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1. Be kind to yourself and your students. Everyone is stressed, even if they're playing cool. That includes faculty and Deans!). And that's okay.
2. There are a considerable number of pedagogical experts who can help you. Be kind to these people. They are suddenly very slammed.
3. You will not recreate your classroom, and you cannot hold yourself to that standard. Moving a class to a distance learning model in a five days' time excludes the possibility of excellence. Give yourself a break.
4. Prioritize. What do students REALLY NEED TO KNOW for the rest of the semester? You may have to strip things down. But these are not normal circumstances.
5. If you're making videos, student viewership drops off precipitously at 5 minutes (or even less). Make them capsule videos if you make them. And UPLOAD to YOUTUBE because it TRANSCRIBES for you. Do not assume your audio is good enough or that students can understand without transcription. This is like using a microphone at meetings--I don't care if you don't need it, someone else does and they don't want to ask.
6. Make assignments lower or no stakes if you're using a new platform. Get students used to just using the platform. Then you can do something higher stakes. Do not ask students to do a high stakes exam or assignment on a brand-new platform.
7. Stay in contact with students, and stay transparent. Talk to them about WHY you're prioritizing certain things or asking them to read or do certain things.
8. Do not just read up on best practices for distance learning and think you have to immediately implement all of them. That's not the situation we're in. We're in triage. Distance learning, when planned, can be really excellent. That's when the professor and the students have all chosen to work in this way and thought it through and practiced and planned for it. That's not what this is. Thinking you can manage all the best practices in a day or a week will lead to feeling like you've failed.
9. Be particularly kind to your graduating seniors. They're already panicking, and this isn't going to help. If you teach a class where they need to have completed something for certification, to apply to grad school, or whatever, figure out plan B. But talk to them. Radio silence, even if you're working, is not okay.
10. Remember that synchronous audio and video (like Google Meet) is only one approach. And it's often not the best approach. Think about small group work (even if it's synchronous) and think about asynchronous work, particularly online asynchronous discussion. This can keep students engaged and because it's simple and text-based, offers a lower barrier to getting ideas across.