Dear Faculty,

As we head into our first week of virtual MCAD, in this email I am providing you pertinent semester information. You have received most of this info previously, but with so many separate emails, things may be lost. Here I am collecting salient items in one place.

1. **MCAD ACADEMIC SPRING 2020 SEMESTER PLAN (attached)**
This new document updates policy and process changes for the Spring 2020 semester. Due to the volume of decisions being made in short order, this document will be updated on a regular basis. In many cases we are maintaining policy, but providing new processes. If you have questions, please contact your department chair. This document is for faculty and staff, is password protected, and resides on the Academic Affairs Intranet page. Please check back frequently for updates.

For your first day, please **pay attention to the section on attendance**. *It is important that everyone take roll. Instructions are there. The form is available as usual on the Faculty Info tab, via the Class Attendance Verification Form link.*

2. **COVID-19 FREQUENTLY ASKED QUESTIONS (FAQ)**
This college-wide resource pulls together salient points for each constituent group. It draws from the Semester plan above and other college communications, so that students, faculty and staff are informed of the policy and process changes. This too will be updated as we progress. You will find the FAQ under the COVID-19 resources at www.mcad.edu/covid19.

3. **ACADEMIC CONTINUITY CHECKLIST: GUIDE FOR FACULTY**
Previously shared with you, this guide provides information on teaching online and a compilation of teaching resources at the end of the document. It is updated as new resources are suggested. Please add this resource to your My Drive in Google Drive for quick reference.

4. **FERPA and PRIVACY REMINDER**
It's important to know that the college maintains our FERPA policies and the security of student academic records as usual at this time. When using email, be sure to use mcad.edu addresses when engaging in any discussion about student educational records. College email is protected by FERPA and allows us to verify the student's identity. Directory and non-directory information definitions and existing FERPA permission policies still apply. Please contact Records with any FERPA-related questions that arise.

Faculty have asked to be kept in the loop on messages going to students. In addition to having access to the COVID-19 FAQ, they have received these from Academic Affairs to all students:

5. **KNOWLEDGE BASE ARTICLE (KB) ON INTERNET PROVIDERS**
Check your internet connection. Remote learning will be easiest with a strong, stable internet connection that supports video conferencing. Several Internet Service Providers are providing options to help people deal with the COVID-19 pandemic.

6. **ACADEMIC CONTINUITY CHECKLIST: GUIDE FOR STUDENTS**
Online Learning has been working overtime to create a guide for students to help you prepare for remote learning. This guide includes videos on common tasks in Blackboard or Canvas, sharing your artwork, how to record video for posting to Blackboard/Canvas, and other resources.

As we enter this new educational world, my hope is that we continue to rely on each other for help, as well as for community and well-being. The generosity that we have always shown each other is evident in the department conversations that have been shared with me, as well as in Cabinet and PAC discussions. I hope you have a restful weekend, and wish you much success in the weeks ahead.

Karen