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## [vpaa] Daily Update

1 message

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**Wells, Douglas** <douglas.wells@nmt.edu>

Wed, Mar 25, 2020 at 8:10 PM

To: All-Faculty <all-faculty@nmt.edu>, Academic Affairs Directors <AcademicAffairsDirectors@nmt.edu>, Academic and Community Ed <academic-comm@nmt.edu>, Joe Franklin <Joe.Franklin@nmt.edu>, Iver Davidson <iver.Davidson@nmt.edu>, VPAA <vpaa@nmt.edu>, Academic Department Admins <AcademicDepartmentAdmins@nmt.edu>

Dear All:

Here are today's daily updates:

1) Concerning on-site work: Because the Governor deemed Higher Education institutions in New Mexico as government agencies, we are returning to our plan of defining essential on-site workers, with the important caveat that we require that all "essential on-site" workers to work from home wherever and whenever possible. When they are on campus, they must practice social distancing.

1.1) For faculty, we are declaring all faculty "essential on-site", which will enable you to work from your office and lab. Nonetheless, we are emphasizing that to the maximum extent possible we want you to work from home and, when you are working on-site, ensure that you practice social distancing (minimize time spent together, maximize space when together).

1.2) For departmental academic assistants, we are declaring that these positions are essential on-site. We need someone to ensure the continued operation of each department and, in addition to the Chair, that is the Admin Asst. As per the above, social distancing is necessary and, again, if administrative assistants can work primarily from home and do the job, then that is what should be practiced.

1.3) For all other staff, we will use the essential on-site personnel list that Shari compiled after consulting with you or your supervisor. If any changes are needed to that list, please work with Shari to revise and request approval from President Wells. Only if that approval is granted can the list of essential on-site personnel change.

1.4) For students (graduate or undergraduate), we have formalized the process of gaining exemptions from the work-at-home decree (i.e. - declaring a student worker to be "essential on-site"), and I attach the instructions for such appeals, as well as the web-link for the google form by which appeals are to be done from this point forward (you will all be sent a link either tonight or tomorrow morning). Note that we intend to limit permissions to two-week periods, to enable more students to fulfill these essential duties, while keeping the number of such on-site student workers at any one time to a minimum.

For those who already have petitions in the queue, I will let you know if I need more than what I have.

1.5) In all on-site work, we require that all personnel practice time/space social distancing.

2) Concerning the transition to distance delivery of courses: Peter Mozley emailed you yesterday with information concerning our transition to distance delivery, and a link to our [Faculty Information and](#)

[Resources for Transition to Distance Education website](#). This website is regularly updated and contains considerably more content than the last time you looked at it. Some key points:

2.1) Due to the disruption to the semester faculty should revise their syllabi to reflect the new schedule and changed instructional environment. See the above website for more information.

2.2) ITC continues to work on providing remote access to software for faculty and students. They have worked out most of the technical challenges and are organizing a scaled up test to ensure that it will work under heavy load.

2.3) Proctoring of exams will be possible, but keep in mind that it will be easier for students to cheat than in face-to-face exams. See additional details on the website.

2.4) All of you should have received invitations to activate an NMT-sponsored Zoom account. If you have not received an invitation. or are having problems activating it, contact ACT.

As always, the content of this e-mail will be posted on the AA web page that provides one-stop shopping information for faculty and staff on academic covid-19 issues:

[https://www.nmt.edu/academicaffairs/covid-19/covid-19\\_AA.php](https://www.nmt.edu/academicaffairs/covid-19/covid-19_AA.php)

Questions?

Thanks ---- D

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