March 10, 2020

TO: MSU faculty

FROM: Teresa A. Sullivan
    Interim Provost
    Executive Vice President for Academic Affairs

Dear faculty colleagues,

As the University continues to monitor closely the outbreak of the novel coronavirus, we have also been preparing to ensure continuity of teaching and learning activities. There is a possibility that MSU will move to suspend face-to-face instruction and implement alternative delivery methods. At this point, however, please do not shift anything related to your instruction; current conditions do not yet warrant this step in Michigan. Moreover, we are still working on final preparations for implementing such a move.

In my office we have been planning for such an eventuality. Now you also need to make plans for your classes regarding how you would move to an alternate method of delivery, including virtual office hours.

If we need to suspend face-to-face instruction, our first priority will be to support classes with large enrollments, classes needed for graduation, and classes whose instructors may have medical needs. We are going to need your creativity in developing ways to support labs, performance classes, and internships. At all stages of this pivot, our two overriding objectives will be health and safety and student success.

An online resource to support educators in moving courses to online instruction, keepteaching.msu.edu, is live and continues to be updated. We expect this website to grow over time as we discover needs and create content to address them. We also are developing additional services for educators. These services include help desk support to address specific needs and to connect educators with instructional design or technology help. The services model will feature close coordination with college and unit support.

Should a continuity of teaching and learning operations plan be put into effect, support information will be communicated to the campus community and included on the keepteaching.msu.edu site.

Thank you for your ongoing support of our students as we navigate this instructional challenge.