

COVID19: The Corona Virus

AEDE Frequently Asked Questions, Updates, and Information

3-25-20 Updates:

Faculty/Teaching:

Student Resources:

- **Students with Technology Needs:** If you become aware of a student in need of a loaner iPad, please contact to [Kris Wethington.2](#) or [Shannon Peltier.15](#) with the student's name, name.#, EMPLID, current phone number, and home address. There are a few that can be shipped to students on a temporary, first come-first served basis.
- **Academic updates — all in one place:** Thanks to OAA, you can now find all coronavirus-related academic changes in one place: oaa.osu.edu/coronavirus-academic-decisions.

Extension and Outreach:

Research:

Travel/Events/HR/Admin:

- **Mileage:** Effective Jan. 1, 2020, the mileage reimbursement rate will decrease from 58 cents per mile to 57.5 cents a mile for all business miles driven from Jan. 1, 2020 through Dec. 31, 2020.

Other:

- **Forwarding Calls:** We have several questions on how to forward calls to avoid sharing personal numbers. Please see below for guidance: [Call Forwarding, standard university land line](#)
 - If you are not fully migrated over to a Skype for Business phone number, use these directions for forwarding a standard land line.

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Teaching/Faculty:

Technology/Resources:

What resources are available?

- keep-teaching.osu.edu for key strategies, teaching resources, and getting extra help.
- ODEE Resources:
 - [FAQs by service.](#)
 - Example: Why does Carmen Zoom not recognize me as the owner of my meeting?
 - [Instructional Videos](#)
- Resources outside of Ohio State
 - [Thorough GoogleDoc from Stanford](#) with in depth directions and a table of contents
 - Example: Run your class live with Zoom
- Additional articles/resources
 - [Going Online in a Hurry: What to Do and Where to Start](#)
 - [How to be a Better Teacher Online](#)
 - [Carmen Common Sense- Top Ten Tips](#)
 - [Moving to Face-to-Face Course Online without Losing Student Engagement](#)

When are the upcoming Zoom trainings?

ZOOM TRAINING OPPORTUNITIES	DATE & TIME	DETAILS
University Institute for Teaching and Learning (UITL)		Individual consultations by emailing uitl@osu.edu
OCIO	Ongoing- Daily Workshops	https://keep-teaching.osu.edu/getting-help
CFAES CarmenCanvas & Zoom Trainings	Recorded on 3/12.	https://osu.zoom.us/rec/play/vJQvcr37_zl3TtGVtwSDC_MtW9TrLKus1SVIqKcFnkmzB3ZWZAaiZ7oVZQ-un6eEeR9OkkQrpNGZ3rs?startTime=1583877926000

Can I get a Webcam?

We are working to get **webcams and microphones**. We have a few we will be able to get to a few of you soon (I bought out the local Staples yesterday), and we have a bulk order requested from OIT. Shockingly they are backordered and we don't know when they will be in—funny how markets work.

Are there other options for online lectures?

Yes, but they aren't Ohio State approved. Brent has been using <https://screencast-o-matic.com/> to record videos. It costs about \$20/year. Brent's summary is below:

I create 8-12 minute segments followed by a quiz, or something else. This seems to be standard. You can break an 80 minute lecture into 80-120 minutes of stuff that way, including maybe some reading of something, followed by a quiz. Took me about 6 hours of work the first lecture I did. The next ones seemed to take less time. Honestly, after spending a bit of time editing, I gave up on editing and didn't really care if I had some "ummm's" and stupid statements in my lectures. It's not really different than class and if the university wants a professional job they'll hire professionals to edit.

I upload the screencast files to youtube and store them there and embed them in my carmen site. This also allows you to include closed captioning, which is a requirement. This means there are no big files to upload into carmen and no problems with the file sizes. I put all my tests online. The kids hated them and did worse, despite having notes at their disposal.

How do I use Mediasite?

The help desk (614-688-4357) will assist faculty gain access and get permission to download the Mediasite desktop recorder in order to upload videos and develop quizzes to share with students.

After installation, from your personal page:

1. Chose record a video, upload a video or upload a file. You will be asked to enter a title and description of your upload.

After it is complete, from the right side of the screen click "publish", then click on "sharing". You will see a link you can send to students or you can invite students by email.

2. To insert a quiz function, start on the page of the presentation in which you want to insert your quiz
3. Click on "Edit Quizes"
4. Play the presentation video to the time stamp that you want to insert the quiz and pause the presentation video (you can click along the bottom of the video to move along the video if you don't want to wait for it to progress there on its own at regular pace)
5. Click "Add Quiz"
6. Give the Quiz a title and description, if necessary
7. Click "sync to video"
 - a. I tried to enter time stamps to place the quiz somewhere and thusfar, this method seems glitchy and MediaSite was just putting the quiz at the very beginning of the video before content starts being
8. Press "Done"
9. You will be taken back to the Edit Quizes Dashboard.
 - b. Select the Quiz you want to build
 - c. Click "Add Question" toward the bottom of the page

- d. Continue through until all questions are inserted
10. Press Save
11. Preview what you have done (dots along the time ribbon at the bottom of the video will indicate where there are quizzes inserted)
 - e. When previewing and completing the quizzes, you will see exactly what students see so they will be asked to save and submit answers for the quizzes. This doesn't have anything to do with submitting your presentation anywhere...
12. Press Publish

How do I create online quizzes on Carmen? Exams?

- [Quiz Creation Video](#)
- We're still looking for resources for creating exams

How do I voiceover a PowerPoint?

Instructions can be found [here](#).

Are there size limits in uploading video files?

The default file quota in Canvas is 500MB. Large files, especially videos, take up a significant amount of room in Canvas. Our recommendation is to identify and remove files that you may no longer use and utilize Mediasite for videos as it is an ODEE supported tool. [Mediasite](#) also provides analytics that can help you gauge how well your students are engaging with your content. Mediasite instructions are included above.

To assess how much space you have left, follow this path: Account- Files- then there is a bar at the bottom of the page that shows the % of MB used.

Can I use something other than an OSU Zoom account for hold lectures and interact with students?

Personal Zoom accounts should not be used. One of the benefits of university sponsored Zoom accounts is that OCIO can look into any issues that may arise.

You can use whatever format you find to be most conducive/accessible for students. Some other ideas include:

- Uploading a PowerPoint with voiceover
- Recording a video and putting it on YouTube
- Utilizing TopHat and linking to Carmen
- Readings and then quiz and/or discussion board
- Reviewing lectures/PowerPoints that are already created
 - [Marginal Revolution University](#)

Can I connect with students on the phone without giving them my phone number?

Yes, the [Skype for Business app](#) can be downloaded to your phone or mobile device to allow you to make calls without having to use your personal phone number. For information and support consider accessing these resources:

- <https://library.osu.edu/site/it/welcome-to-skype-for-business/>
- <https://ocio.osu.edu/skypeproject>
- <https://u.osu.edu/skypeproject/faqs/>

Can students obtain STATA to continue their work outside of the computer labs?

Yes, AEDE has obtained STATA licenses for students to download the software on their personal computers. Please share this with your students that use STATA and encourage them to reach out to Sarah Cole.681 for the access information.

Course Structure/Grading:

What does it mean to create a virtual class presence?

I threw together a quick video (5 minutes) outlining the requirements for a virtual presence for your classes. [Click here to watch the video.](#)

Are we creating online classes?

We are not creating full online classes. You are not expected to create 6 hour video lectures with professional production quality in a week. Quick Zoom recorded videos work just fine (I created the video above in less than 10 minutes—yes, it shows, but there is no expectation that your content look like it were produced for a full online class). As Brent pointed out, online lectures take significant time to produce. We are trying to minimize how much time this will take you—and hey, if you like it, then maybe you can consider converting your class online at a later date. [Here is a nice blog post that makes this point very well.](#) Get your materials ready, sit in front of your computer, click record, share your screen and start talking. Anything beyond that is a bonus at this point.

To whom should I direct Carmen questions about grading?

Kelvin Trefz.1 (614-226-8829) and Mike Chakerian.1

Is there an expectation to hold live lectures?

There is not an expectation as far as we know. Do your best to make arrangements for learning to continue, while also incorporating interaction at some point.

Large classes will be hard to accommodate via live lecture. With larger lecturers, consider recording lectures and offering a short window of live discussion.

Do we have the choice of live lectures via Zoom or can we record in advance of class, and then answer questions online?

Yes, you have the choice between live lectures or asynchronous lectures/videos. Feel free to choose the option that works best for you and the format of your course.

Do I need to take any additional steps if I am updating the requirements in my syllabus?

Any material changes should be updated in your syllabus and shared with students. Once things calm down, Kassie Kurzhals.7 will reach out for a new version of your syllabus for CFAES records.

How flexible do I need to be in grading? Should courses be treated as Pass/Fail?

Give students the benefit of the doubt without letting them check out for the remainder of the semester.

Do I need to offer my course during normal class time?

No, you do not need to meet/connect at the same frequency as you did prior to the COVID-19 adjustments. Use your discretion and communicate as needed with students.

Do I need to use Carmen Gradebook?

Carmen GradeBook is one of the stipulated requirements of the university. Please [complete a Carmen Help Request](#) if you need extra support.

Graduate Student Exams:

Email from Alicia Bertone, Vice Provost for Graduate Students and Dean of the Graduate School, on 3/13/20:

“We recognize these are unprecedented times. Video exams are allowed during this semester and will not require a petition. Please work with your graduating students completing a candidacy exam, thesis oral exam or dissertation defense and be as flexible as possible. We expect you to protect the integrity of exam through whatever method is selected. Please use the resources on <https://keep-teaching.osu.edu> and <https://keep-working.osu.edu> to help your student with a secure internet connection so the remote exam process can be successful. The Service Desk is available on extended hours through weekends if you have questions about these technology tools and teaching considerations.”

Graduate defenses:

Video exams are allowed during this semester and will not require a petition. Be as flexible as possible for students completing a candidacy exam, thesis oral exam or dissertation defense. Please report to the Graduate School the manner in which the student and each committee member participated in the exam.

Incomplete and Pass/Non-Pass Proposal

Final decision from Senate on Thursday, 3/26

- **Pass/Non-Pass (P/NP)**
 - Share with students that this may be an option for general education and elective courses
 - Major courses are not covered by this rule
 - Graduate school plans to provide the same flexibility for electives
 - Students would need to opt-in for P/NP by April 17th.
 - P/NP provides credits toward graduation but would not factor into a student's GPA
- **Extension for Incompletes**
 - Proposing to extend the time for students to receive an incomplete to 10 weeks for the start of the next term. (4 additional weeks of flexibility)
 - Students (grad and undergrad) would request an incomplete from their instructor before the final exam

General:

Can I reserve a room to record my lectures?

Since only critical employees should be on campus, 250K is no longer open to record lectures.

Can I record my lectures in my classroom?

As of 3/18, classrooms should not be used as alternative workspaces for recording video, etc.

Will students be able to access computer labs?

Per Mike Chakerian on 3/10, lab spaces are open for students to use and he has not heard of anyone closing their spaces. OCIO computer labs are remaining open for students through March 30 and CFAES is not currently planning on closing departmental spaces.

Can students still drop courses?

Yes, the deadline for students to drop full semester courses with a W has been extended to Friday, April 3rd. Students will not be able to drop courses on their own. If they are interested in exploring the option of dropping, please encourage them to reach out to their academic advisor and financial aid.

- Students can also petition for grade forgiveness until 4/3/20.

Can exchange visitors still enter the United States?

The Federal Office which operates the J-1 exchange program to recommend the suspension of all J-1 exchange program travel for exchange visitors who have not yet entered the United States through May 10.

When are finals? What are final grades due?

The Provost has adjusted the end of the academic calendar for spring so there are nearly the same number of days for education.

- The final day of classes is **Friday, April 24.**
- Finals will be conducted from **Monday, April 27-Friday, May 1.**
- Final grades are due Monday, May 4.
- [Final exam schedule](#)
- All updated dates can be found [here](#).

Building Update:

Beginning on Thursday, 3/19 all Columbus campus academic and administrative buildings will change to **restricted access by having exterior doors locked**. All questions about facility maintenance or access should be directed to Service2Facilities by calling 614-292-4357.

Per the Dean's message on 3/19, "**Please STOP coming to campus.**"

- Don't ask staff or graduate students to meet in remote locations like your home or other places to gather and work. **We should not be gathering, unless it is virtual.**

Probationary Promotion and Tenure Reviews:

All tenure track faculty who are in their probationary period will be offered a one-year extension to their tenure clock. In the next few days, OAA will be sending opt-in/out forms to tenure-track faculty members who are probationary in Spring 2020) with instructions. Contact Helen Malone.175 if there are questions.

Scenarios:

What if my students have connectivity issues?

If students are having connectivity issues, please be flexible with them. Recommend that they look into going to local libraries or other places with free Wifi if possible (while practicing social distancing). If students are near campus/willing to come to campus, they are also able to use the osuwireless network. If not, discuss options with the students individually, and extend deadlines when necessary.

Please see the "Internet" section for additional information on companies supporting students with their online learning.

Students with Slow Internet

We may be asking the wrong question when it comes to thinking about students without internet access. Instead of asking, "How can we help students get access to the internet?", maybe we should be asking, "How can I limit the amount of time a student needs access to the internet in order to complete my course?" Most students will be able to access the internet using their phones. Please consider the following ideas:

- uploading all assignments to Carmen immediately rather than pacing the course.
- making deadlines more flexible than usual, such that turning everything in at the end of the semester will be just fine.
- dropping all small assignments, so they just have to turn in a final exam and/or research project.

With these considerations, students would only *need* to access the internet twice to complete a course: once to download the documents they need and once to upload everything.

What if my internet crashes while live streaming my lecture?

Connect with your TA to see if they can continue your lecture. If your TA is unable to continue lecture, communicate with the students with your plan to move forward. If you find that you and/or your TA both don't have internet, please connect with Katie Miller, Sarah Cole, or Kassie Kurzhals to email your class roster with an update.

Can I continue to use testing center resources?

As of 3pm on 3/12, the [Testing Center](#) is open for students to take exams, however, they recommend connecting with students to inform them they are not required to take previously scheduled exams at the testing center. **Please prepare as if the testing center is not an option, especially since students are not required to be on campus.**

How should we approach student accommodations?

Per SLDS on 3/12/20: "For students who are currently utilizing accommodations through Student Life Disability Services (SLDS), this office will remain open and your accommodations will remain in place if applicable. If you have an approved accommodation for extended time on exams, please communicate with your professors, so they are aware that exam times will need to be modified in online formats. The SLDS Exam Services center will not be proctoring exams during the move to online platforms, but the general testing center is currently open. Taking tests in the testing center is optional, and many tests will likely move to an online format. If this is not a good option for you, please contact your instructor or SLDS Access Specialist to arrange for other accommodations. You are still encouraged to schedule alternative testing on your AIM portal for any exams beyond March 29, including finals. As a reminder the deadline to schedule finals to be taken with SLDS Exam Services is March 25.

If students do not currently utilize SLDS accommodations, but will need accommodations with the temporary move to an online format, please use this link (<https://go.osu.edu/slds-application>) to [request those accommodations](#).

Are we allowed to contact students?

We encourage you to communicate with your students, especially in this situation. When communicating with students, please make sure to only share information that has been approved to share with students specifically, and to avoid speculation surrounding the temporary move of courses to an online format. If a student asks you a question that you do not have the answer to, please refrain from speculation or guessing at information.

I have a mid-term exam scheduled for Tuesday, 3/17. How do I deal with it?

If you are able, we would recommend moving the exam online. If this will take additional time, rescheduling your exam for a later date is acceptable. You can also change the format of your exam if it is not currently in a format that will transition effectively to an online space.

Given I had no regular class planned for Tuesday, can I delay until the scheduled class on Thursday to be fully virtual?

You are able to delay scheduled class for a few days in order to fully prepare for the move to virtual/online classes. If you are going this route, you will need to communicate this to both of us (haab.1 and miller.8406) and your students so that everyone is on the same page.

What should I do if a student says they aren't feeling well?

Encourage them to review the [Wexner Medical Center COVID-19](#) site and take appropriate steps, while distancing themselves from others.

What if I am being "Zoom Bombed?"

Zoom Bombing: when students have shared inappropriate content to class participants or those outside the university have gained access to Zoom sessions and shared unwanted content. Please consider using the following tips to prevent this from disrupting Zoom presentations in your classes.

- Avoid sharing the link to your meeting in any public space (ex: Twitter or Facebook)
- Select the option "Only authenticated users can join" in your Zoom meeting settings (at carmenzoom.osu.edu), which requires students to enter their email address, from which point they are sent to an Ohio State login. *Note: This option also means that desired non-OSU guests cannot enter the meeting.*

Student Resources:

Counseling and Consultation:

As of 3/18, CCS suspended onsite and in person services through at least May 3rd.

- **CCS phone line 614-292-5766 remains available** for emergency assistance 24 hours per day, 7 days a week. Students can push 2 to reach a mental health counselor at any time.
- 30-minute phone or video consultation using Zoom or Skype, M-F, 8-5pm
- CFAES Embedded Counselor can be contacted via email at wirt.9

Students can access many self-help tools that are available on the CCS website at <https://ccs.osu.edu>. The CCS COVID-19 updates page linked to the website is a great resource. On that page, students will find helpful coping skills such as the mental health strategies video series. This time that can be difficult for many. All students can be encouraged to check that out.

If you encounter a suspected **emergency situation** with any student during this time, crisis support is available by calling CCS at 614-292-5766. If this happens with the student remotely located, please try to

get as much contact information about the student such as name, phone number, OSU dot #, and address where they are currently located. If you suspect safety is at risk or compromised at that time for the student or anyone they are with, please call 9-1-1. They will help immediately regardless of where the student is physically located. **After** you have done one of the steps above, please let me know of the situation so that follow up contact attempts can be made with the student. Please make sure to provide me with the best way to reach you right now too.

Student Life Disability Services:

Refer to “How should we approach student accommodations?” in the Teaching section.

U-Haul:

[U-Haul](#) is offering free 30-day storage for college students displaced amid coronavirus concerns.

Are there any instructions for students to use Zoom?

Encourage students to check out the [ODEE Resource Center](#).

Student Financial Aid- Satisfactory Academic Progress Appeal

Student Financial Aid (SFA) acknowledges COVID is a reason to file a SAP appeal. Students who choose to withdraw from courses rather than complete them online will be reviewed for SAP appeals. If they choose to withdraw, COVID would be a valid reason to file an appeal. If there were prior issues in performance or completion rates, the student would want to address those as well in the appeal.

Please keep this information in mind when working with students who are already at risk not to pass a course if they believe that their grades could potentially be further damaged by switching courses to online instruction.

The details of the appeal aren’t important, but if you have students at risk of failing, please share that they have options and should connect with their academic advisor.

University Housing:

All undergraduate students living in university housing, will be required to return for the remainder of the semester to their permanent home residences, or a non-campus or alternative housing arrangement. This does not pertain to students living in family housing. University housing residents who are away on spring break should not report directly back to their on-campus residences. They will receive a message from the Office of Student Life asking to schedule a move-out time between Saturday, March 14, and Sunday, March 22. Time slots will be strictly enforced to ensure appropriate and safe social distancing. Information will be available at go.osu.edu/2020moveout.

There is a request to stay on campus for students with extenuating circumstances.

Food/Basic Needs:

- The AEDE Food Pantry is closed until we are back in the office

- **Starting 3/23, Buckeye Food Alliance** will run solely out of Lincoln Tower (room 150). Hours of operation for the remainder of Spring semester:
 - Monday 10a-2p
 - Tuesday 4p-8p
 - Wednesday 4p-8p
 - Thursday 10a-2p
 - Friday 11a-3p
 - If a student cannot attend during the hours above, they should contact Nick Fowler.318
 - Donations can also be arranged through Nick Fowler.318
- PAES Building (305 Annie and John Glenn Avenue) has ready to go food and hygiene boxes near the door. As long as the building remains open, students will have access to the boxes.

Internet:

Although Ohio State does not promote or endorse any specific vendor, if you need internet access, one of these options may be right for you. <https://it.osu.edu/keepworking/tech-access>

Libraries:

- **Thompson Library and departmental libraries will close starting Tuesday, March 17** and remain so until further notice. The [Health Sciences Library](#) and [Moritz Law Library](#) will also close starting March 17 and remain so until further notice. Please see their respective websites for more information. Please contact regional campus libraries for updated information about their operating status.
- The **18th Avenue Library will remain open on a [modified schedule](#) for Ohio State students, faculty and staff only** and remain so until further notice. The facility will remain open to provide WIFI and workspace for students to support their coursework.
- To encourage social distancing, **all library services will be provided virtually** until further notice. Processes to facilitate materials access and delivery to users will be implemented shortly.

Libraries' faculty and staff remain available for research and instructional consultations via telephone, email or Zoom. The best ways to find support for research and teaching is by contacting a [subject librarian](#) or [functional specialist](#) directly or by connecting with us through our [Ask Us](#) service. Assistance is available via telephone, email and chat.

Where should I direct advising questions?

- Undergraduate students should contact Katie Miller.8406 (EEDS) or Kassie Kurzhals.7 (AAE)
- Graduate students should contact Sarah Cole.681

Zoom tutorials for students:

Zoom tutorials for students are in the COVID-19 folder within AEDE Faculty Meetings BuckeyeBox. These tutorials will show students how to:

- Create a meeting in Zoom
- Host a meeting in Zoom
- Record a presentation with slide deck in Zoom

Free Access to Textbooks & Online Homework:

Pearson, Wiley, Norton, McGraw-Hill, Cengage have all agreed to allow your students to access digital copies of your textbooks at no cost for the remainder of Spring Semester, 2020. Details at <https://keep-teaching.osu.edu/teaching-tools> under Sharing Materials, Contents or Lectures.

Bias Incident Reporting System:

The OSU bias incident reporting system is going through a transition, but is still operational. Use the following links to report incidences of bias:

- <https://studentlife.osu.edu/bias/report-a-bias-incident.aspx>
- <https://studentlife.osu.edu/bias/campus-and-community-resources.aspx>
- <https://studentlife.osu.edu/bias/policies-and-reports.aspx>
- <https://studentlife.osu.edu/bias/bias-response-tools.aspx>
- <https://studentlife.osu.edu/bias/history-of-bart.aspx>

You can also reach out to the Office of Institutional Equity for more information using a variety of methods:

- 614-247-5838
- equity@osu.edu
- equity.osu.edu

The Office of Student Life Multicultural Center also has a wonderful staff who can help answer your questions: <http://mcc.osu.edu/people/>

CFAES Resource Guide:

Document (posted in the COVID-19 folder within AEDE Faculty Meetings BuckeyeBox) provides listings of available campus and community support resources for students including:

- Franklin County Food Pantries
- Campus Food Pantries
- Housing/Rent/Furniture Assistance
- Clothing
- Domestic Violence Assistance
- LGBTQ Support
- Low cost/Free STI Testing
- Mental Health
- Child Care

Please forward to students as appropriate.

Student Advocacy Emergency Grants:

2 Emergency Grants available from [Student Advocacy](#). Information to donate to the funds can be found [here](#).

The Graduate School:

The Graduate School closed in-person traffic on 3/18 and will provide services electronically until further notice.

- [General Phone Inquiries](#) – (614) 292-6031
- [Registration Services](#) (e.g., enrollment, credit, GA appointments, etc.) – grad-schoolregistrationservices@osu.edu

- [Graduation Services](#) (e.g., examinations, format review, etc.) – grad-schoolgraduationservices@osu.edu

The Graduate School created a webpage on our grad education site for [graduate student resources related to COVID19](#)

Buckeye Peer Access Line (PAL)

Buckeye Peer Access Line (PAL) will be available starting next Monday, March 23 from 8 p.m. to midnight, 614-514-3333. PAL is a non-emergency talk line that provides a space for students to engage in brief phone conversations with student volunteers in order to gain support and learn about campus resources.

Campus Office Resource Guide

A resource to track office closures and offerings is in the COVID-19 folder within AEDE Faculty Meetings

- Offices including: Military and Veterans Services, Multicultural Center, Student Life, etc.

If I struggle online and my GPA drops, will I lose my scholarships?

- The University is looking into the number of funds that have specific scholastic requirements, as suggested by the donors. We hope to have further guidance from the University soon.

Adobe Creative Cloud Licenses for OSU Students Now Live:

Adobe has provided students licenses for Adobe Creative Cloud products to help address the loss of access to computer labs.

- This license also unlocks some features and access for the iPad apps including access to Photoshop for the iPad.
- The software may be accessed by logging on here: <https://creativecloud.adobe.com>
 - You would use the normal login process as used for Adobe Spark access (see: <http://go.osu.edu/adobeloginkb>)
- For instructors, as you plan around remote teaching, please keep in mind that some students will not have access to PCs appropriate to run the adobe software. (System requirements are here: <https://helpx.adobe.com/creative-cloud/system-requirements.html#Desktopapplications>)

Academic updates — all in one place:

Thanks to OAA, you can now find all coronavirus-related academic changes in one place: oaa.osu.edu/coronavirus-academic-decisions.

Students with Technology Needs:

If you become aware of a student in need of a loaner iPad, please contact to [Kris Wethington.2](#) or [Shannon Peltier.15](#) with the student's name, name.#, EMPLID, current phone number, and home address. There are a few that can be shipped to students on a temporary, first come-first served basis.

Research:

Flexibility from the Office of Management and Budget

The Office of Management and Budget is providing more flexibility through new guidance regarding salaries and benefits for your research team. It is Office of Research policy that these costs should continue to be charged to active federal grants. Stipends should also continue to be paid and charged to active federal grants. This guidance supersedes previous guidance from OMB and NIH. More information is included below.

There are numerous allowable sponsored program activities that can be done remotely, including writing, reading, data analysis and experimental design as well as required or recommended training. This newly released guidance also allows salary, benefits and stipends to be allowable charges even when not all of a person's time can be applied on the sponsored program. In these cases, please document this fractional effort and send to your Ohio State sponsored program officer so that it can become part of the 'official' record of the award.

Critical Research Requirement

As of 3/19, **we need to immediately cease all research activity that cannot be performed via telework or that does not fit one of the three criteria identified below.**

Faculty and graduate students are not to keep coming to labs, greenhouses, or other facilities to continue research activity. Nor are you to gather in remote locations. We realize the significant negative impact this will have on the CFAES research community in many ways and will work to provide you with additional relevant details to understand and minimize those effects.

Please note that the university is defining critical research as:

- 1) COVID-19 research that has the potential to mitigate the spread of the pandemic;
- 2) Certain medical research that if discontinued would endanger the lives of the participants in the research; or
- 3) Procedures that require timely and regular attention from a person to maintain critical laboratory infrastructure and experimental conditions. For example, providing animal support, maintaining equipment that requires gas, cryogenic service, monitoring irreplaceable cell lines, and other substantially similar treatments.

Is the CFAES Office for Research & Graduate Education Office and the Grant Development Support Unit open?

The CFAES Office for Research & Graduate Education Office and the Grant Development Support Unit will continue providing all services, but on a virtual level. Proposals in the current que are being processed and will be prepared for submission. Please feel free to contact any of our grant specialists if

you have any questions. If you are considering submitting your proposal later this month and would like grant assistance, please click “Request Services” at the [GDSU website](#). (Click the red button to the bottom right of the screen).

Pam Schlegel Schlegel.33@osu.edu , Phone: 330-263-3782

Melissa Burant, Burant.2@osu.edu , Phone: 614-292-5748

Shannon Hollis, Hollis.69@osu.edu , Phone: 614-292-1748

Research Activities. Visit <https://research.osu.edu/news-events/coronavirus-and-your-research-program/>

Is the Office of Sponsored Programs (OSP) operating as usual?

The Office of Sponsored Programs (OSP) is operating as usual for proposal submissions and award negotiations. OSP staff can work remotely.

Can I still submit proposals?

The CFAES Grant Development Support Unit is fully operational and working with faculty and staff on proposal submission. New referrals can be submitted at: <https://grants.cfaes.ohio-state.edu/home> Click the Request Services tab to the right of the page. If we become aware of changes in proposal deadlines, information will be posted on the CFAES Researchers listserv.

COVID-19 issues are negatively affecting the progress on my grant. What should I do?

For programmatic issues affecting your study, contact your agency Program Officer or sponsor contact. If any issues should persist, they may need to be reported in future progress reports, or you may need a No Cost Extension (NCE) to complete your study. NCE’s can be requested and processed by your Sponsored Program Officer.

Do sponsors have specific guidance on COVID-19?

Please refer to the following sponsors for current information regarding COVID-19, including sponsor guidance.

- [NSF coronavirus FAQ](#) for Proposers and Awardees
- [NSF Coronavirus-related Information](#)
- [NIH late application policy](#) due to Public Health Emergency for COVID-19
- [NIH FAQs](#) for Proposal Submission and Award Management related to COVID-19
- [NIH Coronavirus-related Information](#)
- [DOE Coronavirus Hub](#)
- [USDA Coronavirus Disease](#) (public information, not sponsored funding)

Research Operations

COVID-19 may impact performance of sponsored projects, e.g., cancelled travel, temporary loss of personnel, delays in acquiring equipment and supplies, and interruption of other essential services. It is important to remain in communication with your sponsor regarding any delays or other challenges you experience. During this period of reduced research operations, it is essential that we continue to proactively manage our sponsored projects.

PI's and Co-PI's should continue to work with their sponsored program officers, departmental fiscal officers, and grant personnel for all aspects of post award management.

Areas that should be actively monitored and reviewed should include:

- Personnel appointments for students and staff as well as any planned new hires or those separating from university employment.
- Recurring charges that may occur on a monthly basis under normal operating conditions. (IDB's, ULAR, American Express, etc.).
- Any current and open purchases of services or equipment should be reviewed for the current status and plan going forward.
- Upcoming travel and conferences. Please review the current University travel restrictions.

I recently received an award and anticipated starting my research during the Spring, what should I do?

First and foremost, the safety and well being of faculty, staff and students should be considered.

Review your project for vital tasks:

- Which unique specimens, research materials, and projects are important and require staff maintenance?
- Does your laboratory need to have duplicate samples of novel compounds, specimens, etc. to continue research?
- Examples:
 - Samples and specimens (live, fresh, frozen, and fixed)
 - Novel compounds and biochemicals
 - Type specimens
 - Cell lines Seeds
 - Plants
 - Animals
 - Specialized reagents and chemicals
- What task modifications may be necessary under pandemic conditions?
- How can the duration of important lab tasks be minimized?
- Which tasks must be performed by a staff skeleton crew to sustain only the most important essential functions?

Extension and Outreach

Will the AEDE Spring Outlook Conference held?

The AEDE Spring Outlook Conference scheduled for May 12 will be moved to a virtual format.

Online Teaching: Critical Strategies for Engagement:

March 19th, 2020 - 2pm - 2:45pm. As universities and Extension Services across the country are temporarily shifting instruction to distance options, you may be seeking tips for teaching online. With distance learning, it is imperative to engage your audience in meaningful ways. In this webinar, Dr. Brian Reason of Ohio State University will present his "Top 10" list for improving lectures (online and in-person), and will provide additional strategies that are critical for engaging students using distance learning. A question and answer time will follow.

[Register Here](#)

What are mission-critical events?

Mission-critical reflects those offerings/engagement that are tied to grant requirements, credentialing, or other things that if we don't do them, would compromise critical needs of our clientele (e.g., Pesticide/Fertilizer Applicator Training -- March 31 deadline; Farm Bill Training – March 16 deadline).

What do I do with the meetings that are determined to not be mission-critical?

If you have an event scheduled between now and March 30, you have at least three options:

1. Hold it virtually
2. Postpone it
3. Cancel it

Can I be reimbursed for driving expenses under the new travel restrictions?

Regardless of the funding source, the [University Guidelines are intended to be followed for the health and safety of our employees. This would not be permitted without being approved as business essential travel.](#)

What should I do about committee or other small group committee meetings?

Attempt to hold these meetings virtually

General Statement for Use in Postponing or Canceling Programs.

Please feel free to use the scripted statement below (can modify gently for your particular need, but stay true to the content/message).

There has been a recent confirmation of the coronavirus in the state of Ohio leading to public health concerns related to disease transmission. As a result, The Ohio State University has been proactively implementing protocols for insuring the safety and health for our students and clientele. After

consultation with the college and university leadership, the *** been postponed/cancelled. Recognizing that our nearly 100 attendees are located around the state, we are following guidelines from the Centers for Disease Control, Ohio Department of Health, and the university in being aggressively proactive to prevent the potential spread of communicable respiratory illness.

We understand this may cause an inconvenience to you, but please know that your health and the health of our community at-large is our biggest priority. We will be postponing or cancelling gatherings, face-to-face programming, and meetings through March 30 to provide time for additional vigilance as we learn more about how this virus is affecting Ohioans.

Travel/Events/HR/Admin/Other

Should I work from home? Should I encourage students/GRAs/employees to work from home?

As of 3/16 around 9pm, the University is requiring all employees who can do so to work from home. Only critical services will be maintained on campus. Visit the [Human Resources website](#) for all telework-related guidance and frequently asked employment-related questions specific to COVID-19.

- If you have questions about whether to come to campus, please reach out to your unit leader for clarification.
- If it is not essential for you to be on campus but you can't telework, connect with HR.
- Graduate associates who have questions relating to their duties away from campus should consult with their supervisors.

If you take IT equipment from your office home for telework, or if you need additional equipment please send a message to Tim Haab.1 with a description of the equipment (e.g. 2 monitors, and a docking station). We need to do our best to keep a good equipment inventory.

What are the new University travel restrictions?

Effective immediately, all business-related (non-personal) travel must have documented pre-approval by the department chair/unit leader and be signed off on by the Dean. Only mission critical business travel will be considered, and this must receive prior approval or there will be no reimbursement.

What is 'Business Essential Travel'?

Business essential travel is defined as travel that is absolutely necessary to the mission of the university, can only be completed by the traveler's physical presence and does not create an unacceptable health hazard.

Are conferences and seminars business essential?

Conference attendance and presentations are not generally considered essential travel.

Where can I get information on travel cancellations, reimbursements, etc?

OSU Business and Finance has updated their FAQs to reflect the travel restrictions:

<https://busfin.osu.edu/travel-faq>.

If a 3rd party is paying for the travel expense, is it OK to still travel?

No, unless it is business essential (see above).

Is it ok to drive vs fly to my travel destination?

No, unless it is business essential.

Can I book and get approvals for travel for after April 20?

Yes, with the understanding that the restrictions are subject to change at any time.

How do I cancel an event on the CFAES website?

Please cancel the event at cfaes.osu.edu/news/events rather than deleting it to avoid erasing the event from the calendar. To cancel an event on a CFAES Drupal site:

- Log in to the website, then navigate to the event.
- Click the “Edit” tab.
- Under the title, check the “Cancelation” box to cancel the event.
- Click “Save”

Editing an event on the originating website will send an update to the approval queue for the central calendar at cfaes.osu.edu/news/events. However, if you do not have access to or do not know the originating event website for your event, contact Eric Owens (owens.778@osu.edu) for help getting the event updated. Eric can also help if the event was not originally on the college calendar and you need it to be added to communicate event-related updates or with any other calendar-related questions.

University hiring ‘pause’ through June 20, 2020

- No positions that were vacant as of noon on March 20, 2020, should be filled unless an offer has already been extended. Those positions may be filled if a candidate has accepted by Friday, March 27, 2020, and has an identified start date. No new positions should be created.
- The temporary hiring pause applies to most faculty, staff and student positions
- The very few exceptions (assume we cannot hire) can be found here: <https://hr.osu.edu/coronavirus/>

This lasts until at least June 30. On 3/24 we received tentative word from HR that this will not affect summer GRA/GTA appointments.

FY2020 Budget

Every area of the university should make all attempts to retain as much of your current (FY2020) budget as possible. The university is implementing several steps to aid with this process:

- Each senior fiscal officer will become the level 2 approver for procurement activity in your college/unit to ensure proposed purchases are strictly necessary.

- In addition, any spending (including planned spending) of current cash reserves must be approved by either the provost (for all academic units), the chancellor (for the Wexner Medical Center) or the university's chief financial officer (for all support units excluding the Office of Academic Affairs).

Tim's Interpretation:

- Stop spending University money except current and ongoing payroll commitments. This means POA, start-up...funds are temporarily frozen...non-essential purchases will not be approved (i.e. any e-requests). We will provide more guidance when we get additional details.
- External funds (grants, contracts,...) can continue as planned—subject to any restrictions by the funding agency. GRA/GTAs can still be funded over the summer (as of 3/24)
- Financial approval decisions are out of our hands (College and University now have veto power on expenditures).
- Our understanding is this applies to University (general) funds. We are seeking clarity on whether this also applies to OARDC and OSUE funds passed through the college. My anticipation is yes, but we don't have that guidance yet.

Mileage:

Effective Jan. 1, 2020, the mileage reimbursement rate will decrease from 58 cents per mile to 57.5 cents a mile for all business miles driven from Jan. 1, 2020 through Dec. 31, 2020.

Other

Where should I direct media inquiries?

Copy Kelli Trinoskey.1@osu.edu and forward all media inquiries to Ben Johnson, Director, Media & PR johnson.7149@osu.edu, 614-292-9681. For inquiries on event or meeting cancellations or other local reference, you are encouraged to briefly respond and provide details as needed. Please field routine media inquiries regarding interview requests in your research areas.

Copying Kelli Trinoskey.1@osu.edu is essential so she can alert college officials of the inquiry and response.

Are graduate student offices open?

Given the update on 3/16, graduate students are required to work remotely unless there is a reason that is not possible. If a graduate student believes it is essential for them to stay on campus, they should consult with their supervisor and HR.

Can we utilize student workers?

As of 3/13:

- If there's work for students, they can work during this time with appropriate social distancing.
- Remote work is an option, pending supervisor approval

- If there is no work or if they elect not to work for their personal safety, they will not be paid.

As a state and federally funded institution we cannot pay for non-work.

Are summer education abroad opportunities still open for students?

No, all summer education abroad programs have been cancelled

Can students travel for NAMA?

No, NAMA (April 15-17) is cancelled

A prospective student called and wants to set up a meeting with me. Can I meet with them?

No, student recruitment (undergraduate admissions visits, tours, etc) is cancelled through April 20.

Is the CFAES Library open?

No, the CFAES Library will be closed starting Monday, 3/16.

Will the University extend the important deadlines for undergraduate students?

Yes, the deadline for withdrawals (for full semester classes) and grade forgiveness has been extended from March 20, 2020 to April 3, 2020.

- Please share the extension with students, especially if they are at risk of failing your class.

What if some of my students don't have internet?

- Student internet access may be disrupted, especially for those not returning to campus. Please provide opportunities for students to share their limitations and be flexible and supportive. They may have solutions in mind for their specific barriers. As you choose strategies for moving online, look for materials that can be streamed or downloaded with slower internet or on multiple devices. Provide options for students who aren't able to log in at scheduled class time: lectures or Zoom discussions should be recorded so students can watch later if joining live isn't an option. You can also consider sharing slides with notes instead of hosting a live or recorded lecture. Expand windows of time for participation or submission so students who have reduced access can submit work across a full day or two. Additional temporary remote teaching resources can be found at kepteaching.osu.edu.
- Additional information can be found at keeplearning.osu.edu

Cancelled Events/Postponed Events:

- The CFAES Distinguished Senior Recognition Program scheduled for March 25, 2020.
- AEDE Student Recognition and Scholarship Event- April 13
- CFAES Undergraduate Research Forum- 3/24
- **Spring 2020 Graduation has been postponed indefinitely.**

Facility Closings:

The **AEDE Administrative Suite** (250) will close 3/18/20-3/31/20. No access will be available. Contact Janice Dicarolis if you need emergency access.

There will be swipe card or brass key access for faculty/staff/students, but use should be for essential functions (**working as usual in your office is NOT an essential function**) and kept to a minimum. Only critical personnel should be in the buildings. All other employees are required to telework.

Almost all campus buildings (including those below) will be closed effective 3/17 or 3/18. Students should contact student life for emergency housing and food access.

- The Ohio Union
- The Younkin Success Center
- University bookstores
- All recreational sports indoor facilities

Mental Health and Coping Resources:

- [Employee Assistance Program](#) (EAP)
 - Free webinar on March 18 at 12:30pm titled, “Calm is Contagious: Mindfulness Strategies for responding to COVID-19. Click [here](#) to register.
- [Tips from the chief wellness officer, Bernadette Melnyk](#)

IT Information:

All IT Service Desk locations, including BuckeyeBars, are closed for walk-in support. The IT Service Desk will continue to provide IT support remotely through the following methods 24/7:

- For immediate assistance, call 614-514-4848
- For non-urgent requests, contact online:
 - Email: servicedesk@osu.edu
 - Self Service: go.osu.edu/it

Instructions for action if a COVID-19 case is reported to you:

- **If you receive a report**, confirmed or unconfirmed, that a member of your team has been exposed to or has contracted coronavirus (COVID-19), please connect with your HR Business Partner (Brandi Gilbert-Hammett and Nicole Wakeley) and call the Wexner Medical Center’s COVID-19 call center at (614) 293-4000 for guidance. Please do not call this line for general coronavirus information.
- **If you are personally experiencing signs or symptoms** of respiratory illness consistent with coronavirus, have been exposed to an individual with coronavirus or have been diagnosed with the virus, you should contact your primary care physician. If you are unable to reach your primary care physician, call the Wexner Medical Center’s COVID-19 call center at (614) 293-4000 for guidance.
- **Information to share with Brandi Gilbert-Hammett and Nicole Wakeley:**
 - Full Name – if they use a nickname notate that
 - Employee ID
 - Dot number
 - Location of office
 - Location of work if different
 - Is this suspected or confirmed?
 - Timelines (when did they fall ill/when confirmed)

- If person is hospitalized, where?

CampusParc:

CampusParc has extended break rules through May 31st. Information on changing/cancelling your parking permit can be found on the [CampusParc website](#).

OCIO System Status Page

OCIO is reporting and tracking degradations to several services. You can track them on this [system status page](#)

Forwarding Calls:

We have several questions on how to forward calls to avoid sharing personal numbers. Please see below for guidance: [Call Forwarding, standard university land line](#)

- If you are not fully migrated over to a Skype for Business phone number, use these directions for forwarding a standard land line.