

## [mmgst] ON BEHALF OF CHAIR HEYER: 2020-3-16 UPDATE: MMG CORONA virus preparedness//IMPORTANT and ACTION REQUIRED

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on behalf of

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Dear colleagues:

This email serves as an update to 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. By now, you have heard that the campus is moving to all on-line instruction for Spring Quarter 2020. The situation is very fluid and may change any day, please make sure to keep abreast with the latest developments, emails, and posts.

- We have installed a [Corona](#) information page on the MMG website for the latest information and updates regarding the department.
- Please monitor also the campus-wide resources (UC Davis [COVID-19](#) and the [Academic Senate](#) web pages).
- For teaching-related campus-wide information, please see [Keep Teaching](#).

### MMG OPERATIONS

#### Administration

As of today, the business and academic offices are transitioning to mainly remote work.

**Sharon and Carol** - 357 Briggs will be working from home.

**Olivia and Tuyet** - 354 Briggs will be working from home.

Purchasing and receiving are designated essential functions for the department. As of now, **Kim** will be in the office to perform these duties. We are considering alternating personnel and also working with MCB and NPB staff to ensure no disruption in receiving.

**Eva-** will be in the office as needed and work from home.

**Bradford** - will be in the office as needed and work from home.

Bradford's priority this week is to set up the business office for remote work and assist with online exams.

His priority for next week is to assist instructors with setting up online courses for Spring. Please be patient when requesting assistance with other computing issues.

**Liquid nitrogen** is very critical to MMG laboratories. We requested two additional tanks to be delivered, one for the 2nd floor and one for the 3rd floor. Our regular delivery days are on Wednesdays. We will also increase the frequency of the deliveries; we will request a replacement as soon as one tank is empty. We asked this before, and we are asking again, and now it is more important than ever to email to [mmgoffice@ucdavis.edu](mailto:mmgoffice@ucdavis.edu), when you change the hose from an empty tank to a full tank. Make sure that the switch is completely turned off once you finished dispensing. We do not want to waste any liquid nitrogen! We are working on concerns about the supply chain and alternative vendors, just in case.

## **POLICIES**

### **Paid leave:**

Employees not able to work due to their own or a family member's COVID-19 illness should use available sick leave, PTO or vacation, and if there are no available leave balances the university will provide up to 14 CALENDAR days paid administrative leave.

Employees unable to come to work due to public health or University-required quarantine or self-isolation measures may work remotely if operationally feasible. If remote work is not operationally feasible, employees should use available leave balances, and if there are no available leave balances the University will provide up to 14 days paid administrative leave to cover the absence.

Employees unable to come to work due to a COVID-19 day care or school closure that requires them to be home with their child may work remotely if operationally feasible; if remote work is not operationally feasible, employees may use available leave balances including sick leave. Note: The school closure provision does not provide for 14 days of paid administrative leave.

### **Minors in labs:**

With the school closures, you may have questions about bringing children into work. Policy prohibits minors under age of 14 in laboratories, even when related to the laboratory personnel: From UC Policy on Minors in Laboratories and Shops: "Minors under the age of 14 are not permitted in University of California laboratories or shops, except when participating in an approved and supervised tour. This prohibition extends to the minor children related to laboratory personnel."

Any questions about business office operations or policies please contact Eva.

## **MMG TEACHING ISSUES AND PRIORITIES**

Please note we are prioritizing teaching support help. This week (3/16-3/20) Winter finals are our top priority. All questions regarding Spring quarter should wait until 3/21.

### **Winter Finals 2020**

Currently our top teaching priority is to complete Winter quarter and to get through finals. If you are giving a final, we strongly suggest using the Canvas quiz function (see below). If you have any questions as to your options please contact [Bradford](#) or [Mitch](#). Bradford is currently working on giving all faculty and Winter quarter TAs access to the CBS Zoom account. You will be receiving an invitation to Zoom in the next few days. Please respond ASAP to the invitation to access Zoom and install it in to your Canvas site. Again, for assistance contact [Bradford](#) or [Mitch](#).

### **Spring Teaching 2020:**

**Note please wait till 3/21 to contact Bradford with Spring 2020 issues.**

All Spring 2020 instruction will be on line and faculty need to be aware of the various options available. Bradford is adding all Spring TAs to the CBS Zoom account. For those courses that have discussion sessions, we suggest that TAs hold "virtual discussions" using Zoom or conference, both of which can be accessed through Canvas. For lectures with under 300 students, faculty can also use these tools as well. An alternative is that faculty prepare prerecorded lectures using either lecture capture from one of the lecture capture class rooms (see below); or by using the record feature in Zoom. We suggest to have a two-week buffer of prerecorded lectures in case you get sick and cannot give a lecture yourself. We also suggest that you have your exams/quizzes done ahead of time so they can be published if you are ill. Finally, we ask that you make available all your course information to your "back-up faculty" and to Mitch. Also, please add your backup faculty, Mitch, and Wolf to your course Canvas site. We are asking the backup faculty to primarily act as administrators of the courses in case of illness, making sure all pertinent materials get posted at the appropriate time such as prerecorded

lectures, quizzes and exams. Having this material on your Canvas site but not published yet will make it easier for your back-up faculty to help keep the course running in case of illness.

### **A few teaching hints and suggestions:**

1. Instructors can continue to find resources for these alternative methods of instruction on the [Keep Teaching](#) website.
2. Make your syllabus as flexible as you can. You can assess students with online exams as long as you follow the plan outlined in your syllabus. So please include a statement that covers the possibility of online exams as well as in person exams if conditions change.
3. When prerecording lectures please keep a two-week buffer of lectures on hand, to minimize a lapse in lectures if you get sick and to help back up faculty.
4. Keep your TAs up to date. Those faculty who do not have TAs we are working to provide additional help to you to make the transition to on line lectures easier. More information will be provided.
5. Communicate early and often with students about the difficulty of the situation for them and for the instructors. Remind them and have students sign the honor code commitment for any exam.
6. If you have any questions, comments or requests please direct them to [Mitch](#) or [Bradford](#) for IT assistance. Mitch will be around for back-up support and assistance during this teaching crisis.

**Use Zoom.** With Zoom, it is possible to simultaneously aim your laptop webcam at a white board (or blackboard), share your screen (i.e., PowerPoint) and have a TA help you field questions from students in the chat room. MMG has licenses for up to 300 participants and a limited number for >300 participants. If you have questions, please e-mail [Bradford](#) for assistance.

We have already identified an issue with the Zoom integration into Canvas. It works for undergraduate classes, but not for graduate classes. This issue may or may not be fixed by Spring Quarter 2020. Better anticipate to use Zoom without Canvas integration for your graduate class in S2020.

A list of **classrooms** that currently have lecture capture technology can be found [here](#). This technology records video of you teaching in the classroom using the projector and/or document camera. One option is to go to your assigned classroom as scheduled and teach and have the lecture available for students to view.

### **RESOURCES FOR GIVING ONLINE EXAMS:**

You can assess students with online exams as long as you follow the plan outlined in your syllabus. If you need to change, try to give students time to adjust (~48h). There are more guidelines from the senate [here](#).

1. **Quiz” software in Canvas:** this works for exams, multiple choice, short answers, essays, and document upload. There are helpful step-by-step instructions [here](#).  
Tips: Set time limits for your online tests and consider using “shuffling” answers for multiple choice tests, showing one question at a time and hiding correct answers until after the test is closed.
2. **“Gradescope” module in Canvas.** This may be a more intuitive interface than the native Canvas software and it's easier to calibrate your grading of short answer tests. There are instructions [here](#) for how to install it and video links on how to use it.
3. [Qualtrics](#) and [other options](#) for assessment are available.

## **RESEARCH CONTINUITY**

As of now, the campus is open and research activity continues. This could change any day. Therefore, it is critical that each laboratory plans on how to carry out “essential functions” in their research programs before the campus might close.

For the research efforts, the campus guidance is here:

<https://research.ucdavis.edu/research-continuity-planning-for-covid-19/>

Importantly, what PIs should be doing is here:

<https://research.ucdavis.edu/research-continuity-planning-for-covid-19/#recommended>

As of now, ordering and receiving continues.

We identified liquid nitrogen as a critical resource (See above), and each laboratory with liquid nitrogen needs (cell line storage or others) should make provisions in case of a campus closure.

Please familiarize yourself, if you have not done so already, with Zoom. Zoom will be the primary platform for online teaching and meetings. The campus has a blanket license. We are already planning for alternatives, in case Zoom is overwhelmed, and Bradford will develop guidance. If you have questions about Zoom, please e-mail [Bradford](#) for assistance being mindful of his stated priorities.

Zoom offers [a help center](#), [video tutorials](#), as well as live and pre-recorded [training webinars](#)

- [Getting Started with Zoom Trainings](#) is a good place to begin.
- You should understand [Meeting Controls](#).
- [Sharing Your Screen](#) is useful.
- Create (and [personalize](#)) your own personal virtual meeting room. To remain FERPA compliant, you will need to enable the Waiting Room feature in your settings, which will give you control to dismiss one appointment before admitting the next appointment.
- You might want to print a copy of the [Zoom Meetings Training – Reference Guide](#) to keep on hand

We want to thank everybody for their understanding and effort that we can navigate this crisis in a collaborative and coordinated manner.

Our best wishes and stay healthy

Eva Jakab, CAO MMG

Mitch Singer, Vice-Chair Teaching MMG

Wolf-Dietrich Heyer, Chair MMG