Dear Colleagues,

I write to provide guidance on continuity of instruction for our students as the Coronavirus situation evolves.

We continue to monitor information and instructions as they are provided by the University, the city, and the state. Our web page is being continuously updated—please consult it for the latest information: https://guttman.cuny.edu/news/coronavirus-updates/

At this time we continue to hold classes as regularly scheduled. However, events are evolving quickly. In the event that remote instruction is either advisable or becomes required, it’s vital that you prepare for that contingency. Again, there is no such requirement in place now. But we do wish to be prepared. The following guidelines and resources will assist you.

At minimum, all faculty must be prepared to communicate with their students and send/receive lessons, documents, and assignments. We do not know when or if we will be required to deliver courses online. For that reason it is imperative that everyone be prepared to do so. Note that Blackboard and Digication are “official” Guttman platforms and are the only platforms that are guaranteed support by our IT staff.

In addition to basic communication and exchange of materials, two kinds of online instruction are possible:

**Asynchronous Instruction**: If you are utilizing an online system or systems for storage and display of course content, continue to do so. If that system or systems allow for asynchronous instruction (i.e., a message board or discussion board in which instructors and students can post and exchange class contributions), learn that system capacity if you don’t already know how to use it. Both Blackboard and Digication have this capacity.

**Synchronous Instruction**: If the system(s) you are using allow synchronous instruction (i.e., real-time virtual class sessions), consider using this capacity if you are not already doing so. Blackboard Collaborate—a tool included within each Blackboard course shell) is available for exactly this purpose.

As we prepare for contingencies, all faculty should:

1) Be certain that you have accurate contact information for all students.
2) Communicate with students frequently and respond to their queries promptly.
3) Make all class materials available to students in a digital format. Microsoft Office platforms (Word, Excel, Powerpoint) or pdf files are best.
4) Prepare for delivering instruction remotely, either asynchronously or synchronously.

**Professional Development**: tomorrow (Tuesday, March 10), Maggie Dickinson and Kristina Baines will hold a PD session designed to aid faculty in setting up and teaching an online course. The session will be offered during Common Hour in Room 410. Kristina and Maggie are fully prepared to offer support to faculty.

**Resources**:

- A cross-divisional team is compiling a one-stop web page: [https://guttman.cuny.edu/faculty-staff/technology-working-remotely/](https://guttman.cuny.edu/faculty-staff/technology-working-remotely/). Information and instructions about all relevant technologies will be housed here, including detailed instructions for accessing and working in both Blackboard and Digication for both faculty and students. **Note that Blackboard courses have to be “switched on” by faculty in order to be available to students.** Instructions for activating your course are on this page. Continue checking the page as materials are being added to it as I write.
- Part-time faculty who need additional support can contact Chris Roth ([Christopher.roth@guttman.cuny.edu](mailto:Christopher.roth@guttman.cuny.edu)) or Nicola Blake ([Nicola.blake@guttman.cuny.edu](mailto:Nicola.blake@guttman.cuny.edu)).

Thank you, as always, for your dedication to our students as we work to provide the best instruction possible during this period.

Best wishes,

Howard

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