
Mendoza Follow Up: Online transition

1 message

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Reply-To: esmith19@nd.edu

To: Mendoza Community <Elizabeth.Smith.802@nd.edu>

Bcc: cb-enterprise-group@nd.edu

Dear Mendoza Community,

As a follow up to [President John Jenkins' letter dated March 11](#), I want to provide information about Mendoza's plans for its classes and programs in view of the coronavirus outbreak.

Let me first emphasize that our preeminent priority at Mendoza is to consider the health and welfare of our students, faculty and staff. This serves as the guiding principle for all of our decisions and plans. To be sure, the coronavirus outbreak presents new questions and challenges for the College, particularly as conditions are rapidly changing.

To emphasize several key points:

Mendoza undergraduate, graduate and executive classes will transition to virtual instruction only, beginning March 23 and continuing until at least through April 13. All in-person classes will be suspended during this period. Executive classes will transition to online instruction immediately.

Further, there will be no undergraduate or graduate classes in any format during the week of March 15 to allow faculty the time to make adjustments to online formats **with the following exceptions**: The classes planned next week for Mendoza's executive degree programs will be held online instead of in-person residencies. Additionally, courses for the Executive MNA degree program that are currently offered online will be held next week as originally scheduled. Students and faculty are expected to participate. The program directors will follow up with more information.

All students should expect to receive more information from their program directors and their faculty via email in the next few days to address, among other things, changes to the syllabus, availability of the most essential materials for the course and instructions for the virtual access.

Many of our faculty members have long used the classroom tools of Zoom and Panopto to deliver and record online content. The Mendoza IT department is offering additional training to faculty and we are utilizing the resources provided by ND Learning (The Kaneb Center and the Office of Digital Learning) and the Office of Information Technologies to optimize the online learning experience.

Faculty can find additional resources at coronavirus.nd.edu/instructional-continuity. They can also consult associate dean Kristen Collett-Schmitt for assistance with online pedagogy practices and Mendoza IT director Chris Fruehwirth for technology help.

Executive non-degree program offerings will be postponed until at least through April 13.

Mendoza conferences and other large events scheduled between now and April 13 should be canceled in accordance with [University Enterprises and Events'](#) guidance. If you have a Mendoza event planned in the next three months, please [fill out this form](#) to help us track scheduled activities.

Staff are asked to read the detailed instructions in HR vice president [Robert McQuade's letter](#). I reiterate his points that 1) staff should continue with normal operations until further notice and enact social distancing practices, and 2) staff members who can adequately carry out their job duties from home should make sure they are immediately prepared for the possibility of doing so. Further, all staff members should discuss potential alternate work options with their managers before making any changes to their work schedule or work location. **Any change in schedules needs to be discussed and approved in advance with managers or supervisors.**

Those at higher risk of contracting coronavirus, particularly those who are over the age of 60 and immunocompromised as advised by the CDC, should work with their supervisors to arrange for any alternative work arrangements. As always, we strongly encourage any employee who does not feel well to stay home, regardless of symptoms. Mendoza staff members should contact their direct supervisor or Mendoza director of administration Kara Palmer with any additional questions or concerns.

Mendoza faculty and staff travel reimbursed by the University to international locations is prohibited and personal travel strongly discouraged. University-reimbursed domestic travel must be postponed or canceled unless an exception is approved by the dean or senior associate dean. Faculty can consult senior associate dean Ken Kelley for advice about travel plans and nonrefundable costs. Students and staff should check with Doug Franson, director of finance and facilities, about any nonrefundable costs incurred because of a canceled event or program.

Anyone — faculty, staff or students — who has traveled to any country rated as a CDC Level 3 travel advisory (currently China, South Korea, Iran, and Italy) are required to self-quarantine and self-monitor their temperature for 14 days before coming onto campus. Self-quarantine requirements would also apply to those who have traveled to any countries that transition to a CDC Level 3. *If you have a fever, cough, or shortness of breath, and especially if you have traveled to a CDC Level 3 travel advisory country or have been in close contact with anyone diagnosed with COVID-19, please contact your local health care provider or University Health Services (574-631-7497) by phone.*

Mendoza will remain open and accessible to all of our faculty, staff and graduate students. Graduate students may gather informally in small groups in the College if they choose. However, all student club activities are prohibited until at least April 13.

We realize that the great amount of uncertainty surrounding the coronavirus outbreak is stressful for people in all facets of life — personal, professional and as a student. We also realize that all of these changes are very disruptive and regrettable to our students. As a community, we remain committed to the well-being of all, where the actions described above prioritize the most vulnerable among us in particular.

On behalf of the associate deans and directors, we endeavor to keep you informed about any new developments as the situation evolves. As questions arise, we encourage you to visit Notre Dame's coronavirus update website for the most recent news and advisories.

In these extraordinary circumstances, I am especially grateful for your patience, perseverance, flexibility, and willingness to help each other. Our strong community will allow us to deal with and overcome the many challenges we face.

In Notre Dame,

Martijn



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Martijn Cremers

Martin J. Gillen Dean and Bernard J. Hank Professor of Finance