COVID19: The Corona Virus

AEDE Frequently Asked Questions, Updates, and Information

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Teaching:

What resources are available?

- [keepteaching.osu.edu](https://keepteaching.osu.edu) for key strategies, teaching resources, and getting extra help.
- Available Workshops/Trainings:
  - **OSU OCIO**: [https://keepteaching.osu.edu/getting-help](https://keepteaching.osu.edu/getting-help) for daily workshops.
  - **CFAES CarmenCanvas & Zoom Trainings**
    - March 12 via ZOOM. [https://osu.zoom.us/j/364217800](https://osu.zoom.us/j/364217800). For those that cannot attend, one complete set of the sessions will be recorded.
    - **10 am and 5pm – Where do I start?**
    - **11 am and 6pm – Zoom**
    - **12 pm and 7pm – Carmen**
  - As per university guidelines, focuses will be on facilitating all courses are active in CarmenCanvas & resources are available electronically. *At minimum, Carmen should include: the syllabus, course materials, including presentations, videos, links, and assignments, and the grade book.*
  - Have your laptop, iPad, etc. to use during trainings.

  - **Kylienne Shaul (SENR Instructional Designer)** is hosting a training to go over Carmen resources and expectations for courses. Trainings are via Zoom during the following days/times: Join Zoom Meeting: [https://osu.zoom.us/j/123290710](https://osu.zoom.us/j/123290710)
    - Thursday, March 12 @ 9am or 1pm
    - Friday, March 13 @ 9am or 1pm
    - Monday, March 16 @ 9am or 1pm

  - **Sarah Cole** is hosting a session in 250A on Friday, March 13th at 11am detailing some basics for how to use Zoom to address the following. There will also be time to discuss and think about how to change your assignments and plans for your class to better fit a virtual environment. The session is aimed for our graduate students but anyone is welcome to attend.
    - Record a lecture with a related slide deck (if you want to upload lectures to Carmen)
    - Host a live lecture via Zoom
    - Use Breakout Rooms to foster student discussion in smaller groups

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

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/Powepoints that are already created
  - **Marginal Revolution University**

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.

How much flexibility do I have to change my syllabus?

A syllabus is always subject to change, just communicate the updates with students.
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, students have until Friday, March 20th to drop courses with a W if the course is a full semester. 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.

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/

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.

Student Resources:

Counseling and Consultation:
David Wirt, M.Ed., LPCC-S (CFAES Embedded Counselor) is still meeting with students at this time in his office. To schedule a first-time appointment, students should schedule a phone screening by using go.osu.edu/phonescreening or by calling 614-292-5766. Encourage students to mention they are a student in CFAES. If the student is currently scheduled to meet with David, they may continue with their appointment as scheduled. If a student is feeling ill, they should reschedule by calling 614-292-5766. Updated information will be posted on ccs.osu.edu.

If you need to consult with a CCS clinician regarding supporting a student(s), please call and request a call back at 614-292-5766.
Research:

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).

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

Statement from Gary Pierzynski, Associate Dean for Research and Graduate Education:

“Research issues apply to faculty, staff, graduate students, and post-docs. Individual attitudes may range from “continue at all costs” to significant concerns about their own health and those around them. Each research program should consider which activities must continue and those which can be slowed or stopped until the health issues improve. On-going experiments, particularly those involving living organisms, would likely need to continue to prevent loss but others perhaps can be stopped or delayed. The progress of graduate students toward their degrees is also a consideration. Whenever activities do continue please abide by all relevant health recommendations and requirements to reduce the chances of transmission of the COVID-19 virus. We should accommodate individuals with underlying health conditions or other significant concerns about their health. For those who need or want to reduce their research activities, telecommuting while performing other tasks such as writing or data analysis are good options. Finally, please be aware that our research buildings may have low occupancy during this time which raises safety and security issues. Please follow all precautions one would normally take when working in the buildings on the weekends. Activities with higher safety risks, such as working closely with animals or using hazardous reagents, should be avoided if at all possible or only done when others are around. Individuals working by themselves should be aware of their surroundings and take necessary precautions.”

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

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

Can I book travel for after April 20th?
Effective March 10, 2020, all new and current eTravel requests will workflow through the Travel Office, who will administer the approval process. Essentially, the university is deciding whether travel will be approved.

It is unclear whether we are able to go ahead and book travel. We are looking for the answer.

I have been asked to present at a conference in the next couple of weeks or next month or have a professional trip planned in the near future, what do I do?
Check to make sure that the event is still happening – Many universities across the country were taking the same steps yesterday. Make sure you check the event status right up to the time you board the plane.

· International travel has been suspended.
Domestic travel (outside of Ohio) should be reduced to essential travel

This includes new travel as well as any currently booked trips between now and April 20, which must be approved on a case-by-case basis by your supervisor.

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?
We are encouraging graduate students to work remotely, if able, but we understand that they may need to use their offices. Graduate student offices will remain open. As always, social distancing is encouraged.