COVID19: The Corona Virus

AEDE Frequently Asked Questions, Updates, and Information

4-3-20 Updates:

Faculty/Teaching:

- Meetings held in CarmenZoom that include course content or student information are protected by Family Educational Rights and Privacy Act (FERPA). To ensure that students understand how session recordings might be used, all instructors should notify students with a message in your syllabus that says: "Video and audio recordings of class lectures will be part of the classroom activity. The video and audio recording is used for educational use/purposes and may be made available to all students presently enrolled in the course."

Student Resources:

- **Pass/ No Pass:**
  - For this semester only, graduate students will have the option to take all graded graduate courses using a Pass/No Pass (PA/NP) grading system, with a C- as the minimum passing grade.
    - We’re waiting to receive information on the process to opt into PA/NP for graduate students
  - Undergraduates can take PA/NP with a D as a minimum passing grade
    - Undergraduate form is live: [https://go.osu.edu/PA-NPform](https://go.osu.edu/PA-NPform)
  - April 17th deadline

- **Extended Defense Deadline for Graduate students:** The Graduate School has extended some of its deadlines this semester for graduating students. Final oral examinations should be completed by April 17 and final theses/dissertations must be submitted and approved by the Graduate School by Friday, April 24.

Extension and Outreach:

Research:

- The Office of Research has launched a seed fund to leverage the expertise and technical capabilities of our university's research community to contribute to Ohio's response to the COVID-19 pandemic. [Read more for information and how to apply.](#)
- Consolidated Office of Research COVID019 Information
  - [COVID-19 Research Page](#)
  - [Sponsored Research Programs](#)
Travel/Events/HR/Admin:

- Degree Conferral for SP20 graduates is May 3. (Subject to change)

Other:

- **Zoom Bombing is real!**
  - Don’t share the link on any public space
  - If all attendees have an OSU username, you can restrict access to authenticated users.
  - Enable the waiting room
  - Adjust your screen share options
  - Disable video, file transfer, annotation, and private chat.
  - Remove disruptive users via the participants menu.
  - More information can be found here: [https://resourcecenter.odee.osu.edu/carmenzoom/zoom-meeting-security](https://resourcecenter.odee.osu.edu/carmenzoom/zoom-meeting-security)
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TEACHING & FACULTY

Technology/Resources:

What resources are available?

- [keepteaching.osu.edu](http://keepteaching.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

Zoom:

When are the upcoming Zoom trainings?

<table>
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<tr>
<th>ZOOM TRAINING OPPORTUNITIES</th>
<th>DATE &amp; TIME</th>
<th>DETAILS</th>
</tr>
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<tr>
<td>University Institute for Teaching and Learning (UITL)</td>
<td></td>
<td>Individual consultations by emailing <a href="mailto:uitol@osu.edu">uitol@osu.edu</a></td>
</tr>
<tr>
<td>OCIO</td>
<td>Ongoing- Daily Workshops</td>
<td><a href="https://keepteaching.osu.edu/getting-help">https://keepteaching.osu.edu/getting-help</a></td>
</tr>
<tr>
<td>CFAES CarmenCanvas &amp; Zoom Trainings</td>
<td>Recorded on 3/12</td>
<td><a href="https://osu.zoom.us/rec/play/vIQvcr37_zl3TtGVtwSDC_MtW9TrLKus1SVlqKcFnmzB3ZWZAAiZ7oVZQ-un6EeR9OkkQrpNG3rs?startTime=1583877926000">https://osu.zoom.us/rec/play/vIQvcr37_zl3TtGVtwSDC_MtW9TrLKus1SVlqKcFnmzB3ZWZAAiZ7oVZQ-un6EeR9OkkQrpNG3rs?startTimeme=1583877926000</a></td>
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CarmenZoom Privacy
Meetings held in CarmenZoom that include course content or student information are protected by Family Educational Rights and Privacy Act (FERPA). To ensure that students understand how session recordings might be used, all instructors should notify students with a message in your syllabus that says: "Video and audio recordings of class lectures will be part of the classroom activity. The video and audio recording is used for educational use/purposes and may be made available to all students presently enrolled in the course."

Options outside of Zoom:

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/assessible 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

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 voiceover a PowerPoint?
Instructions can be found here.

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

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.

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.

Accessible and Inclusive Assessments
University Institute for Teaching and Learning has created a tip sheet on Accessible and Inclusive Assessments to assist with assessments and exam preparation.

Graduate Student Academic Policies

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.

Graduate School has extended some of its deadlines this semester for graduating students. Final oral examinations should be completed by April 17 and final theses/dissertations must be submitted and approved by the Graduate School by Friday, April 24.

Important Academic Deadlines:
- Grade Forgiveness: April 17
- Withdrawal from a semester course with a W: April 17
- Pursue the Pass/No Pass (PA/NP) option: April 17
- Graduate student final oral examinations: April 17
- Graduate students final theses/dissertations: April 24
- Final Day of classes: April 24
- Finals: April 27- May 1
Final Exam Schedule

- Final Grades Due for graduating seniors: **TBD**
- SP20 Degrees Conferred: **May 3 (Subject to change)**
- Final Grades Due for all non-graduating seniors: **May 4**
- All updated dates can be found [here](#).

Academic Policy Updates:

Incomplete and Pass/Non-Pass Option

- **Pass/Non-Pass (P/NP)**
  - University Senate has approved Pass/No Pass (PA/NP) for general education and elective courses for undergraduate and graduate students. **CFAES has approved PA/NP for major and minor courses**
  - For this semester only, graduate students will have the option to take all graded graduate courses using a Pass/No Pass (PA/NP) grading system, with a C- as the minimum passing grade.
    - We’re waiting to receive information on the process to opt into PA/NP for graduate students
  - Undergraduates can take PA/NP with a D as a minimum passing grade
  - Undergraduate form is live: [https://go.osu.edu/PA-NPform](https://go.osu.edu/PA-NPform)
- **April 17th deadline**
  - Student may come to you asking for their current grade and remaining points so they can make an informed decision. Please direct them to connect with their academic advisor if they are interested in pursuing PA/NP.
    - Full details can be found [here](#)
    - P/NP provides credits toward graduation but would not factor into a student’s GPA

- **Extension for Incompletes**
  - Students eligible to receive an incomplete now have 10 weeks from 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

PA/NP and the Dean’s List:

The student has to have 12 units graded A-E or S-U (at least 9 of these units should be graded A-D)

Having any PA grades does not automatically exclude a student; however, having one or more PA grades (rather than A-D) may prevent them from reaching 12 units graded A-D or S with 9 of those units graded A-D

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.
General:

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.

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/

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 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 Kreidinger.1 for access information.

Undergraduate Student Internships:
At the COAA meeting on Friday, 3/27, it was discussed that the COVID-19 situation should not negatively impact students planning to graduate in SU OR AU20 or SP21 with regard to internship completion. Each department will be working with students to determine alternatives.

Class Scenarios:

What if my students have connectivity issues?
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.

**How should we approach student accommodations?**

[SLDS has a list of FAQs](https://example.com) for students and instructors. Some FAQs include:

- How will exam accommodations work? Will SLDS proctor online exams?
- How do I give students their extended time for online quizzes/exams?

**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](https://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.*
- More information can be found here: [https://resourcecenter.odee.osu.edu/carmenzoom/zoom-meeting-security](https://resourcecenter.odee.osu.edu/carmenzoom/zoom-meeting-security)
STUDENT RESOURCES

On Campus 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 of 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 Dave Wirt.9 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.

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.

We are still waiting on guidance about scholarship GPA requirements.
University Housing:
Students have moved out of the residence halls and will be receiving a reimbursement for their room and board in early April. Students with extenuating circumstances were able to stay on campus.

Food/Basic Needs:
- The AEDE Food Pantry is closed until we are back in the office
- **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

Libraries:
- 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 Kreidinger.1

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/policies-and-reports.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.

**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.

**Students with Technology Needs:**
If you become aware of a student in need of a loaner iPad, please contact Kris Wethington or Shannon Peltier 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.

**Peer-led virtual learning consultations:**
ODEE is offering student-led virtual consultations for peers who need help with virtual learning. Students can request tutorials or help with specific topics by booking a consultation through keeplearning.osu.edu.

**Residency Status:**
The Ohio Department of Higher Education has increased flexibility for students to retain their in-state resident status if they have left Ohio because of issues related to COVID-19.
- The new guidance allows students to leave Ohio for more than a two-to-four week period if they maintain criteria necessary for Ohio residency.
Off Campus Resources:

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)

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://keepteaching.osu.edu/teaching-tools under Sharing Materials, Contents or Lectures.

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

U-Haul:
U-Haul is offering free 30-day storage for college students displaced amid coronavirus concerns.

Graduate Student Resources:

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-schoolregistraionservices@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

Graduate Student Virtual Coffee Hours:
- Kayla Arnold (Graduate Education Coordinator) will be hosting virtual coffee hours:
  - March 30th from 2:30-3:30pm and April 1st from 2-3pm
LEO TAYLOR (Program Director of Diversity, Equity, and Inclusion) is also hosting meetings on Fridays from 4:30-6:30pm.

Private Facebook for OSU graduate students offered by Leo Taylor
  - You must request to join the group, however Leo expects to approve requests quickly. Join the Facebook group here.

RESEARCH

Seed Funding to contribute to Ohio’s response to COVID-19

The Office of Research has launched a seed fund to leverage the expertise and technical capabilities of our university's research community to contribute to Ohio's response to the COVID-19 pandemic. Read more for information and how to apply.

Consolidated Office of Research COVID019 Information

- COVID-19 Research Page
- Sponsored Research Programs

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.

Mission Critical Research Requirement

**Mission critical** is defined as work that is either focused on COVID-19 OR essential for the immediate benefit of maintaining the food supply chain, or protection of critical natural resources such as water. Factors such as the investment in an on-going study, or delays in a study, or graduate student progress will unfortunately not be a factor in approving continuing activities. To be sure, our research will be adversely impacted, and we need to accept that. Whether or not you believe that the measures being undertaken by the government and university are warranted is beside the point; **we do not have the option to ignore them.**

The following applies to the Columbus, Wooster, and Statewide campuses. To facilitate the transition, please be aware of the following:
1. All previously granted approvals for critical research activities and travel will be rescinded effective April 6.
2. From now until April 6, only personnel previously approved for critical research activities or travel will be allowed on our properties. This will be strictly enforced as we are still getting reports of people in buildings, greenhouses, etc. who are not supposed to be present. Do not continue on-site work without approval.
3. A new process has been established whereby all activities and travel to take place April 6 or later will need to be approved again, or a new approval request granted. This includes work that will occur within or on OSU facilities as well as that done elsewhere. Further details and the application process can be found at: https://grants.cfaes.ohio-state.edu/resources/covid-19-guidance

Please note that any or all approvals may be rescinded if relevant health and safety precautions are not utilized, or additional restrictions are put into place by the State of Ohio, The Ohio State University (OSU), or the College of Food, Agricultural, and Environmental Sciences (CFAES).

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 queue 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:
  o Samples and specimens (live, fresh, frozen, and fixed)
  o Novel compounds and biochemicals
  o Type specimens
  o Cell lines Seeds
  o Plants
  o Animals
  o 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

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.

**Will the AEDE Spring Outlook Conference held?**
The AEDE Spring Outlook Conference scheduled for May 12 will be moved to a virtual format.

**TRAVEL/EVENTS/HR/ADMIN**

**Travel:**

**What are the new University travel restrictions?**
The university has suspended all university-sponsored international and non-essential domestic travel until future notice. All travel that has been scheduled through June 30, 2020, must be cancelled (see cancellation guidelines), and no new travel may be booked until further notified.

**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](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.

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.

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.

Events:

Cancelled/Postponed/Changed Events:
- Cancelled:
  - 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
  - In person prospective student visits
  - NAMA (April 15-17)
  - Summer 2020 Education Abroad experiences
- Postponed:
  - Spring 2020 Graduation has been postponed indefinitely.
- Changed:
  - SU20 and AU20 orientations will be online

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 “Cancellation” 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.
HR:

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

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.

Admin:

Building Access
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
• CFAES Library
• Testing Center
• Thompson Library and departmental libraries will close starting Tuesday, March 17
• Health Sciences Library
• Moritz Law Library

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. We are still looking into GRA/GTAs funding over the summer (as of 3/24—after the original message)
○ 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.

Guidance on Mail and Deliveries:

○ USPS Mail
  ▪ If you choose to forward the mail for your department/office, you can have it sent to the below address:
    • Waterman Agricultural and Natural Resources Laboratory
      2490 Carmack Rd, Columbus, OH 43210

○ Campus Mail, Stores, and Packages
  ▪ Due to the evolving nature of the situation, central receiving is providing updates on their operations via their website: busfin.osu.edu/central-receiving.
  ▪ If your package is being delivered direct by Amazon, UPS, FedEx, etc., contact your vendor for the tracking number so that you can track it. If they are re-routed to Central Receiving, they will be held for future scheduled delivery.
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.

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.

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.

**The Office of Human Resources’ Keep Well website:**
The [Keep Well website](#) has ways to receive individual, personalized support—either via text, telephone or online counseling.

**The Enterprise Project:**
Ohio State is extending the initial Workday releases by six months to December 2020 and January 2021.