Dear WACD Instructors, TAs, Faculty and Staff,

I hope this finds you well in the midst of our rapidly shifting reality. I’ve heard it said that “the absence of limitations is the enemy of art.” Well, we are now “limitation rich,” and have ample opportunities to respond creatively and positively to this unexpected set of circumstances.

Here are topics briefly referred to in this email:
1. Survey
2. General Info
3. Kaufman Hall
4. Childcare
5. Instructors and TAs
6. Zoom Updates
7. Events
8. Graduation
9. Office Phones
10. Computer Equipment
11. Important Websites
12. Teaching Remotely
13. Teaching Dance/Choreography Remotely

1. INSTRUCTORS, FACULTY AND TAs - IMPORTANT SURVEY:
   You likely know that all courses will be taught remotely for the entirety of Spring Quarter. That being the case, it is important that we all feel as confident as possible about teaching and accessing the resources of the university in a remote environment. In order to help us assess your readiness, please complete this short survey at your earliest convenience, and no later than Wednesday, March 18. It will help us help you prepare for remote instruction this spring.

2. GENERAL INFORMATION:
   As you also likely are aware, Chancellor Block is self-quarantining at home, following confirmation that he had been in contact with an individual with a confirmed case of COVID-19. He is currently asymptomatic, and continues his duties running UCLA.
   
   We have launched a COVID-19 FAQ Page on the WACD website, and will be adding to it continuously. If you have a question that you think should be on this page, please send it to Lynn.

3. KAUFMAN HALL remains open.
   The hours are 9:00 AM - 4:30 PM Monday-Friday. Closed on weekends.
Students and instructors can request **access to the dance studios, video lab or other spaces**. Arsenio is devising a new request system, but for the time being, come to the main office and speak with April, call her at 310.825.3951, or email her at april.yang@arts.ucla.edu. Instructors’ and students’ presence in the building is strictly at their own discretion and is not compulsory.

4. **SCHOOL/CHILDCARE CLOSURES:**
   If you are in any way affected by **K-12 school or childcare closures**, please [click here](#) to help us understand the extent of the impact this may have on your WACD-associated work, so we can figure out how to best support you.

5. **FACULTY, INSTRUCTORS, INSTRUCTORS OF RECORD, TEACHING ASSISTANTS, AND TEACHING ASSOCIATES:**
   Please stay in close touch with each other. Teaching Associates, please share your draft syllabus with your Instructor of Record. Instructors, please share your draft syllabus with your TAs. We’re all in a new teaching paradigm, and we can help each other. Please include in your syllabi **clear instructions to students for accessing your courses remotely**. Please feel free to share with me drafts of your syllabus that includes such instructions, so that we can all learn together.

6. **EVERYONE - CHECK YOUR ZOOM APP FOR UPDATES:**
   1. Click on “Zoom.us” in the upper left of your screen
   2. From the dropdown menu, choose “Check for Updates…”
   3. If an update is available, click on “Update.”
   4. Click on “Install.”

7. **EVENTS:**
   As you know, we have many events in the Department, scheduled throughout the spring quarter. Among them are **Ideas in Action - WAC Edition**, Dance Senior Project Showcase, Tula Strong’s MFA Capstone Project Concert, **First Hand - Faculty Concert**, and a number of **End-of-Quarter Showings**, to name just a few. If you have ideas to suggest for how one or more of these events might be adapted to this unique cultural moment, please send it to me. We will add them to our evolving planning dialogues.

8. **GRADUATION:**
   Our focus needs to be on **students entering a final quarter** of studies, to do everything we can to help assure these cohorts complete their programs and degrees. Thinking is already underway on what a Commencement or Graduation celebration might look like; more to follow.

9. **STAFF, TAs AND FACULTY - OFFICE PHONES:**
• Consider setting your out-of-office greeting, and refer to another way to reach you (email address, cell number)
• Here is information for setting up call forwarding from your office line to your home or cell line.
• Alternatively, you can set up office voicemails to go to your email by sending a request to vm@it.ucla.edu

10. STAFF, FACULTY AND TAs - COMPUTER EQUIPMENT:
• Confirm you have appropriate hardware required for you to do your job remotely (computer/laptop, phone).
• Can you access the files and programs needed remotely?
• Ensure you have all bookmarked sites as reference.
• Please raise any challenges you face when working remotely so we can address them ASAP.
• Virtual Private Network (VPN): If you haven’t already, work with SOAA IT for access or see instructions on how to setup VPN on machines using Central Campus’s system

11. IMPORTANT WEBSITES TO BOOKMARK:
• UCLA Newsroom
• Staff Planning for Operational Disruptions
• UCLA Outlook Web App
• Zoom
• Box
• CCLE

12. RESOURCES FOR REMOTE TEACHING:
• Humanities Commons | Bringing Your Course Online
• Rapid Response Pedagogy Resources: Moving Your Courses Online
• Free Creative Cloud tools offered to students through May 31, 2020

13. RESOURCES FOR TEACHING DANCE AND CHOREOGRAPHY REMOTELY:
• Dance-based Pedagogy Online
• Considerations for Moving University Dance Classes Online
• Online University Dance Course Collaboration
• UCLA Library’s Dance Databases
• Performing arts-centric streaming media packages
  • The most popular ones are
    • Kanopy
    • OntheBoards.tv
• Affordable iPhone tripod for instructors and students

That’s all for now. I don’t have to remind you, but of course I can’t help myself: wash your hands well and often, stay home if you’re feeling sick, practice social distancing
whenever possible, and **take good care of yourself** emotionally and physically. We’re going to get through this, together. And apart. Sort of. You know what I mean.

Yours,

Dan