

# CHADRON STATE COLLEGE

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Dear Colleagues,

This letter is to inform you that effective Monday, March 23, 2020 all Chadron State College academic courses will be accessed only through remote delivery for the remainder of the spring semester. At this time, campus will remain open, but all courses will be delivered to your students remotely. This will mean a number of options will be available for delivery. A number of text providers and online services are opening access to materials and we will try to keep you up-to-date on those changes.

I want to assure you that we recognize the challenges this may propose, and we will be working with you through the TLC/LLC and IT to help you as you make this transition. We recognize that some of your students will face challenges associated with remote access. Additionally, many of your students left their textbooks and course materials on campus when they went on break. Since, at this time, the campus will remain open some of your students will have access to their course materials, and some may choose to come back and pick them up. However, not all of them will be able to do this. Again, please work with each student as we move through the process. Also, some of them and some of you over the next few weeks may experience illness. It is important that we trust each other and work together to overcome these challenges.

Some of you will have very specific questions regarding program- or discipline-specific adaptations to degree requirements (i.e., culminating performance-based senior-level experiences) that are not likely to be answered by the TLC/LLC or IT. In those cases, please contact your supervising Dean to discuss available alternatives and request appropriate permissions.

## Recommendations on revising your syllabi deadlines and assignments

Please contact your students via email as soon as possible, no later than Thursday March 19, 2020, to let them know you are working on plans for the remainder of the semester. They have received a letter from President Rhine informing them of this change in delivery format. However, they need to hear from you about what will happen in your course. For the students, they will be trying to adjust to changes in every one of their classes. They need to be able to plan and create schedules. Please provide the following information in your course Sakai shell no later than 5 p.m. on Monday, March 23:

- Revised syllabus – Please highlight revisions you have made, such as:
  - Revised grade scale
  - Revised schedule
  - Revised assignments
  - Expectations for exams
  - Expectations for participation
  - Your contact information for students
  - How students can access help for your course

Recognizing that this is a very fluid situation, further revisions to syllabi after March 29 may be necessary. It is important that your students understand that if anything does change, you will be in contact with them at all times.



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Since campus offices are remaining open, you will have access to your office. However, if you would like to work from home, please email [hr@csc.edu](mailto:hr@csc.edu) to inquire further about accommodations. Chadron State is following Gov. Ricketts' recommendation to not have more than 10 people gather in groups. Effective immediately, attempt to limit face-to-face contact with other employees and cancel any unnecessary meetings. If a meeting is necessary, work with IT to provide virtual meeting options and assistance.

As I mentioned, campus will remain open and students may access the residence halls, the cafeteria, the library, computer labs, and the complete range of student and academic support services. However, the Mari Sandoz High Plains Heritage Center and the Nelson Physical Activity Center will be closed to the public. Please keep in mind, CSC will follow the Centers for Disease Control and Prevention (CDC) and State of Nebraska guidance and ask that you practice social distancing and do not gather in groups of more than 10 people

I want to thank you all for being patient during this time of uncertainty. Together we can continue to help students meet those goals, as well as make the health and safety of our campus community our top priority.



Jim Powell  
Vice President for Academic Affairs

