

March 17, 2020

To: UOG Faculty

From: Anita Borja Enriquez, Senior Vice President & Provost 

Re: **Classes beginning March 30**

Håfa Adai, UOG Faculty:

The University of Guam will continue accommodating courses until the end of the semester; however, there will be no on-campus classes for the remainder of the semester. This decision was made for the health and safety of our students and faculty.

Beginning March 30 until the end of the semester, classes will be held online through Moodle, phone conferencing, online video conferencing (Skype for Business, Big Blue Button, or Zoom), recorded lectures (via Big Blue Button, Zoom, or Voice Thread), or through a third-party content provider (Coursera, Khan Academy, or LinkedIn learning). Existing online classes will continue as normal.

The Office of Information Technology will be sending out an email with more information on the various alternative instruction options and how to use them.

For courses that have traditionally met in classroom labs, faculty will make arrangements to accommodate via virtual and other means. These will be addressed on a case by case basis.

Our goal is to do whatever we can to help students finish this semester. It will take the collaboration of faculty, students, staff, and the administration to ensure this semester isn't lost.

We appreciate the patience of our faculty and the work you are doing to change how classes are delivered. We must support each other in this new landscape.

Please take note of the following information. Additional questions and concerns can be directed to your respective Deans.

Contact your students

Use the reminder of this week to communicate with your students on your plans for completing classes this week and the remainder of this semester via alternative means.

Students are being advised to regularly monitor their Triton email accounts and to look there for further instruction from their professors on how each class will proceed. If you do not have a complete list of your students' email addresses, you should request this immediately from the Registrar's Office via your respective Dean's Office.

For any students known to you requiring ADA accommodations, reach out to them separately to find out the best way to accommodate their learning.

Internet access

Students will need to have access to the internet either at home or at another location where they can practice social distancing from others. The Computer Center will have two computer labs open during normal computer lab hours ONLY for use by dorm students and those students who have no other means of accessing the internet. The number of people in the lab at one time will be limited, and the equipment will be sanitized between users.

Office use and office hours

You should remain available during your regular office hours for students to contact you via email or phone. As faculty, you may continue to use your campus offices while practicing social distancing with others and regularly sanitizing frequently touched surfaces. Sanitizing wipes are available through your Dean's Office and at the Triton Store.

Arrangements for in-person assignments and projects

If there are specific things for class or research that require certain students to be on campus, such as the use of specific software or the care of plants or animals, they should be in touch with you and the relevant Dean so that can be arranged with the proper precautions for social distancing and sanitation.

RFK Library closed

The library's online databases will remain accessible, but the library itself will be closed throughout the 14-day government emergency period. Librarians and reference services will remain accessible via E-Ref, phone, and email through Find-A-Librarian at <https://www.uog.edu/student-services/rfk-library/ask-a-librarian>.

Support for Online Learning

For assistance with Moodle, Zoom, or other alternative classroom tools, please contact moodlehelp@triton.uog.edu or call 735-2620/21.

We thank you for your understanding and your commitment to your classes and programs. Please monitor your emails and www.uog.edu/covid-19 for the latest campus updates.

Si Yu'os Ma'åse,

Anita Borja Enriquez
Senior Vice President and Provost