Delta State University
Academic Readiness Task Force
Academic Implementation Plan for Fall 2020

<u>**Context**</u>
The Academic Readiness Task Force created an implementation plan for instruction that supports faculty and student engagement while minimizing the risk of infection associated with larger gatherings.

Our goal is to provide the best quality education possible, combining aspects of both online and in-person instruction, in the safest environment possible. To accomplish this goal we will adopt a hybrid mode of instruction in order to reduce the number of students and faculty in a room at the same time to reduce the risk of infection and support the health and safety of students, faculty, and staff.

<u>All courses must be prepared as an online course for Fall 2020</u>. Courses originally scheduled in Banner for the Fall semester as face-to-face (F2F) will use a **hybrid** mode of instruction. Delta State is defining a hybrid course as an <u>online course</u> with **Strategic F2F Interactions**. The amount of time spent F2F will vary depending on the skill development expected in the course or other activities required for achieving student learning outcomes that do not fit well with online delivery.

Courses with smaller enrollments can be accommodated in spaces that will allow regular meetings with all or a subset of students depending on the needs of the course. Larger enrolled courses will need to use a Small Group or HyFlex Hybrid model to regularly meet with a smaller subset of students.

In addition, students must be allowed to complete each course online if they become ill or if they have underlying health conditions.

Courses originally scheduled as "online" for the Fall semester will continue to meet online.

Other practical reasons exist why all courses should be prepared as online as we may be required to immediately shift from F2F or hybrid to exclusively online delivery. These include, but are not limited to:
1. Executive Order by the Governor or other external entity
2. A student diagnosed with the virus who has attended a F2F meeting.
3. An instructor diagnosed with the virus who has attended a F2F meeting.

<u>NOTE: ALL PLANS ARE SUBJECT TO CHANGE AT ANY TIME</u>

Items are listed in four categories and should be implemented as follows:

Hybrid models/course preparation

1. *Faculty must prepare their fall courses for a hybrid mode of delivery, as defined in the Context section above. In addition, we must dispel the myth that simply teaching a F2F course over Zoom is acceptable – it is not. Faculty must complete online and hybrid training and approach their courses differently from the traditional F2F course.*

   Implementation:
   - OIT/FCTL make available virtual trainings.
   - Faculty complete training and submit course for review by 5 p.m. on August 5. At least six modules need to be finished by that date.
   - FCTL will share with chairs the list of courses undergoing Fall expedited review. (July 16)
   - Faculty who have completed QM external review must still complete the Expedited Online Course Review Training.

2. *To ensure each course continues to have the same sharp focus on Program Learning Outcomes and the critical relationship of Student Learning Outcomes, activities, assignments, and assessments to ensure students achieve the SLOs, faculty must accept that an activity, assignment, or assessment that worked well in F2F delivery, may no longer work well in a hybrid or online model.*

   Implementation:
   - FCTL will create a matrix to assist faculty aligning PLOs, SLOs, activities, and assessments.
   - Faculty will share a copy of each course matrix with their department/division chair.
   - Faculty will look for models at other schools for discipline-specific solutions to academic challenges in online learning.

3. *Faculty must plan additional time at the beginning of the fall term for content review, especially in freshmen courses and those courses that require prerequisites. This action will help compensate for decreased student engagement with content due to the disruptive nature of the spring semester. Remember that prior to the Fall semester, some students may not have engaged with course content in a meaningful way for six months.*

   Implementation:
   - OIT and FCTL will offer a Canvas repository shell of trainings and resources and pre-enroll faculty for ease of access.
   - With assistance from OIT and FCTL, faculty utilize a background knowledge/skill assessment in the first week and provide any necessary review content, like videos, with corresponding post-content assessments.
   - In the first week, faculty will go over with students how to study for the course online.

4. *Any Zoom synchronous lecture shall be recorded to provide students more flexibility in keeping up with coursework, regardless of the reason for students' absence.*

   Implementation:

- OIT/FCTL provide more training on videos: Zoom's settings, video editing, etc.

5. ***Develop specialized plans for students who are at an increased risk due to the occupational nature of their studies. Examples include health-professional students and students engaged in out-of-classroom/field experience activities. Ensure students are provided with adequate PPE, supervision, and other protections based on their risk.***

   Implementation:
   - With guidance from CDC/Health Department, divisions catalog the protective measures used by those working the industry/occupations.
   - Divisions ensure safety measures implemented are aligned with those industry standards/practices.
   - Divisions provide corresponding training to faculty, staff, and students.
   - Wherever protective measures are not feasible, divisions offer alternatives.
   - Students with high-risk diagnoses or other conditions who have registered for courses with F2F meetings will be allowed to complete the course online, with the exception of courses previously identified with High Engagement Requirements.

6. ***Consider options in skill development courses to "front-load" activities that require face-to-face instruction at the beginning of the fall term, in case we are required to shift to exclusively online instruction later in the semester.***

   Implementation:
   - Faculty review all syllabi to determine activities well-suited to an online environment and those that require face-to-face.
   - Schedule activities requiring F2F engagement at the beginning of the semester if possible.

7. ***Expand, where applicable, simulation experiences to create clinical scenarios for health professional students to practice technical, diagnostic, and exam skills***.

   Implementation:
   - Divisions explore the simulation software or equipment used in industry and look for opportunities to incorporate usage in courses.

8. ***Ensure appropriate legal authority is obtained for any publicly available video production of classroom presentations and interactions.***

   Implementation:
   - Faculty who plan on using students' images in public venues like YouTube, websites, or social media must have those students sign an image-release form. Contact Office of Communications & Marketing for more details.

9. ***Ensure students adhere to established safety guidelines (e.g., social distancing) while attending in-person classes.***

   Implementation:
   - OIT and FYS will create a Canvas shell for students to complete before returning to campus on how to take online and hybrid courses, especially regarding time management and social distancing.
   - FCTL will provide training on how to manage social distancing in the classroom.
   - Faculty coordinate with Health Services to plan social-distancing accommodations for students with disabilities in the classroom.
   - Faculty will use a seating chart to make it easier to take roll, make students feel better about being in the same seat every time, and make contact tracing easier if it should become necessary.
   - The first class meeting of the semester will be VIRTUAL, and that virtual meeting must be used to communicate the organization of the class and use of the class space to students.

Technology

1. ***What technology is needed in preparing and implementing their courses for online and hybrid delivery?***

   Implementation:

   Basic classroom design:
   - Computer with monitor
   - Instructor Station
   - Instructor Camera
   - Instructor Microphone
   - Sound system where needed
   - Either TV Monitor, Projector, or Smart Board
   - Presentation pointers
   - USB connection
   - Laptop connection

   Advanced Classroom Design for HyFlex mode (includes all the above plus):
   - Cameras for Faculty and Students
   - Microphones for Students

   Implementation of Software Needed for Fall:
   - Deploy Microsoft Teams campus wide to promote collaboration and communication
   - Provide UC One Application for faculty/staff that would like to answer telephones remotely
   - Migrate campus form shared drives to OneDrive/Teams file storage
   - Use Blueprint in Canvas to populate university template in all courses
   - Provide training on the use of Microsoft Bookings for virtual office hours and other times when students need to schedule time with faculty

- Migrate paper forms to an online process or electronic documents wherever possible. Add/Drop form in Registrar's office should be moved first, then others to follow.

Investigating:
- Recommend a screen capture and/or video editing software

Facilities/Course Scheduling

1. *There are some courses that can be fully accommodated in current or repurposed space. We must determine which courses should be assigned to these spaces and determine an appropriate hybrid model.*

    Implementation:

	Action	Responsible party	Deadline
1.	Determine maximum capacity of each classroom space based on CDC guidelines. Identify and cover desks/tables not to be used.	Facilities Management	June 22, 2020
2.	Survey chairs to determine the following: • Basic course info (dept., faculty, subject, course #, section, title) • Determine if a specific location is required for Strategic F2F Interactions • Identify the hybrid format to be used • Determine if the course is viable in an online format should classroom space not be available • List any special PPE needs beyond masks. • Determine and document if the course contains any High Engagement Requirements • Determine if the faculty member has a documented underlying health condition that necessitates all online teaching	Academic Deans & Chairs	Distribute by: 6/22/20 Returned by: COB 7/7/20
3.	Set the maximum number of students allowed in any given F2F class setting at 30. (This refers to in-class meetings, not course enrollment)	Provost approval	
4.	Review and revise current schedules as needed to courses to appropriate classrooms.	AA-Hayley	Mid-July

5.	Distribute to faculty the following recommended steps for ensuring safety and social distancing during class meetings.	Faculty	8/1/20
	1. Allow time (additional 3 minutes?) at the end of every class period for dismissal to avoid clustering. 2. Dismiss students by rows, beginning with the row nearest the exit door. 3. Consider leaving classroom doors open to avoid unnecessary surface contact. 4. Ask students who exhibit symptoms to leave the classroom and complete assignments online (according to established healthcare best practices)		

Health/Safety

1. ***All faculty, staff, and students must follow recommended public health practices, including wearing a face covering (as appropriate), maintaining 6 feet of physical distancing, cough/sneeze etiquette, hand hygiene, and staying home when feeling ill.***

   Implementation:
   - Develop an online education module [HR and OIT] to include the public health practices that each **faculty, staff, and student** must complete prior to beginning the fall semester. The online education module will be delivered to faculty, staff, and students through Canvas. A certificate will be awarded upon completion to acknowledge content awareness and accountability.
   - Provide Personal Protective Equipment (PPE) [masks, face shields, gloves as needed] for academic areas in which physical distancing cannot be secured. Academic chairs will survey faculty and determine the type and amount of PPE needed in their respective units.
   - Faculty and staff will model the recommended public health practices by wearing masks, maintaining 6 feet of physical distance, cough/sneeze etiquette and hand hygiene at all times while in the classroom/lab and during any interaction with students or other faculty members.
   - DSU will provide face masks for all students that must be worn while in classrooms, offices, areas of gathering, and confined spaces that limit required physical distancing.
   - Faculty, staff, and students shall stay home or in their residence hall room when feeling ill.

2. ***Develop daily screening on all faculty, staff, and students.***

   Implementation:
   - Consider the efficacy of a COVID-19 screening phone app (C-Spire Health & C-Spire Cares/Apple & CDC) to assist with contact tracing.

3. *Develop a management protocol for COVID-19 for faculty, staff, and students*

Implementation:
- Require COVID-19 Testing and Contact Tracing for those who have symptoms or been exposed (follow Proposed Protocol for COVID-19 Testing)
- Academic chairs will develop a contingency plan for faculty members who become ill and unable to work, even remotely – each faculty member will discuss and determine with their respective department Chair a plan for course continuity during the faculty member's illness or if unable to return to work.
- Emphasize strict attendance/absence recording of students for contact tracing purposes.

4. *Establish cleaning protocols in classrooms and buildings*

Implementation
- Request Facilities Management order approved EPA supplies to clean and disinfect every classroom/lab/studio/offices, etc.
- Require students to disinfect their desk as they enter the classrooms or labs using the materials provided for that purpose.
- Building Managers will identify faculty members high contact areas in instructional spaces and communicate cleaning techniques.
- Request custodial services to clean/disinfect and restock supplies in restrooms at least 2-3 times a day.

5. *Develop signage and communication for COVID-19 throughout the campus*

Implementation
- Request Communications and Marketing to develop signage for the following:
  - Designated Entrance and Exits for buildings;
  - Proper handwashing signs in each bathroom;
  - Required Masks throughout all academic buildings/offices;
  - Right way and Wrong way to wear masks throughout the campus;
  - Symptoms of COVID-19 throughout the campus;
- Request Communications and Marketing to regularly communicate current health guidelines on COVID-19 (i.e. text Message; social – Facebook/Twitter/Instagram/Snap Chat; radio, and web page)

Other: Academic
1. Faculty should urge students to take advantage of Student Success Center resources, the Writing Center, and the new 24/7 online tutoring available this fall.

2. Faculty should plan all office hours and advising in a virtual environment when possible.

Other: Non-Academic

1. Recommend a contact be identified for all COVID-19 inquiries, questions, concerns. The contact can route inquiries to the appropriate office as needed.

2. Require online training (Canvas presentation) for all students and employees regarding COVID-19 healthy safety requirements.

3. Provide flu shots for all faculty, staff, and students. Recommend a nurse make the rounds to different buildings and provide the shot. Establish hours in the Health Center or visit Residence Halls and the Union to vaccinate students.

4. Faculty and staff professional travel should be discouraged. Essential travel must be approved by the appropriate vice president.

5. Facilities Management should provide appropriate signage to:
   - describe required hygiene behaviors
   - indicate occupant capacity of each classroom
   - identify appropriate entry and exit points for each building

6. Facilities Management should order sufficient quantities of:
   - hand sanitizing stations and refills for each classroom building, hallways, and department offices
   - disinfectant wipes or spray for each classroom
   - masks for students with extras in the classrooms
   - face shields for faculty (to be requested by individual departments)
   - plexiglass sheets with stands for department offices as requested
   - door stops to keep classroom doors open

ACADEMIC READINESS TASK FORCE for Fall 2020
June 2020

Members
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