

**Subject:** [cfaes-all] Dean's Update  
**Date:** Thursday, August 13, 2020 at 12:23:02 PM Eastern Daylight Time  
**From:** Cfaes-all on behalf of CFAES Office of the Vice President and Dean via Cfaes-all  
**To:** CFAES Office of the Vice President and Dean via Cfaes-all  
**Attachments:** image001.png, image002.png, ATT00001.txt

CFAES Community,

Thank you to many of you who joined us for the CFAES Town Hall. The recording and Q&A are now posted on the [Return to Offices and Campuses webpage](#). As I mentioned during the meeting, I'm very excited to be starting another academic year. Admittedly, this one brings us more challenges. I want to thank you all for continuing to persevere. I know this has been a particularly difficult time – there's an enormous amount of stresses and changing information and it's very difficult to manage. I'm truly grateful for all of your work and your continued flexibility.

Be well.

Dean Cathann Kress

Updates include:

- Taking Home Office Items for Telework
- Communicating with students
- Safe and Healthy Buckeyes Website Updates
- Remote Access to Computers at the University
- IT Support Update
- Recording Studios Available
- Additional Recording Hardware Available
- Buckeye Pass for Office 365 applications
- Reminder on Political Activity

### **Taking Home Office Items for Telework**

As part of a CFAES telework or accommodation agreement, you may establish a window of time with your supervisor to retrieve university owned items from buildings to help facilitate your work. If an accommodation is sought, individuals are expected to account for and [detail](#) (service tags, serial numbers, models to the best of their ability) all removed university property as part of the accommodation process, as well as notify CFAES HR of any future changes. If an official accommodation is not sought or needed due to a continuation of an existing telework agreement, additional relocated items are expected to be detailed and accounted for in an updated telework form signed by the employee and direct supervisor, then submitted to [CFAES HR](#).

### **Communicating with students**

As faculty continue to prepare for the autumn semester, the university has developed a new resource to address frequently asked questions by instructors. The new [Teaching page](#) on the university's Safe and Healthy Buckeyes website includes information about a variety of topics, such as:

- What to include on course syllabi
- Microphones in classrooms
- Assigned seating for students
- How to handle guests or hardcopy assignments
- What to do if a student doesn't follow safety measures

## Safe and Healthy Buckeyes Website Updates

The [Safe and Healthy Buckeyes](#) website is continually updated with the most current information about the university's return to campus planning.

Among the updates in the past week, the page includes:

- A new [Teaching](#) page to address frequently asked questions by instructors. Among other highlights, this page provides a recommended syllabus statement, explains physical precautions in classrooms and what to do if a student does not follow safety guidelines.
- Details of the university's [COVID-19 testing program](#), including plans for pool testing to significantly expand the surveillance and monitoring program.
- Return to campus PPE kits. For faculty and staff, return-to-campus kits are available through eStores. Departments can procure the kits for faculty and staff before they return to campus.
- Clarifications related to the [Together As Buckeyes Pledge](#). No changes have been made to the health and safety expectations. Faculty and staff should complete the online training and pledge as soon as possible, and no later than Aug. 25.

## Remote Access to Computers at the University

If you have existing desktop computer(s) on campus that you would like to access, please see the article on [OCIO Remote Access Powered by Guacamole](#). This service will allow a remote session that connects to existing desktop computers or specific OSU servers, and will allow you to access them through a web browser. For assistance with OCIO Remote Access powered by Guacamole, please contact the [IT Service Desk](#), or through the self-service portal located at <http://ocio.osu.edu/selfservice>.

## IT Support Update

In an effort to protect the health and safety of university faculty, staff, and students, the IT Service Desk offices will not be open for drop-in appointments this fall. Technicians will remain staffed strategically around campus for timely response when in-person support is required.

The IT Service Desk will continue to provide IT support remotely through the following methods 24/7:

- For immediate assistance, call 614-514-IT4U(4848).
- For non-urgent requests, contact online:
  - Email: [servicedesk@osu.edu](mailto:servicedesk@osu.edu)
  - Self Service: [go.osu.edu/it](http://go.osu.edu/it)

IT Service Desk technicians are able to resolve most issues via phone, email, or online support. If the technician you are working with determines that you need to receive in-person support, they will set up an appointment with you in alignment with the university's [safe and healthy guidelines](#). Only IT staff will be allowed in IT Service Desk locations. When in-person support is necessary, it will be performed via curbside pickup, at the customer's desk or in a central meeting area following physical distancing recommendations. Customers and IT Service Desk technicians are required to wear a mask. Thank you for your understanding and patience as we return to campus this fall.

## Recording Studios Available

Two [recording studios](#) are available for use on the CFAES Wooster and Columbus campuses. These rooms are set up for individuals to create course content, research and promotional videos, student projects, and other recorded materials.

To help ensure the safety of our CFAES colleagues and students, one morning and afternoon appointment are available this upcoming semester so that we may limit traffic in the spaces. Per [Safe and Healthy Buckeyes](#), facilities will clean the high touch areas twice a day, and clean the main areas once a day. Individuals making use of the spaces will be expected to clean areas before and after use. Cleaning wipes will be made available in the recording studio.

Scheduling of the studio space is by appointment only. Please click on one of the links [located on the recording studio page](#), or [contact the IT Service Desk](#) at 614-514-4848 (IT4U).

### **Additional Recording Hardware Available**

A limited number of iPads outfitted with [Padcaster technology](#) are available for week long reservations, and can be picked up at the IT Service Desks on the Columbus and Wooster campuses. These bundles can be used for recording video materials in the field, as well as several of the suggested activities outlined in the recording studio spaces (class introductions or overviews, promotional videos, etc.). Please [contact the IT Service Desk](#) at 614-514-4848 (IT4U).

### **Buckeye Pass for Office 365 applications**

Starting **Friday, August 21**, all CFAES employees will use BuckeyePass for Office 365 applications. Thank you to everyone for completing the transition of your university-owned devices. If you are not currently using Outlook on your personal device, please follow [4 simple steps](#) to transition by the end of the week. **Are you a Linux user?** Follow these steps to [transition to Evolution](#).

### **Reminder on Political Activity**

Especially during this election year, we want to remind faculty and staff about the university's [guidelines regarding political activity](#), which can you understand how to exercise your constitutional rights without creating the appearance that the university is endorsing a particular candidate or cause.

### **Dean Cathann A. Kress, Ph.D.**

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