

Message regarding the University and Departmental response to COVID-19

Category: Teaching Information - #1

Date: March 10, 2020

- **If you are currently the primary instructor for a Physics department course, you should be doing the following:**
 - Setting up a CARMEN page for your course if it does not exist. See below regarding resources. Please email your course point-of-contact (see General Information Message #1) if you do not currently have a CARMEN page. We would like to understand who needs help with this. As mentioned in an earlier email, the university is requesting that each CARMEN page have:
 - i. Syllabus
 - ii. Assignment information
 - iii. Course Materials
 - iv. Means to collect papers, etc.
 - v. A complete and regularly updated gradebook
 - Learning how to move to online delivery of your course. See below regarding resources, both university and local.
 - Considering how you need to modify your materials for online delivery
 - **Contact with students: Students are probably wondering what is going to happen. I suggest sending a message to them (via email and CARMEN announcement) stating that we are developing plans to move to online instruction and further details will be communicated at a later date. Assure them that we will provide them with the necessary information.**
- University resources page for online course delivery: <https://it.osu.edu/keepsteaching>
 - Has videos for setup up a CARMEN page
 - It also has information about using CarmenZoom. Be sure to follow the links for more information.
- **Local Expertise:**
 - Carmen Page: Rick Leonard (rleonard@physics.osu.edu) and Tom Barrett (barrett.3) have agreed to act as local resources for setting up Carmen pages.
 - CarmenZoom: Terry Bradley is a local resource for setting up Zoom.
- Instructors for the 120X, 125X, and 126X are meeting Weds afternoon to discuss strategies for these courses. We seek to have a uniform response in these large lecture courses.
 - This discussion will help develop guidance for GTAs that support these courses. If you are a GTA, we will be developing instructions for you.
- I have asked instructors of the major laboratory courses (3700, 4700, 5700, 5801) to provide me with a plan for these courses.
- Tom Gramila is connected with instructors for 1103/4/6/7 to consider options for course delivery
- I have provided feedback to the Executive Dean regarding which course are the most problematic for going to an online format. She will be sharing this information in a meeting with University leadership tomorrow morning.