



Date: March 11, 2020
From: Gillian Small, Ph.D.
Re: Further Guidance Regarding Moving to Remote Learning - Spring 2020

Following up on previous memos, I am writing to provide further resources for faculty who have questions or concerns regarding moving their classes to a remote learning format.

Virtual Meetings

Two virtual meetings have been scheduled using Zoom during which we will provide some guidance and address questions from any faculty who wish to join.

1) Time: Wednesday, Mar 18, 2020 12:00 PM Eastern Time

Topic: Moving to Remote Learning

Join Zoom Meeting

<https://fdu.zoom.us/j/108518469>

Meeting ID: 108 518 469

One tap mobile

+1646-558-8656,,108518469# US (New York)

+1669 900 6833,,108518469# US (San Jose)

2) Time: Friday, Mar 20, 2020 12:00 PM Eastern Time

Topic: Moving to Remote Learning

Join Zoom Meeting

<https://fdu.zoom.us/j/216962113>

Meeting ID: 216 962 113

One tap mobile

+16465588656,,216962113# US (New York)

+16699006833,,216962113# US (San Jose)

Individual Meetings via phone or email

If any faculty have concerns about how to start moving their course to remote learning and need help or questions addressed prior to the first virtual meeting on March 18, they may contact one of the following on either Monday, March 16 or Tuesday, March 17.

Manish Wadhwa, University Director of Academic Technology

Email: manish@fdu.edu

Phone: 201-692-7074

David Lavoie, University Director of Center for Instructional Design
Email: dlavoie@fdu.edu
Phone: 201-692-7232

Jim Behnke, Director of Web, and online Learning, Petrocelli College
Email: Jbehnke@fdu.edu
Phone: 201-692-7170

Jasmine Sahni, Coordinator of Online Programs, Petrocelli College
Email: Sahni@fdu.edu
Phone: 201-692-7171

If the person you contact is not immediately available, please be patient, leave your contact information and they will get back to you as soon as they can.

As stated in earlier memos, we do not know how long we will be suspending in-person teaching but will keep you informed as the situation changes. We will provide further guidelines regarding scheduling and overseeing exams remotely so that you can be prepared ahead of time should this become necessary.

Again, I ask that you be as flexible and patient as possible with your students as we go through this challenging time together.