

**Subject: Recalibration period: March 27-April 1**

From: Provost Office - To: Juan Monroy - Cc: - Date: March 24, 2020 at 8:29 PM

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Dear Juan:

Earlier today CUNY instituted a "recalibration period" from March 27-April 1, with distance instruction to resume April 2. Spring break is being shortened to April 8-10. If you did not receive the email, the memo can be found here: <https://www.cuny.edu/coronavirus/>.

Please note that faculty or students who have religious observances during the period of time that was originally spring break may request accommodation, according to State law.

The reason for the recalibration period is reports from many campuses of students having great difficulty adapting to online learning, students (and faculty) with no devices and no Internet, students in synchronous classes and a household with one shared device, etc. The recalibration period is intended to give time to try to solve these problems---which exist at Queens as well, though possibly not as extensively as at other colleges. CUNY has been able to obtain a number of tablets that will be distributed to the campuses in proportion to student financial need, and given out to students during the recalibration period. Classes may need to be revised to better accommodate student issues.

Another development for us to bear in mind is that the dormitories at three campuses, CSI, CCNY, and Hunter, are being emptied and will be used by the State and National Guard for medical facilities. Although the Summit is not being used in this way, we are taking in the students displaced by this who have nowhere else to go, and any Summit residents who do have a place to go must vacate by this Thursday to make room.

This recalibration period is not optional. No instruction is to take place during this period: please don't schedule tests or due-dates for assignments.

You won't lose any days of instruction; they are offset by the shortened spring break. The only lost days of instruction were the instructional recess, and instructors should have arranged their syllabi to make up that time. If your class is going well, that's great. I would ask that you take the time to reach out to your students and make sure that they are not encountering problems. If you yourself are having problems with Internet access or computers, please reach out to your chair. Now is also a good time to fine tune your courses, having had a chance to see what works and what doesn't.

If you teach a class that is cross-listed with the Graduate Center: the GC calendar did not change, so please work out arrangements with your students.

I do know that this is an inconvenience but the University has made this decision out of concern for disadvantaged students.

As always, stay safe and healthy,  
Betsy

Elizabeth Field Hendrey  
Provost and Vice President for Academic Affairs  
Queens College CUNY  
<http://www.qc.cuny.edu/Provost>

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Resources and strategies for instructional continuity: <http://keepteaching.qc.cuny.edu>  
University updates: <http://cuny.edu/coronavirus>  
QC updates: <http://www.qc.cuny.edu/coronavirus>

