



California State University SAN MARCOS

California State University San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001

Tel: 760.750.4000 www.csusm.edu/

Content adapted from [CSU Channel Islands](#), [Indiana University](#), [UCSD Continuity Plan](#) and [Cornell University](#)

Dear Faculty:

The Faculty Center, Academic Senate and Office of Faculty Affairs are writing to support you in the event the COVID-19 virus begins to impact our students, faculty and staff, or our campus. We are also seeking your expertise. We are not currently aware of any COVID-19 cases on campus, but realize the global situation is changing rapidly. Therefore, we are asking instructional faculty to consider making contingency plans should a student, or you, be placed under quarantine or become ill, or in the event we move to non-face-to-face methods of instruction. To this end, if you are interested in using alternate modes of delivery (such as Zoom and Moodle) but don't know how to do so, we have resources to help you quickly get materials to a virtual environment, quickly. The Faculty Center has developed a [CSUSM Keep Teaching website](#), and IITS has developed a site that with tools that can be used in online courses. Additionally, the Faculty Center and IITS will be offering upcoming workshops to help advise faculty and explore technology options for alternative methods of instruction. If you have expertise in creating online materials and would be willing to share your knowledge with your peers, we would like to share your ideas with others. Additionally If you have questions about the Coronavirus, CSUSM has launched a new [Coronavirus Information Website](#) which includes helpful information and links to resources.

We know you will be as accommodating to students as possible should they become ill, be placed under quarantine or in the event of a partial or complete campus shutdown. Here are some ideas provided by faculty colleagues that you might consider doing as soon as possible for the educational benefit of our students:

- Consider placing key documents in Cougar Courses to allow the students to access them remotely. For assistance using Cougar Courses, please contact IITS Academic Technology at cchelp@csusm.edu.
- Familiarize yourself with [Zoom](#). Zoom can be used for both real time online/video lectures as well as a way for students to meet with you or each other. If possible, consider recording your lecture using Zoom and distribute it to impacted student(s) via Cougar Courses.
- Consider a variety of communication options with students, such as Cougar Course Forums, Google Hangouts, and Zoom as email may not always be the best option. Additionally, Microsoft Teams can help facilitate communication with, and among students.
- Consider relaxing or adjusting course policies related to attendance and in-class participation to assist students who become ill or are placed under quarantine.
- Contact Disability Support Services should a student require specific accommodations.

We ask that you consider taking steps to prepare should you become ill or placed under quarantine. For example:



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- Keep your gradebook up to date and make it available. One idea for increased access is to keep it up to date in Moodle so that your college or department could access it should the need arise. Please contact IITS Academic Technology at cchelp@csusm.edu for assistance.
 - Ensure your syllabus and course materials are in Cougar Courses and up to date.
 - Place your final exam or other quizzes in Cougar Courses or another appropriate location.
 - Ask your Department Chair to identify people in your department who have captured lectures for your course, so you can draw upon those as necessary and appropriate.

During this epidemic, it's vital that we live our values of diversity and inclusive excellence. We value all members of our community and stand united against bias and stereotyping. Most importantly, we know we all will work to maintain our commitment to fostering a welcoming and inclusive campus. Anyone can get the virus – even you. As shared in prior correspondence, the CDC released an important resource entitled, “Share Facts, Not Fear” to ensure accurate sharing of information, rather than fear-based anxiety around the virus. If you have questions or are unsure of how to handle a particular situation, please contact the Office of University Ombuds, or the Faculty Center.

If you believe you have been treated unfairly, discriminated against or harassed based on a protected status, such as disability, medical condition, race or national origin, please contact the campus Discrimination, Harassment and Retaliation Administrator and Deputy Title IX Coordinator, Gail Mendez, or the Associate Vice President & Title IX Coordinator, Dr. Bridget Blanshan, at ex. 6020.

If you or someone you know might need further support, the following resources are available to you:

- Students can contact Student Health and Counseling Services for a range of services. The Cougar Care Network can also provide information about on—and off—campus resources.
- For faculty and staff, the Employee Assistance Program is available at 1-800-367-7474.
- The Office of University Ombuds also offers confidential and neutral assistance for all students, faculty and staff.

For assistance with technology, or moving materials to a virtual environment, contact the Faculty Center (facctr@csusm.edu) or IITS Academic Technology Services (ids@csusm.edu). If you have any questions regarding the campus response to this situation, you are welcome to contact Emergency Manager, Robert Williams, at 760-750-4503 or Campus Risk Manager & Director of Integrated Risk Management, Erin Fullerton, at 760-750-4516.

Thank you for considering these suggestions to support our educational mission and students' success. Please share your advice and expertise by contacting Faculty Center Director, Allison Carr (acarr@csusm.edu). By working together, we will make our campus stronger and more resilient to the wide variety of events or natural disasters that may impact our campus and disrupt the educational process.