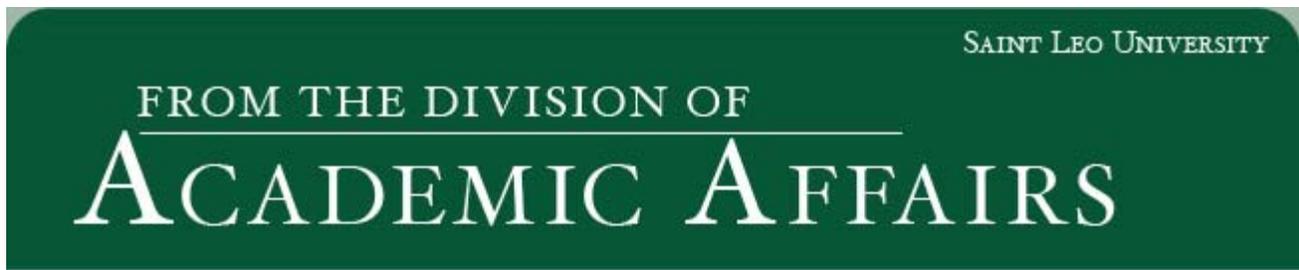


**From:** Joseph Tadeo <Joseph.Tadeo@SAINTLEO.EDU>  
**Sent:** Thursday, September 14, 2017 5:48 PM  
**To:** Instructors  
**Subject:** Important Message: Please read this email message in its entirety -- Instructions for Handling Makeup Classes at All Locations --  
**Importance:** High



**Important Message: Please read this email message in its entirety**  
**Instructions for Handling Makeup Classes at All Locations**

Dear Faculty,

We hope that you are recovering from Hurricane Irma and that you and your loved ones are safe. Our continued thoughts and prayers are with all of you as you deal with the challenges you are facing.

As you know, some of our locations were hit quite severely by the storm, particularly our Key West center. Other locations have reopened with more opening over the next few days, and with University Campus classes resuming on Monday, September 18<sup>th</sup>.

We now have to address how we will make up for the missed classes due to the storm, whether our students are online, at impacted centers, or on campus.

We know that many of you have already been in contact with your students. If you have not communicated with your students, please do so at this time and assure them that there are resources to aid them in completing their classes.

With the plans below, we ask that you also please be flexible in working with individual students, extending deadlines, and adapting your syllabi as needed to meet your course outcomes.

Academic Affairs staff has been working with the World Wide leadership to identify student needs and develop practical plans to assist our many students in successfully continuing their

studies despite the effects of Irma. Each of the plans below was developed with the challenges that everyone faces in mind and to provide the best chances for our students' success. We ask that you cooperate with your center directors, your deans, your department chairs, and your graduate program directors as we implement this academic plan and so that we have the necessary documentation for reporting to SACSCOC and the federal government.

#### University Campus and Education Center On-Ground Classes:

To overcome the tremendous deficit of lost learning time from the hurricanes, as well as to better support and aide faculty's ability to help students digest and absorb the content for their courses in an accelerated / truncated time, we are providing the following tools and options. These tools will help with both instructional content and assignments used in assessing student learning. For each tool, there are resources to help you, and personal support is available.

1. **Lions SHARE Courses Video Attachment:** A discussion item can be added to any Course. Within the discussion tool is the Video Attachment tool. This tool leverages simple, straight forward technology. The faculty member can record and post up to three minutes of video at a time as a Topic to which students are to respond. Students can also record up to a three-minute response.  
Using your section in Lions SHARE Courses, faculty can present several "chunked" video vignettes to their students so as to make muddy points clear and help with speed of understanding.

#### **To learn to add one or more video attachments in your course section:**

Visit <https://tali.saintleo.edu/faculty/teaching-and-technology/technology/lecture-capture-options/> to get started with this option for adding instructional materials to your course.

2. **Office Mix:** Mix is a free add-in for PowerPoint which all Saint Leo faculty, staff, and students have access to. Everything you need to easily create and share interactive online videos, narrated PowerPoints, and even polls and quizzes can be added through a simple add-in ribbon to PowerPoint. Essentially, this straight forward program can help faculty "reorient" students toward course materials they may have missed or glossed over during the storm and help with the highly compressed remainder of time vs the content needing to be assimilated. If you are using a Mac, narrated PowerPoint should be considered. See the website for information regarding that option.

#### **For walk throughs and videos relating to Office Mix:**

- Visit <https://tali.saintleo.edu/faculty/teaching-and-technology/technology/lecture-capture-options/>
3. Once your instructional materials have been created, ***please add the assignments you will use to assess*** and to illustrate Saint Leo's commitment to student learning. For any class section that does not currently have an online assignment or online assessment associated with the mastery of content covered during the hurricane, please add at least one. Note that these measures do not need to be added to the gradebook (as some courses do not allow

gradebooks to be changed), but this does not prevent faculty from checking student mastery through the measures themselves.

### **For information on adding assignments related to assessments:**

Visit <https://tali.saintleo.edu/faculty/teaching-and-technology/technology/lecture-capture-options/> for examples of assignment / assessment types as well as directions regarding how to place them in your course offering within Lions SHARE Courses.

In addition to these sites, Academic Affairs is committed to supporting faculty members in using any of the resources. If you need more assistance using these resources, please contact your chair or director.

### University Campus Alternate Make-Up Classes:

There are courses, such as science labs, that require face to face interaction. For these cases, Academic Affairs is making accommodations by offering an additional evening session. If you are the instructor of one of these courses, please contact your school dean about scheduling a single three-hour evening make-up session.

Please understand that you must NOT schedule your own classes on your own time. It is important that we track this evening schedule, know where our students are, and that all faculty approved for this option adhere to the days, times, and classroom locations assigned to them.

### Online Classes:

We ask that all online instructors provide extensions for assignments and exams to aid students in completing the courses. Online classes may also access the media tools described above to supplement communication to students.

### Incompletes:

There may be individual instances when a student has been affected so severely by the storm that we may need to offer an Incomplete. In these cases, we will waive the requirement that the student must have completed the majority of the class.

### Next Steps:

1. Please review the options for your particular courses and identify what will best assist your students.
2. Tomorrow you will receive an online form. The form will ask you to identify which instructional resources you have selected.
3. Please complete the form no later than **Monday, September 25, 2017** .

We realize that each of these options requires more work and effort on your parts, and we greatly appreciate your rearranging and redeveloping materials to accommodate student learning. Many students are very concerned about how they are going to get through the rest of their coursework. We know that some of you are also dealing with the effects of the storm, challenging you further in the work we are asking you to do. Many thanks for your cooperation as we implement this plan.

Please contact your chairs and directors with any questions.

Thank you,

Mary Spoto  
Interim VPAA

September 14, 2017  
Division of Academic Affairs  
E-mail | [academic.affairs@saintleo.edu](mailto:academic.affairs@saintleo.edu)

