Policy Guidance and Instructional Support Resources for Fall 2020

Policy Guidance

The following policies are in place for the fall 2020 academic term. Unless superseded by subsequent guidance, they will also apply to the spring 2021 term.

1) Changes in instructional modality are not to be undertaken during the academic term without the written permission of the Department Chair and Dean.

2) If changing conditions require a shift in modality, that decision will be in response to the requirements of the Board of Trustees, the State of Indiana, or the Allen County Department of Health.

3) Sections scheduled to be delivered as synchronous online cannot require participation or attendance outside of the days and times published in the Schedule of Classes.

4) Sections to be delivered as asynchronous online cannot establish required synchronous participation. A due date and time for assessments and assignments is acceptable, as is setting a maximum duration once a student begins a test. Windows of time for students to complete online work must be reasonable and not interfere with face-to-face or synchronously delivered online class times.

5) The 2020/2021 academic calendar remains unchanged.

6) Academic regulations regarding probation and dismissal will be enforced at the end of the fall term and drop dates will not be modified unless local and regional conditions necessitate a change.

Instructional Support Resources:

Instructional Preparedness Recommendations

Key topics contained within: attendance policies and online streaming if possible; minimal set up of LMS to facilitate transition of course to another instructor or to a fully online modality; for hybrid classes where 50% students attend on a given day, instructors should be flexible in allowing students to pick/switch their day at the beginning of the semester to make their

schedules more efficient, which will help de-densify campus; meetings with students outside of designated instructional times, whether for class or advising purposes, should take place virtually as much as possible; unless accommodations are individually approved through HR, instructors must wear a face mask while teaching; use of the clear classroom barrier is optional.

EPC guidance on classroom attendance and seating Instructors are encouraged to take attendance to have students sit in the same seats each class session so that students can learn each other's names for contact tracing purposes.

CELT memo on videoconferencing technology

ITS spreadsheet on classroom technology

Student Face Mask enforcement protocol, note: unless accommodation documentation is provided from SSD, all students must wear a face mask while in class and instructors should ask students to leave the class and should report them through the link provided in the document if they refuse.

Student COVID-19 reporting protocol outlines student reporting, quarantine and isolation protocol, including how everyone will follow all HIPPA and FERPA regulations as it pertains to a student's educational and medical records.

CARE Team Referral Process

Crisis Conscious Teaching and Resilient Pedagogy connections with students will be extremely important, explore methods of streamlining your course without sacrificing rigor or learning objectives.

With gratitude for your extraordinary efforts,

Carl N. Drummond
Vice Chancellor for Academic Affairs