

March 18, 2020

Dear Colleagues,

Overall, we can, I believe, congratulate ourselves on a generally smooth transition to online delivery. Thank you all very much. Please note that the announcements below do contain some measures to manage spending for the foreseeable future. We simply cannot anticipate the full current or future impacts of the situation we are all inhabiting. Please bear in mind that we will be practicing aggressive expense management in order to best maintain our capacity to deliver uninterrupted support to our employees through this period.

We also want to express our appreciation and our sympathies for everyone as we individually and collectively navigate these strange times.

Sincerely,

Steve

REMINDERS

- All daily updates and other resources are available at the following:
<https://www.rocky.edu/coronavirus>
 - Please familiarize yourself with the general contents of this page;
- Registration has been moved to April 13th;
- All students should have been contacted by now about online class modality and expectations;
- If you have input regarding the idea of the pass/fail option for undergraduate courses this term, then please express these concerns to your division chair by the end of the day today.

ANNOUNCEMENTS

- If you have not done so, **please look over the student information page on the coronavirus link** (above) so you can see the information that they have been provided;
- We will provide an update no later than April 1st on the whether we will be extending the period of online instruction; however, we ask that you begin planning now for the possibility that online instruction will continue for the remainder of the term;
- Starting immediately, and provided the lack of clarity with the financial impact of the current situation, **please limit all academic program spending to critical expenses only**. A critical expense is defined as a purchase necessary to execute your course in the current context of online delivery;
 - Please note: If you are requesting a purchase to help deliver in an online mode, please note the expense as such as we are hoping to apply for relief funds as they become available;
- Requests for faculty development allocations will be considered according to the priority criterion of effective online instruction;

o The following is an excellent relevant development resource:

<https://onlinelearningconsortium.org/learn/webinars/>

- **The last day to withdraw from a class has been moved to April 10th**; please inform your students;
- Effective Monday, March 23rd, the library building will be open from 10 am- 2pm, Monday through Friday. Library staff will monitor email, voicemail, and library systems so as to ensure information access for our learning community. If you need assistance remotely please email library@rocky.edu or call 657-1087. For students needing access to computers or printers the Woods Computer Lab is accessible by keycard from 7 am-11pm;
- The Student Records and Business Offices will be open 8:30a - Noon until further notice;
- After 4:00p today all buildings will require keycard access; faculty keycards should work for all academic buildings;
- The upcoming Research Symposium has been canceled.

GOOD NEWS

- Our colleague Dr. Precious McKenzie has been awarded a Fulbright to Ireland for the spring of 2021;
- Advancement has completed fundraising for the VR Laboratory, and we plan on getting this built out over the summer;
- Copy expenses are way down.

BOOKSTORE ANNOUNCEMENT FROM MARIAN

The bookstore will be running operations strictly online. Bookstore staff will be in the store and available during normal business hours via email and phone. All online orders, including textbooks and course materials, will be filled the same day and shipped freight free.

Bookstore hours: Monday thru Thursday, 9 a.m. – 3 p.m. Friday 9 a.m. – 2 p.m.

Commencement regalia pickup is currently postponed until further notice.

Textbooks and Course Materials: In order to facilitate the learning process and make your eLearning experience more dynamic, we are offering three services to supplement and support your efforts.

1. FREE Online Shipping Offer: Visit the campus store website

<https://www.bkstr.com/rockymountainstore/home> for Free Shipping on all items with no minimum purchase. This includes various formats of course materials, supplies, apparel, technology and more.

2. Access to eBooks AT NO ADDITIONAL CHARGE: Visit the campus store website

<https://www.bkstr.com/rockymountainstore/home> to gain access to eBooks at no additional

charge with your .edu email address. You can access up to 7 eBooks for the designated period free of charge.

3. Free Shipping on Rental Returns & Deadline Extensions: We are offering free shipping return labels and are also extending the non-return period without penalty to assist with increased returns by mail. Click the COVID-19 message on the home page of the campus store website <https://www.bkstr.com/rockymountainstore/home>.