

**OFFICE OF THE CHANCELLOR**

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March 13, 2020

Good afternoon, Faculty and Staff:

This has been a week! In my constant communication to you, I have informed you that we have been meeting to discuss the college's response to the coronavirus as it relates to our safety, instruction, and business continuity. We were the first college in our system to begin strategic discussions related to instructional and business continuity.

Yesterday evening I sent an email related to our plans to move to an alternative educational delivery model. Many people were concerned that the college had not sent the plan out sooner. This is what I want you to know. I would never take for granted your safety, the safety of our students, or that of myself. Our safety comes first. However, we have 14,000 credit students enrolled and 7,000 noncredit students. With all the planning we have done, it is still not as simple as flipping a switch and moving every face-to-face course online.

In my correspondence to you yesterday, I outlined a path for us moving forward. That plan will safely allow students to complete the semester. I wanted to give students an opportunity to complete midterm exams, and I also wanted to give faculty an opportunity to prepare for our new instructional reality with COVID-19.

However, after the press conference today with Governor John Bel Edwards and Mayor LaToya Cantrell, we will have to revise our plan. Today, a proclamation was issued to close K-12 schools until further notice. As you can imagine, this will cause our students, as well as our faculty and staff, to scramble to find a place for their kids. Because of this, the revised plan below is our path forward.

**Monday, March 16**      *No Classes--Emergency leave* All Delgado campuses and sites are closed (no employees will report to work)

**Tuesday, March 17**      *No Classes--All Delgado campuses and sites are closed (essential personnel **only** will report to work: Deans, Vice Chancellors, Chancellor, and Chancellor's direct reports)*

**Wednesday, March 18**      *No Classes--All locations open and operational (faculty and staff return to work and expected to work normal scheduled hours)*

**Thursday, March 19**            *No Classes*--All locations open and operational (faculty and staff are expected to work normal scheduled hours)

**Friday, March 20**            *No Classes*--All locations open and operational (faculty and staff are expected to work normal scheduled hours)

**Monday, March 23**            *Classes Resume*--All lecture face-to-face classes delivered through online/alternative instructional delivery until further notice.

Beginning Monday, March 23 all libraries and learning labs (such as computer, writing, and math) are open to ensure student access to support services.

**Additionally, students will receive direct communication from their program areas or divisions specific to completing requirements for clinicals, practicums, labs, technical, and clock-hour programs.**

This new schedule does not allow for the midterm exams that were scheduled for Monday, March 16. Instructors, I am asking that you seek alternative ways to allow the exams to occur on or immediately after March 23.

As you can imagine, this is a constantly changing situation. I have told you many times that Delgado is a resilient community. We have weathered many events and, in the end, we have emerged stronger. I have no doubt that the same will be the case with COVID-19. Let's use this opportunity as a means to innovate with a focus on the future. Our students are depending on us. I am so proud of the work we have done! We have rallied together in so many ways and to some extent our new reality (COVID-19) has brought us closer. Let's stay calm, focused, and take care of ourselves so that we can deliver the best online/alternative instructional courses to the students who are depending on us all.

Sincerely,

Larissa Littleton-Steib, Ph.D.

Chancellor