally required to log on to their computer during a set time.

### **Alternative Delivery Examples from Survey Conducted**

Several faculty and staff examples of distance education practices were gathered from the survey conducted for alternative delivery earlier this week. Examples that align to above definitions include Blackboard video lectures recorded with Collaborate Ultra, Blackboard for assessments and assignment, use of Microsoft Teams for communication and sharing materials, use of college email to share PowerPoints or course materials, Skype for video-conferencing, Google Drive for sharing materials, and where appropriate publisher materials.

## **Blackboard Training**

### **Training locations/times - This week**

March 12, 2020 - Thursday, 1 to 2 p.m. and 2 to 3 p.m., Crawford 107

March 13, 2020 - Friday, 11 a.m. to noon, Norwich Campus, Follett Hall 225

### **Training locations/times - Next week**

Individual/small group by appointment

Monday, March 16, 2020, individual/small group meetings, 30-minute sessions between 10 a.m. and 3 p.m., in Crawford 305. Please email Yunkai Xu at [xuy@MORRISVILLE.EDU](mailto:xuy@MORRISVILLE.EDU) to schedule in advance based on available times.

Open trainings for faculty and staff:

March 17, 2020 - Tuesday, 1 to 2 p.m., Crawford Hall 112

March 18, 2020 - Wednesday, 1 to 2 p.m., Charlton Hall 219

March 19, 2020 - Thursday, 1 to 2 p.m. and 2 to 3 p.m., Crawford 107

March 20, 2020 - Friday, 11 a.m. to 1 p.m., Norwich Campus, Follett Hall 225

### **Call for Volunteer Faculty and Staff Trainers in Distance Education**

If you are interested in volunteering to train faculty and staff on distance education to strengthen college training and development of the college continuity plan for the remainder of the semester, please respond to Jason Zbock, Associate Provost, at [zbockjp@morrisville.edu](mailto:zbockjp@morrisville.edu) by Monday, March 16, 2020.

### **Additional Contacts for Training**

- Blackboard, Yunkai Xu, at [xuy@morrisville.edu](mailto:xuy@morrisville.edu)
- Microsoft Teams, Adam Saunders, Online Learning Librarian, at [saundear@morrisville.edu](mailto:saundear@morrisville.edu) and Pat Cronn, Associate Professor, Computer Information Technology at [cronnpj@morrisville.edu](mailto:cronnpj@morrisville.edu)

**Barry L. Spriggs, Ph.D.** | *Provost*

Provost's Office | [SUNY Morrisville](https://www.suny-morrisville.edu)

80 Eaton Street, P.O. Box 901 | Whipple Administration Building | Morrisville, N.Y. 13408

Office: 315.684.6054 | Fax: 315.684.6109 | Email: [spriggbl@morrisville.edu](mailto:spriggbl@morrisville.edu)