

3.17.2020

SUBJECT: MCAD moves to remote learning
FROM: Karen Wirth, Vice President of Academic Affairs

Dear MCAD Faculty,

I appreciate your patience as we address the impact of the health crisis on teaching and learning. We are making many decisions in real time as we receive more information from public officials. As such, there is information in this letter that differs from last week.

We are focused on providing students academic continuity in their studies and being proactive about protecting the health and safety of all in the MCAD community. **Therefore, as decided by the MCAD leadership team, we will be moving to remote teaching for the rest of the semester.** As you know from my last email, we extended spring break by a week to give you time to prepare to teach remotely. **For those of you who teach a face-to-face class, remote teaching will begin Monday, March 30.**

Additionally, we are conducting an orderly shut down of college facilities as of today, March 17. You will have access to gather items from your office, to retrieve a device from the Help Desk, and to prepare course materials in the library and shops. The library, 3D shop, print/paper shops, Service Bureau and Media Center will be open from Monday to Friday, 9:00-5:00 through March 27 *only to assist you in your preparation for teaching.* The Adobe Mobile Scan app may help to expedite your work: <https://acrobat.adobe.com/us/en/mobile/scanner-app.html>. There will be no access to these facilities starting March 30; students will only have access to their studios to pick up their things.

Please read this message carefully.

- **Between now and March 27, please come to campus to gather any materials from your office that you need to complete the semester.** Students will have the same period of time to retrieve their materials from their studios and move out from the dorms.
- **If you are certain you do not have a device that will allow you to do the work described in the Academic Continuity Checklist, please contact your department chair as soon as possible.** Consult with the Help Desk if you are unsure. Laptop pickup will be Monday through Friday, 9:00-5:00, through March 27 only.
- **Starting March 30, MCAD will move all courses to a remote format (virtual instruction), and remain online until the end of the spring semester.** We realize that your classes will change, and we're here to help you make this shift in the best way possible. Please review the [Academic Continuity Checklist](#) if you haven't already.
- **Please remember the week of March 23-29 is reserved for you to prepare for alternative methods of delivering curriculum.** We will continue to update the Academic Continuity Checklist, which will include additional resources and promising practices for teaching online.

A reminder to everyone: Please practice social distancing; do not come to campus if you are ill.

I am aware that these changes surface many questions and concerns. PAC and Academic Cabinet will continue to meet virtually to provide guidance to you. Please stay tuned by checking your email regularly; your chairs will be reaching out with additional contact information soon (cell #s, etc.). We, too, need the next week or so to work through these issues.

Thank you for your attention as we work together on this unprecedented turn of events.

Karen