

Hi,

I hope you have had a chance to see both the email from DEC with videos about classroom technology (sent from Longwood Academic Affairs this morning) and from Matt McWilliams this afternoon about other campus preparations, including revised language about face coverings on campus. We are working here in Academic Affairs to create a webpage where the most pertinent information is in one place for your reference. We will share that link with you soon.

I also want to share some updates with you:

- **FINAL EXAM SCHEDULE:** The website with the final exam schedule is now updated (<http://www.longwood.edu/registrar/exam-schedule/>). Please note the following details:
 - Tuesday, November 24 is the last day of in-person undergraduate classes.
 - To reduce the density of population of returning students to campus after a holiday break, the majority of final exams should be planned to be held online. We hope that public health circumstances will permit campus to remain open and accessible to students who need to return for reliable internet access, in-person exams, or other personal reasons, as well as to faculty who can work in their offices.
 - Face-to-face exams should be reserved for those classes that require performance-based or in-person activities that cannot be easily replicated in a virtual environment. All instructors teaching courses with planned face-to-face final exams should inform their department chair, so that this information can be compiled and any potential room conflicts can be addressed.
 - Monday, November 29 is planned as a review day for faculty and students. Faculty can hold optional virtual study sessions or drop-in office hours.
 - Tuesday, November 30 is Reading Day.
 - Wednesday, December 1 is the first day of exams. There are scheduled times for online synchronous exams and for face-to-face exams on alternating days. The class times on the final exam schedule reflect the new adjusted MWF schedule for fall 2020 (see below for more details).
 - Days for asynchronous online exams are scheduled on the same days as face-to-face exam days. If you are teaching an asynchronous online course, please plan for the exam to be taken over the course of that assigned day.



- CLASSROOMS ASSIGNMENTS & SCHEDULE UPDATES IN MYLONGWOOD
 - As I said at the faculty meeting on Monday, the reassignment of classes to different rooms has been completed in myLongwood, although final tweaks are still being made this week.
 - All faculty will need to check to see if their class will fit in the room they have been assigned. Your room assignment and class enrollment are in myLongwood. On Monday, department chairs received a list of the classrooms that their faculty will be in this fall. That list also included the student seating capacity with furniture physically distanced.
 - If your entire class will not fit in the classroom, then it should be designed so that students have a blended learning environment, attending class in-person certain days and via Zoom on other days. Many of you have already begun this work, and I hope you will continue to share with your colleagues your creative strategies for doing so.
 - The Registrar's Office is working on adjusting the new MWF schedule of on-campus, undergraduate classes in myLongwood as well. Those changes should be finalized soon. I have also attached a PDF of the most common start times and the general rule of thumb for shifts in starting and ending times for MWF undergraduate classes for your reference.

- BUILDING INGRESS & EGRESS: As we prepare for the return of students to campus, ingress and egress signs are being placed in buildings. They will continue to be tweaked next week. As you continue to communicate with your students, please encourage your students not to show up to class more than ten minutes early so as to try to minimize hallway crowding. I will work on making sure this message is reinforced with students in other communications as well.

We are working diligently to address the many questions we have received from Faculty Senate, as well as respond to individual questions and requests. Thank you for your continued patience as we prepare for the semester to begin.

Best wishes,
Lara

Larissa M. Smith, PhD
Provost and Vice President for Academic Affairs
Professor of History
Longwood University
201 High Street

Farmville, VA 23909
434.395.2010