

Staff & Faculty Meeting

Spring Break, March 17, 2020

Check List: Get Ready for Virtual Classrooms

- Message you students as soon as possible to say:
 - **Communication plan.** How you will communicate with them (email, canvas, etc.)
 - **Tools plan.** What tools you plan to use for:
 - Watching lectures (asynchronous or live streaming?)
 - Participating in live interactions: end-of-lecture Q&A/Office hours/help sessions (if you decide to do these things).
 - Times for “live” interactions.
 - Point them to “how to” resources for using these tools.
 - Tell them to try out these tools now. Practice virtual meeting with friends.
 - **In-progress update.** Give make them aware that you are in the process of modifying planned classroom activities that cannot be done virtually. As soon as you have decided which assignments will change, let them know which ones, and give them an approximate date/communication plan for assignment and syllabus updates.
 - **You care.** Convey to your students that you care about the quality of their education and job prospects, and that you are fully committed to delivering an excellent education, now and always.
 - **Not a vacation.** Remind them that the two weeks of on-line instruction are not vacation. On-line can take more time. They still need to meet all deadlines you give them.

Discussion Questions

- How is the conversion to a virtual classroom going for you?
- What is working well, that you would like to share with others?
- What is not working?
- What can I do to help you?

Available Equipment:

- Plenty of cellphone tripods
- 12 Digitizer pads

Action items:

- John W. will email undergraduate students to identify if there are any without good web access, or a computer (phone only).
- Nate will share link on companies that are “lifting the data cap”, and inform college.
- Caroline and Admin Staff will get meeting notes posted, including the “chat” stream.

Virtual classrooms are an opportunity!

- Some of you may discover the undiscovered silver screen star hiding inside you!

I will Survive (Corona Virus Version)

Michael Bruening

<https://youtu.be/CCe5PaeAew>

WebEx Chat Thread- 3/17/20

- When you close out of the WebEx meeting, it will ask you to “Save to file” then you can select “Chat” and store on your computer!

You can direct undergraduate students to this link if they are asking questions about dropping a class. Advisers have communicated this to students as well: <https://www.me.iastate.edu/spring-2020-dropform>

Grad students can use this link for add/drop:

<https://app.smartsheet.com/b/form/26c0579ed9574c48aa747ae40c47b274>

Links to the Grad and Undergrad drop forms on our resource page: <https://www.me.iastate.edu/messages-from-the-me-chair-and-associate-chairs-covid-19/>

From a Provost Advising website (on free internet options):

1. How can I help my students get internet services?

Several companies including Charter, Spectrum, and Comcast have announced plans to offer free internet service for 60 days to households with students as classes are moving online amid concerns about COVID-19. Please contact the companies at the phone numbers below directly to arrange services.

Charter and Spectrum – 1-844-488-8395

Comcast - 855-846-8376 for English speakers or 855-765-6995 for Spanish speakers

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- from Nate Jensen to everyone:

<https://www.bleepingcomputer.com/news/software/list-of-free-software-and-services-during-coronavirus-outbreak/?fbclid=IwAR2j-H2E0sJ9PqVkm3AAOtExblQbMWJLDbgz5aifSJfnWxqMdzOQJ8lWuyg#.Xm1JpAcVTfM.facebook>