



March 12, 2020

Dear Faculty,

We are moving all courses to online delivery, effective this Monday, from March 16, 2020 through at least March 29, 2020. We will review weekly for possible extension. All classes will operate within the normal My.Marymount class sites.

This measure is taken in an abundance of caution to reduce health risks, enable social distancing and ensure that all students have the opportunity to stay current in their studies even if they are unable to come to campus or choose to stay home during this period of public health concern.

As of now, there are no known coronavirus risks or suspected cases in our community. The Oceanview campus remains open with normal services available to students.

This follows on the February Senate discussion and my email at the beginning of Spring Break about preparing for the possibility of moving instruction online temporarily. I appreciate the input of many faculty who have given this considerable thought and shared their recommendations and considerations in recent days and weeks, and Virginia who brought good insights to Cabinet.

The MCU coronavirus team met this morning, endorsing the recommendation to move instruction online. Cabinet met this afternoon and unanimously approved the move to online instruction. Instituting this now gives students an option of not having to return from Spring Break. If someone has been exposed to the virus over Spring Break, we would expect symptoms to have materialized in two weeks.

Specific follow-up needed:

- By Monday: Post in the NEWS section of your My.Marymount class sites and send the same information to Tammy TRusznak@marymountcalifornia.edu, your office hours and how students can contact you during office hours.
- Post course content and assignments for next week. This may mean postponing or modifying assignments, removing or substituting assignments for scheduled in-person exams, labs etc.
- We will not offer on-site science labs for the next two weeks. Science faculty will advise on how to proceed if the online protocol needs to be extended.



- Certain other classes may also need alternative plans (Theater? Media? ...). Please confer with your chair about possibilities.
- Regarding specific in-person gatherings or events, confer with me, the event coordinator or your department chair about possible plans. For example, we are looking to cancel the etiquette dinner and Mission Week events that would otherwise bring many people into proximity.
- Monte will send information tomorrow on how to get set up to access your network files remotely. If you want to do this, it will entail coming to campus to batch move files from your MCU network drive to OneDrive.
- Monte or Doris will send out information on how to access your phone messages remotely.
- Maury is on call (by email) to support you with questions about My.Marymount.
- Laura will send information about accessibility for students with disabilities. Laura is a resource to you and students as we try to meet needs on short notice.

We all understand that this is a shift and one that we undertake for the well-being of our community and to ensure our students can continue to access their education. THANK YOU!!!

I am here. The campus feels safe, and the measures we are taking will help us stay that way. If you have faculty meetings scheduled, those are still on, and we are all practicing “social distancing” on site.

If all goes well, we hope to be back up and running in person in April ... Stay tuned.

Emails will go out today to employees and students. For updates, you can also refer to the MCU website: <https://www.marymountcalifornia.edu/campus-services/student-wellness-center/coronavirus-update/>

Stay safe and keep well.

Ariane Schauer, PhD
Provost and Executive Vice President for Academic Affairs