

**Subject:** MMG CORONA virus preparedness//IMPORTANT and ACTION REQUIRED

**Date:** Tuesday, March 10, 2020 at 11:29:42 AM Pacific Daylight Time

**From:** Wolf-Dietrich Heyer

**To:** mmgf Sympa List, mmglec Sympa List, Kelly Subramanian, Marc Tancredi Facciotti, Catherine Strong, Sharon Boylan, Eva Jakab, Carol Nickles, mmgta Sympa List

**Priority:** High

Dear colleagues:

This email serves to let you know of our department's plans to prepare for the impact of the Corona virus outbreak. I apologize for the length of the email but it is important that you read on and plan actions. A campus closure will strain resources and nerves, and it will be best to work together to pull through this with upfront planning and communication to have a clear plan that students can rely on our preparedness.

### **Winter Quarter 2020**

As of now the campus is open. Instruction ends Friday March 13. We hope that the campus stays open for this week but you may want to plan that campus could close any day.

The main concern is how to administer exams during a campus closure. Depending on the class, take-home exams or on-line exams are feasible. Here is the guidance from the campus:

*"While we are assuming that winter 2020 finals will be held as scheduled, we are enabling maximum flexibility.*

- You can substitute a take-home exam or other assignment for your final exam.*
- You can hold your final exam online. UC Davis has contracts with [ProctorU](#) and [Examity](#). Email [instructionaldesign@ucdavis.edu](mailto:instructionaldesign@ucdavis.edu) at least 48 hours in advance (ideally even earlier) to get started. Visit the "How can I deliver an online proctored exam?" section of [Keep Teaching](#) for additional information.*
- You can drop your final exam and grade students based on already completed work. You can choose to reweight your graded material. For the least disruption, try to minimize major changes to how students will be evaluated."*
- Lastly, if necessary, instructors may work with individual students to take an [incomplete grade](#) and finish remaining coursework at a later time, although in most cases this would be the least desirable*

*option insofar as it introduces delay and uncertainty, which could prove especially difficult for graduating students.”*

Valley relayed this possible strategy:

Cancel the final exam, base the final grade on re-weighting the completed exams and assignments plus dropping a low score. In communicating such a strategy to students, please be aware that some students will be unhappy as they are convinced that their final exams will be so stellar as to rescue their grade. In my experience, in only a small minority of cases does the final exam grade differ substantially from the previous exams.

We are trying to find more about on-line exam tools, and this is a topic for the faculty meeting on Friday March 13.

### **Spring Quarter 2020**

We base our planning on the assumption that the campus will be closed for all or part of the Spring quarter.

The department is acquiring licenses for Zoom for all faculty, instructors and TAs to deliver classes and discussion sections by Zoom (interactive or webinar, depending on size). For some classes, lecture capture allows posting the content on the web. Moreover, each instructor needs to identify possible backups for each class in case the instructor becomes sick or is quarantined. We leave it to the individual instructors to reach out to possible backup instructors and the list below only makes suggestions.

Below is a summary of the current status. The situation is fluid and updates will follow.

<b>Course</b>	<b>Instructor</b>	<b>Possible Backups</b>	<b>Options</b>
Bis2A	Diaz-Munoz	Singer	2019 Lecture Capture
	Diaz-Munoz	Singer	2019 Lecture Capture
Bis10	Subramanian	Collins	Lecture Capture available?
MIC102	Martin	Barlow/Stewart	Lecture Capture available?
MIC103L	Mann/Singer	Mann/Singer	On-line drylab
MIC105L	Ralston	Parales	On-line drylab
MIC170	Lin	Heyer, Hunter	Zoom

MIC172	Ralston	Parales, Stewart	Zoom
MIC175	Barlow/Hwang	Collins	Zoom
MIC91/191	Hunter	Heyer	Zoom
BCB214	Heyer	Hunter	Zoom

### ACTION ITEMS:

1. Identify and coordinate with backup instructor. Let Mitch and Wolf know, who your backup is.
2. Set up BOX folder with all class materials and exams, provide access to Mitch Singer, Wolf Heyer and your backup instructor.
3. Provide access to your CANVAS site to Mitch Singer, Wolf Heyer, and your backup instructor.
4. Design syllabus with flexible exam schedule.
5. Plan for on-line and/or take-home exams.

### USEFUL INFORMATION:

1. The [Keep Teaching](#) site has much relevant information about relevant webinars and CANVAS. The most important planning step is to **inform your students on day 1 of class about the communication and instruction plans in the event of campus closure**. Be clear on what you will expect of them. Put these points on your CANVAS course page.
2. **There are limits as to what we can expect from students** in the event of campus closure. For example, the Academic Senate guideline is that students cannot be tested on remotely presented material until 48hrs after return to campus, or you can change to online exam format given during a regularly scheduled class time. There are more guidelines from the academic senate [here](#).
3. The department will acquire Zoom licenses for all faculty, instructors and TAs. Please familiarize yourself with how Zoom works.
4. This might be a good time to **make short video modules for instruction** on various topics. You can use screen capture functions built into your computer or record a PowerPoint presentation for upload onto Canvas. If you sign into the [AggieVideo](#) page (sign in is hidden under "guest" in the upper right corner) , **you can navigate to find the download link for Kaltura software** (hidden under the + ADD NEW pulldown menu next to the sign in icon); this software will allow you to capture both your computer screen and video from your webcam so you can create your own lectures that can be uploaded to Canvas.
5. Please monitor the UC Davis [COVID-19](#) and the [Academic Senate](#) web pages.

We will also have an opportunity to discuss this on Friday at our faculty meeting.

Our best wishes and stay healthy  
Mitch & Wolf

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Wolf-Dietrich Heyer, Ph.D.  
Distinguished Professor and Chair, Department of Microbiology & Molecular Genetics  
Director T32 Training Grant in Oncogenic Signals and Chromosome Biology  
Co-leader Molecular Oncology Program UC Davis Comprehensive Cancer Center

University of California, Davis  
One Shields Avenue  
Davis, CA 95616-8665

Tel. (530) 752-3001  
FAX (530) 752-3011  
[wdhey@ucdavis.edu](mailto:wdhey@ucdavis.edu)  
Skype: wolfhey1916  
<http://micro.ucdavis.edu/heyer/>