



April 10, 2020

Dear Faculty,

Thank you for your commitment and flexibility over the first few weeks of classes, as we have transitioned to remote teaching and learning. As you continue to support students in the remote learning environment, Student Affairs has assembled a group of trained students and staff who can assist you during your Zoom lectures at no additional cost to the faculty.

These Zoom Lecture Assistants (ZLA) will serve as co-hosts during your lectures. Priority will be given to lectures of 60+ enrollment with no teaching assistant. A co-host can address audio/visual questions, monitor student participation (mute students, stop video, share screens, etc), manage questions from the chat, notify the professor when students' hands are raised, and administer poll questions.

If faculty and teaching assistants wish to request a ZLA, they can fill out [this form](#). We will then make best efforts to match you with a staff or student ZLA.

Thank you.

A handwritten signature in black ink that reads "Monroe Gorden".

Monroe Gorden
Vice Chancellor of Student
Affairs

A handwritten signature in black ink that reads "Jan Reiff".

Jan Reiff
Special Assistant for
Online Initiatives

A handwritten signature in black ink that reads "Adrienne Lavine".

Adrienne Lavine
Associate Vice Provost,
Center for the
Advancement of Teaching