Dear ISU CVM Faculty,

As you are aware from President Wintersteen’s March 11, 2020 message to the Iowa State Community, Iowa State University is moving all classes online beginning Monday, March 23 and continuing through April 3, 2020. Additionally, “Laboratories, studios, performance instruction, computer labs, and other experiential learning sections will not be held March 23 – April 3. Substitute assignments or make-up activities during or after that period will be at the discretion of the academic program.”

Please note that the college has received permission to continue to offer fourth year clinical instruction in the Lloyd Veterinary Medical Center and other locations as scheduled.

This e-mail provides some detail that may be helpful to you as you plan to adjust your instruction in VM 1-3 courses. The following are several straightforward options available to you as you move your course(s) online. Most of these strategies are also available for graduate and undergraduate courses taught at the CVM. Please contact cvmavhelp@iastate.edu with course-specific questions.

**Delivering Lecture Content:**

Option 1. You may continue to offer lectures as regularly scheduled in your classrooms without students present. Lectures will continue to be captured, and can be made available to students real-time and/or delayed. Faculty may use whatever mechanism for interaction they prefer and are most comfortable with.

Options include:
- Audience Response Systems (TopHat or Echo360)
- Real time or asynchronous chat (Echo360)
- Discussion Board (Inside Canvas)
- E-mail
- Uploaded assignments/etc. through Canvas or E-Mail
- Virtual office hours (Zoom)

Option 2. This option is identical to option one, only you can deliver lectures from another setting using a laptop or other computer. These lectures would not be available to students in
real time, but your recorded lectures would then be made available to students via your Canvas website.

Option 3. Lectures you have pre-recorded in prior years can be made available to students through your current course website.

These options are not meant to be exhaustive, and you are welcome to explore whatever alternative is the best fit to your circumstances.

Delivering Laboratory Instruction:

While laboratory learning including any live animal surgery laboratories will not be held March 23 – April 3, you have the option of delivering information remotely, and assigning substitute assignments or make-up activities. You also have the option of delivering extra lecture content between March 23 and April 3 in hopes that you will be able to offer extra laboratory instruction (and fewer lectures) after students are permitted to return to classes and labs. Instructional laboratories are equipped for real-time video broadcast, or capture for later viewing via Echo360 or Zoom. Feel free to employ your own creativity in devising meaningful practice activities for students in settings away from the college.

Assessment:

There are several options available to you for delivering assessments. First, exams can be postponed, keeping in mind that there is no assurance that the on-line instruction will not continue beyond 2 weeks. Second, you can re-design exams as “open-book” exercises. The following are potential options:

- Multiple Choice or similar formats, timed, on Canvas
- Essay or similar format (on Canvas, or as a turned-in assignment)
- Other “assignment” format, such as video recording of self, etc., uploaded to Canvas

Accommodations:

For students with accommodations, Canvas testing can be administered as done currently, ensuring that the extended time is in place. Students who require a paper exam may be asked to come to the CVM (if they plan to stay in Iowa during the 2 week period) to take the exam at a designated time. Alternatively, students can receive a copy of the exam via CyBox, print it, take the exam on paper, and then scan and upload it to CyBox for retrieval and grading. Dr. Howard will be in contact with specific instructors about other individual student-specific needs. Faculty with questions about other accommodations should contact Dr. Howard (mohoward@iastate.edu).
Resources:

In addition to the resources available through CELT, college staff are prepared to help. Deb Hoyt and Jeremy Kellen are available to assist with teaching technology questions, including use of Echo360, Canvas, and Zoom (e-mail: cvmavhelp@iastate.edu). Melody Gustafson (melodyg@iastate.edu) is available for E-Value assistance. The Office of Curricular Assessment and Teaching Support Services has established a website being regularly updated with resources for converting to online education. Dr. Courtney Vengrin (cvengrin@iastate.edu) is a wonderful resource regarding adopting instructional and assessment materials to an online format. I am also available to assist in this regard. Please do not contact Lisa Lund, who is on maternity leave, with questions regarding your courses. Finally, please work closely with your Department Chair if you have additional questions or concerns.

Communication with students:

We suggest that you communicate frequently with students regarding changes and updates to your course.

Thank you for your remarkable and committed service as an ISU CVM instructor and for your flexibility in the current uncertain circumstances. I realize that not all of our on-line solutions will be perfect, but we are well-situated to respond to this emerging situation, and I am sure that you will find creative ways to maximize learning opportunities for our students, despite the less-than-ideal circumstances. Our students are fortunate to have you as instructors.

Sincerely,

Jared Danielson
Associate Dean, Academic and Student Affairs