March 27, 2020

Dear Members of the HEU Community,

Greetings of peace and good health!

The ExeCon carefully studied the results of the survey on online classes administered to both faculty and students. We saw from this survey the following key points:

- Students are overwhelmed by voluminous requirements and competing deadlines;
- Some faculty and students are not trained on virtual learning/ have limited technical abilities;
- Family obligations make it difficult for both faculty and students to focus on and complete online classes causing mental and psychological stresses;
- Quality of learning and performance is diminished in the online format; and
- Not all have stable internet connections.

With these in mind, the HEU Executive Council made a decision to shift to asynchronous learning for the duration of the lockdown (until April 14) where students learn the same materials shared online by instructors but at their own pace and time. This shift is being made in consideration of connectivity, mental health and family obligations.

Specifically, we ask that we:

- Pause from synchronous learning and in its stead, give students reading and instructional materials that they can work on at their own pace and from their own locations;
- Refrain from conducting synchronous assessment for the duration of the lockdown;
- Give reading and instructional materials that are simple and succinct and only within our designated class period;
- Refrain from giving numerous requirements. Faculty members are requested to collaborate with each other in relation to assigning tasks to ensure that students are not overwhelmed. Use the tracking sheet that will be provided before setting deadlines;
• Be flexible and more lenient in relation to deadlines. Accept submissions until the end of the semester so that students can do assigned tasks at their own pace and time;
• Determine from the COLP the most important goal, knowledge skills and competencies that students need to learn at this time and from there select the most essential topics;
• Be available during designated class periods for online academic consultations; and
• Use all means available to communicate with students taking into consideration that not everyone has a stable internet connection.

We are asking all Chairs and Coordinators to do a “check in” with faculty; and the Office of Student Affairs (OSA) with students, on a weekly basis and to share findings with the ExeCon. Our Guidance Counselors are ready to attend to students who may need counseling at this time.

Faculty and student engagement will resume on Wednesday, April 1. No engagement is to be made, however, during the Holy Week (April 6-11). Deans, Chairs, and Coordinators are requested to use the first two days of next week (March 30-31) to discuss these modified guidelines with their respective faculty.

We understand that the current situation is a matter of deep concern. We are aware of the challenges we all face while mindful of the need to deliver learning outcomes so that our students can move to the next academic level.

We wish you all good health and wellness.

May Miriam of Nazareth be with us in these dire times.

Sincerely,

Your ExeCon