14 March 2020

Dear colleagues,

These are very unique times in the life of our country and the university. We are concerned about your health and safety. As you know, the university is making several decisions in response to the continuously evolving COVID-19 situation. With the conditions changing quickly, we ask you frequently check our website: https://www.engineering.iastate.edu/covid-19/ for the latest updates.

Some key guidelines and items to be aware of:

While the university will be open, a major aspect is the shift to online instruction for the short term (March 23-April 3) as part of our efforts to enhance social distancing. We recognize that this shift to online delivery is different from a planned and timely course design for online delivery and that the overall learning experience may not directly map over from the on-campus experience. We will strive to retain as much of the content, rigor and integrity in the learning experience as we can. Some key guidelines and items to be aware of:

**Academics and Instruction**

1. All traditional classroom-based course (undergrad and grad) instruction will shift to online delivery for the period Monday March 23rd to Friday April 3rd, with the situation to be assessed as the situation develops.

2. CELT (https://www.celt.iastate.edu/teaching/preparing-to-teach/course-continuity/) is the primary resource for guidance and help related to this shift. In addition, COE has developed a decision flow chart (attached, start with this) to guide you on pathways for this shift as well as additional resources on various tools, including departmental aids (see https://www.engineering.iastate.edu/covid-19/). We encourage you to leverage the local expertise of your colleagues as well.
   a. Note that COE strongly recommends that you develop lectures to be delivered in a recorded-and-posted (asynchronous) format rather than streamed live lecture to minimize impact on bandwidth. If you will be using live lecture, they must be delivered in the currently scheduled time for your class (as per schedule of classes).
   b. Please use CELT guidance on communicating student performance in a FERPA compliant manner

3. **All in-person** experiential course instances (labs, capstone design, including independent study etc.) will not occur during the shift to online (currently up to April 3rd)
   a. Programs/departments determine substitute work/partial work/makeup etc.
4. Please ensure you send a communication to your students with information on how they can access course materials how to get in touch with you etc. during the impacted period. This communication should occur before March 23rd.

5. Effective Monday March 16th, no in-person academic advising or other non-research based academic meetings with students will occur during the impacted period. Shift meetings to virtual settings.

**Research enterprise**

1. Our research enterprise will continue as of now as per the guidelines from the Vice President for Research ([https://www.research.iastate.edu/covid-19-research/](https://www.research.iastate.edu/covid-19-research/))
   a. Research personnel (including grad and UG students on grants and contracts) are allowed to continue campus activities
   b. Graduate students needing to do research (599, 699 credits) whether funded or not are allowed to do so, assuming they have oversight and guidance etc.
   c. Shift one-on-one and group meetings to virtual settings as much as possible

**Graduate students and student employees**

1. RA, TA, Post-doc appointments continue and students on appointment are expected to be present and perform duties. Duties for TAs may be shifted as needed to support the disruption in class delivery.
2. Guidance from the Graduate College on conducting oral and preliminary exams has been shared with Directors of Graduate Education and will be communicated to you.
3. Student employees (Graduate and Undergraduate) are allowed to continue and perform duties. Supervisors will be in touch with additional details and can be contacted with additional questions.

Departments chairs may be communicating additional details to you. Please work with them to get answers to specific questions that may arise. We have scheduled daily meetings including during Spring break with department chairs to collectively address questions, concerns and unanticipated issues that arise and to communicate decisions related to these.

We understand this is disruptive change can be stressful for all faculty, the staff and students. We deeply appreciate your patience, understanding, collaboration and care for each other as we continue to address this rapidly evolving situation. Thank you for all that you do to support the college and institution in achieving its missions.

On behalf of the Dean's office,

W. Samuel Easterling
James L. and Katherine S. Melsa Dean of Engineering