TO:                              Faculty and Staff

FROM:                        Dr. Gene Bourgeois

                                    Provost and Vice President for Academic Affairs

SUBJECT:                  **Training Opportunities -** **Continuity Plan for Academic Courses and Instruction *as of March 13, 2020***

Faculty Development and the Office of Distance and Extended Learning (ODEL) have created a diverse set of workshops, drop-in sessions, and consultative sessions for faculty.  These training opportunities will allow faculty to engage in discussions with experts, learn about various tools and techniques, and make decisions about classes.

**Faculty Training Opportunities**

**March 16, 2020 through March 26, 2020**

Sessions are delivered via Zoom, an online meeting platform available to all faculty, staff, and students.  Instructions for accessing Zoom are available here: <https://itac.txstate.edu/support/online-meetings>

Assistance is also available from ITAC by calling (512) 245-4822.

* **Consultative session with instructional designers (Monday, March 16 through Friday, March 20, 2020)**

Faculty can connect to Zoom for consultation with an instructional designer from 8:00 a.m. to 5:00 p.m., Monday through Friday during spring break.  Instructional designers from ODEL will be available to help faculty with questions on adjusting their courses for remote course delivery.  Access the session any time via this Zoom link: [https://txstate.zoom.us/my/gwenmorel](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fmy%2Fgwenmorel&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429252254&sdata=HCoklNr8mXuEvLpK4ewcNY3MlNHZEETeXj7ZjeU1ioI%3D&reserved=0)

* **Drop-in sessions for faculty seeking assistance on the following topics:**

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| Focus on Depth, Not Breadth: Modifying Content for Remote Course Delivery  | Instructor: Candace Hastings, Faculty Development | Monday, March 16, 9:00 - 10:00 [https://txstate.zoom.us/j/151276715](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F151276715&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429262220&sdata=SqeSsCSdnrdDgH3mmjn92W1%2FYh3scE55u0tAE0cxGBI%3D&reserved=0)Monday, March 23, 9:00 - 10:00 [https://txstate.zoom.us/j/502067518](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F502067518&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429262220&sdata=UT53U6sWWsHL8gHHvOkDjYVLhgXApgg8H7GjMksIrLk%3D&reserved=0) Wednesday, March 25, 1:00 - 2:00  [https://txstate.zoom.us/j/285071070](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F285071070&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429272176&sdata=eC7HClk59F25VN9il%2Fm%2B3zvAVhzARzjKNFR1%2BJwLyZs%3D&reserved=0)  |
| Adapting Learning Activities for Remote Course Delivery | Instructor: Candace Hastings, Faculty Development | Wednesday, March 18, 10:00 - 11:00 [https://txstate.zoom.us/j/744495404](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F744495404&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429272176&sdata=%2BVkZ9dWjdypkM5u8I7eDln5XIO6Asv6AKxvUc04i978%3D&reserved=0)Tuesday, March 24, 9:00-10:00[https://txstate.zoom.us/j/349152151](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F349152151&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429282132&sdata=VrIcLLsFeSmvAFJUiPuSQ03%2B7OwD7ff7DI5KMk0wCzI%3D&reserved=0) |
| Alternatives to Lectures for Low-Tech Remote Course Delivery | Instructor: Candace Hastings, Faculty Development | Wednesday, March 18, 12:30 - 1:30 [https://txstate.zoom.us/j/110911369](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F110911369&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429282132&sdata=l0fUWuNZdJA193stliTpGxfmiqhzdPI74o1hIOn9DbE%3D&reserved=0) Monday, March 23, 1:00 - 2:00 [https://txstate.zoom.us/j/822698549](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F822698549&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429282132&sdata=OsazByWR%2F0PoV%2FUrLAOUPTSNaH752zfmYqGVCyOkemo%3D&reserved=0)Tuesday, March 24, 12:30 - 1:30 [https://txstate.zoom.us/j/540439795](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F540439795&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429292087&sdata=c98MhW9hYt%2B2A%2FekvoIDEHp50fTsvND0wmQZQaMDYzU%3D&reserved=0)  |
| Managing Student Workloads for Remote Course Delivery | Instructor: Candace Hastings, Faculty Development | Monday, March 23 11 - Noon [https://txstate.zoom.us/j/385608579](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F385608579&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429292087&sdata=m9qMILimU%2BL5sYGIe13a7Mz2f%2F9aUAsgWtbhSGCKA%2FM%3D&reserved=0)Tuesday, March 24, 2:00 - 3:00 [https://txstate.zoom.us/j/286096181](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F286096181&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429302045&sdata=N4pcHMGM7Kd5Zrnb9oW74b6NPjMjhzLdpUx%2F5w80SEQ%3D&reserved=0) Wednesday, March 25, 9:00 - 10:00 [https://txstate.zoom.us/j/836473295](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F836473295&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429302045&sdata=%2BV%2FlRXGerwd3F23%2BPRSBiaiu%2BhPO0ZXf%2FKcwNj9mEas%3D&reserved=0)  |
| Establishing Communication Guidelines for Remote Course Delivery | Instructor: Candace Hastings, Faculty Development | Monday, March 16, 2:30 - 3:30 [https://txstate.zoom.us/j/388748936](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F388748936&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429302045&sdata=8A1QxqKU9rqEgB8zlLNor26T%2FUvOmd%2BGj04fRJ5ELrk%3D&reserved=0)Wednesday, March 18, 2:00 - 3:00 [https://txstate.zoom.us/j/412856119](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F412856119&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429312001&sdata=ylfKF3hoX4XmqNpSbbqkCsagr59aZRoXjiXkocF4u3I%3D&reserved=0)Wednesday, March 25, 11:00-Noon [https://txstate.zoom.us/j/356012943](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F356012943&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429312001&sdata=vlIm9c%2F7m738eMIKxFh0jwiLyPSvG%2FRg6iX%2FIgkN6cQ%3D&reserved=0) |
| Alternative Forms of Assessment for Remote Course Delivery | Instructor: Candace Hastings, Faculty Development | Tuesday, March 24, 3:30-4:30[https://txstate.zoom.us/j/325147522](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F325147522&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429321958&sdata=vABqn5MbMv%2FsIweJreeB9A7LRrOGbLrHm6N6GFo6CDE%3D&reserved=0)Thursday, March 26, 9:00 - 10:00 [https://txstate.zoom.us/j/558040623](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F558040623&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429321958&sdata=EN2mXeeQf9sw98VHxRCCQ%2BNoNn0dLZFbVrIiOJIRnpY%3D&reserved=0)  |

* **Workshops for faculty seeking assistance on the following topics:**

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| Keeping it Simple: Remote Teaching With Tools You Know | Instructor: Dana Willet, ODEL | Monday March 16, 1:00 - 2:00[https://zoom.us/j/5122456053](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzoom.us%2Fj%2F5122456053&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429331915&sdata=iIt9Kd02Op4NQaNdIs7kqfdgKNE1b2t10IXYz0AyXO8%3D&reserved=0)Thursday March 19, 10:00 - 11:00 [https://zoom.us/j/5122456053](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzoom.us%2Fj%2F5122456053&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429331915&sdata=iIt9Kd02Op4NQaNdIs7kqfdgKNE1b2t10IXYz0AyXO8%3D&reserved=0)Tuesday, March 24, 9:00-10:00[https://zoom.us/j/5122456053](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzoom.us%2Fj%2F5122456053&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429331915&sdata=iIt9Kd02Op4NQaNdIs7kqfdgKNE1b2t10IXYz0AyXO8%3D&reserved=0) |
| Quick Tips for Successful Audio Conferencing With Students | Instructor: Dana Willet, ODEL | Tuesday March 17, 10:30 - 11:30[https://zoom.us/j/5122456053](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzoom.us%2Fj%2F5122456053&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429341875&sdata=V2xbKQNYMZpH9wRg3rtuAAqo1g9l32sSOrQfAKNQe5Y%3D&reserved=0)Wednesday March 25, 9:30-10:30[https://zoom.us/j/5122456053](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzoom.us%2Fj%2F5122456053&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429341875&sdata=V2xbKQNYMZpH9wRg3rtuAAqo1g9l32sSOrQfAKNQe5Y%3D&reserved=0) |
| Using Office 365 for Remote Teaching | Instructor: Dana Willet, ODEL | Wednesday, March 18, 12:30 - 1:30 [https://zoom.us/j/5122456053](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzoom.us%2Fj%2F5122456053&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429351826&sdata=%2FuGt5w9LvWYVOHiU17v8VSA0aZAGAbu56YMZiVMF9bs%3D&reserved=0)Thursday, March 26, 2:00-3:00[https://zoom.us/j/5122456053](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzoom.us%2Fj%2F5122456053&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429351826&sdata=%2FuGt5w9LvWYVOHiU17v8VSA0aZAGAbu56YMZiVMF9bs%3D&reserved=0)  |
| Communicate, Communicate, Communicate: How to Keep Students Engaged While Teaching Remotely | Instructor: Tammi Butcher, ODEL | Monday, March 23, 10:00 - 11:00[https://txstate.zoom.us/j/744192378](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F744192378&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429361781&sdata=VmCDUlZFNwOcx7Nr53sWCgIlVXc5Ei2eBtqnua%2BgyXE%3D&reserved=0)Tuesday, March 24, 10:00 - 11:00[https://txstate.zoom.us/j/744192378](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F744192378&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429361781&sdata=VmCDUlZFNwOcx7Nr53sWCgIlVXc5Ei2eBtqnua%2BgyXE%3D&reserved=0)Wednesday March 25, 10:30-11:30[https://txstate.zoom.us/j/744192378](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F744192378&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429361781&sdata=VmCDUlZFNwOcx7Nr53sWCgIlVXc5Ei2eBtqnua%2BgyXE%3D&reserved=0)  |
| Remote Teaching Alternatives to the 90 Minute Lecture | Instructor: Gwen Morel, ODEL | Tuesday, March 24, 11:00 - 12:00 noon[https://txstate.zoom.us/my/gwenmorel](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzoom.us%2Fj%2Fgwenmorel&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429371738&sdata=38iZ3KMDBLrRjKYkgbUlmw2pf8xEhO05oh78WrcSO4w%3D&reserved=0)Thursday, March 26, 1:00 - 2:00[https://txstate.zoom.us/my/gwenmorel](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzoom.us%2Fj%2Fgwenmorel&data=02%7C01%7Ctg12%40txstate.edu%7C7be2b897378d482743e008d7c74f76f1%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637197016429371738&sdata=38iZ3KMDBLrRjKYkgbUlmw2pf8xEhO05oh78WrcSO4w%3D&reserved=0)  |

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