

Academic Planning and Course Delivery
COVID-19 Phase II Subgroup Recommendations for Fall 2020

I. Transitioning Large Classes: Classes with Capacity of more than 40:

The Table below identifies 84 in-person courses with a *capacity of 40 or more students* per section for fall 2020 by college/department. The Phase II sub-committee recommends that Deans/Department Chairs work with faculty teaching those courses to:

- a. determine feasibility of transitioning to remote instruction if social distancing is not possible
- b. If a course cannot be transitioned to remote modality, faculty in consultation with department chairs, consider alternative modes of instruction such as those listed in Options 1 & 2 below
- c. If neither #a and #b are feasible, chairs and deans work with Academic Affairs to explore possible relocation to spaces not traditionally reserved for academic use.

II. Classes with Capacity of less than 40:

Many classes with a *capacity of less than 40* may still be held in classrooms where physical distancing is not feasible. The committee recommends Deans and Department chairs to work with faculty and coordinate a plan from each instructor to make adjustments to their classes to maximize physical distancing. These options may include:

Option 1: Moving the course to a larger space, including locations not traditionally reserved for academic use.

Option 2: Reducing the number of students attending class at each scheduled class meeting time by:

- Dividing the class into groups and utilizing Zoom or similar technology to deliver instruction, alternating which group receives in-person instruction
- Providing livestream access to face-to-face delivery to provide a synchronous experience for students engaging remotely ([see Hy-Flex model](#))
- Recording synchronous course sessions and allowing asynchronous participation via Canvas
- Employing other methods as deemed appropriate to maximize opportunities for engagement of all students

Prioritizing campus presence

To reduce campus density:

- specific teaching modalities should be prioritized for on-campus academic space and face-to-face instruction, including freshmen classes, labs, studios, performance-based, clinicals, etc.
- maintain social distancing protocols of a minimum of 6 feet and/or allow no more than 50% occupancy in the classroom or physical location

III. Timeline

- June 30: Deans/Department Chairs work with faculty to complete course modality/delivery plans; communicate with Academic Affairs for coordination with Student Affairs/ETS/IT/Facilities to address specific pedagogical and physical plant needs
- July 15: Registrar's Office notify students of any changes to modality, meeting time, location, etc. since registration

IV. Calendar

- Tuesday, November 24: Last day for in-person instruction
- Wednesday, November 25 - Friday, November 27: Thanksgiving Break
- Monday, November 30: course instruction and assessment shift to remote delivery for the remainder of fall 2020 semester.

V. Additional Academic Considerations

- All faculty are advised to develop contingency plans including a modular approach that could be activated in the event of:
 - an outbreak on campus that might necessitate a temporary break or a mid-semester shift
 - teaching faculty become ill and are unable to complete the course
 - federal or state guidelines/recommendations shift the maximum size of gatherings or academic activities due to virus resurgence in the fall
- Department chairs work with faculty to utilize virtual office hours and other strategies for in-person meetings to promote physical distancing
- Deans/department chairs give faculty a choice of teaching style and work with faculty who have underlying health conditions or may be otherwise vulnerable to the effects of COVID-19.

Fall 2020 Courses with Capacity of more than 40 students Per Section

Course	# of Sections	Room * Capacity	Classroom/Building	Class * Capacity
COAS				
BI 100 Pre-Health Professions Orient	01	72	133 MB Sci/Tech	74
BI 101 Introductory Biology	01	48	120 MB Sci/Tech	32
BI 101 Introductory Biology	02	72	133 MB Sci/Tech	48
BI 101 Introductory Biology	03	48	111 MB Sci/Tech	32
BI 101 Introductory Biology	04	48	111 MB Sci/Tech	32
BI 101 Introductory Biology	05	72	133 MB Sci/Tech	48
BI 101 Introductory Biology	06	48	111 MB Sci/Tech	32
BI 111 Principles of Biology	02	48	111 MB Sci/Tech	32
BI 111 Principles of Biology	03	48	111 MB Sci/Tech	32
BI 241 Human Anatomy & Physiology I	01	72	133 MB Sci/Tech	48
BI 242 Human Anatomy & Physiology II	01	72	133 MB Sci/Tech	48
BI 307 Microbiology	01	72	133 MB Sci/Tech	40
CH 101 Introductory Chemistry	01	72	136 MB Sci/Tech	72
CH 101 Introductory Chemistry	02	72	136 MB Sci/Tech	72
CH 111 General Chemistry	01	72	136 MB Sci/Tech	72
CH 111 General Chemistry	02	72	136 MB Sci/Tech	72
CH 112 General Chemistry	01	72	136 MB Sci/Tech	48
CH 311 Organic Chemistry	01	72	136 MB Sci/Tech	72
COM 205 Communication in a Global Age	01	121	131 Comms. Bldg.	30
ES 131 Earth Science/Physical Geology	03	72	136 MB Sci/Tech	48
HI 101 World Civilization to 1500	01	100	330 Commons Bldg.	70
HI 101 World Civilization to 1500	02	100	330 Commons Bldg.	70
HI 101 World Civilization to 1500	04	40	306 BG Hall	36
HI 102 World Civilization Since 1500	01	100	330 Commons Bldg.	70
HI 102 World Civilization Since 1500	02	100	330 Commons Bldg.	70
HI 201 United States History to 1877	06	44	321 BG Hall	36
HI 202 US History Since 1877	01	40	206 BG Hall	36
MU 105 University Band	01	150	101 Music Bldg.	150
MU 205 University Band	01	150	101 Music Bldg.	65
PHL 250 Business Ethics	02	40	122 Keller Hall	40
PHL 250 Business Ethics	02	45	122 Keller Hall	40
PHL 250 Business Ethics	02	48	122 Keller Hall	40
PY 222 Intro to Psychology Major	01	50	222 Wesleyan Hall	31
SO 221 Introductory Sociology	03	45	301 Stevens Hall	40
COB				
AC 291 Accounting Concepts I	01	60	104 Keller-Raburn	45
AC 291 Accounting Concepts I	01	78	104 Keller-Raburn	45
AC 291 Accounting Concepts I	02	78	104 Keller-Raburn	50
AC 291 Accounting Concepts I	02	60	104 Keller-Raburn	50
AC 292 Accounting Concepts II	01	78	104 Keller-Raburn	50
AC 292 Accounting Concepts II	01	60	104 Keller-Raburn	50
AC 392 Intermediate Accounting II	01	78	104 Keller-Raburn	60
AC 392 Intermediate Accounting II	01	60	104 Keller-Raburn	60
AC 472 Tax Accounting	01	40	322 Keller Hall	40
AC 472 Tax Accounting	01	48	322 Keller Hall	40
*HY BL 240 Legal Environment of Business	03	48	333 Keller Hall	48
*HY BL 240 Legal Environment of Business	02	48	333 Keller Hall	47

* HY - Hybrid

* Room Capacity – number of people that can fit into the room

* Class Capacity – current cap on the number of students who can enroll

	Course	# of Sections	Room * Capacity	Classroom/Building	Class * Capacity
	EC 251 Principles of Macroeconomics	03	44	110 Keller-Raburn	44
	EC 340 Economics of the Firm	01	48	333 Keller Hall	48
	FI 492 Investments	01	40	222 Keller Hall	40
	FI 492 Investments	01	48	222 Keller Hall	40
	FI 492 Investments	01	55	222 Keller Hall	40
	QM 291 Statistical Process Control	02	60	104 Keller-Raburn	58
	QM 291 Statistical Process Control	02	78	104 Keller-Raburn	58
	QM 291 Statistical Process Control	03	60	104 Keller-Raburn	51
	QM 291 Statistical Process Control	03	78	104 Keller-Raburn	51
	QM 292 Stat Analysis for Business	01	60	104 Keller-Raburn	50
	QM 292 Stat Analysis for Business	01	78	104 Keller-Raburn	50
	QM 292 Stat Analysis for Business	02	48	333 Keller Hall	48
*HY	MG 330 Principles of Management	01	44	110 Keller-Raburn	44
*HY	MG 331 Leadership & Org Behavior	01	100	330 Commons Bldg.	70
	MG 382W Managerial Communications	01	44	110 Keller-Raburn	44
	MG 382W Managerial Communications	02	64	133 Keller Hall	46
	MG 382W Managerial Communications	02	70	133 Keller Hall	46
	MG 485 Project Management	01	64	133 Keller Hall	48
	MG 485 Project Management	01	70	133 Keller Hall	48
	MG 491 International Business	01	64	133 Keller Hall	64
	MG 491 International Business	01	70	133 Keller Hall	64
*HY	MK 360 Principles of Marketing	01	100	330 Commons Bldg.	100
COEHS					
	None				
ACONHP					
	NU 301 Foundations of Nursing	01	70	109 Stevens Hall	68
	NU 301 Foundations of Nursing	01	45	109 Stevens Hall	68
	NU 301 Foundations of Nursing	A	70	304 Stevens Hall	68
	NU 301 Foundations of Nursing	A	45	304 Stevens Hall	68
	NU 302W Community Health Nursing	01	70	109 Stevens Hall	68
	NU 302W Community Health Nursing	01	45	109 Stevens Hall	68
	NU 302W Community Health Nursing	A	45	109 Stevens Hall	68
	NU 302W Community Health Nursing	A	70	109 Stevens Hall	68
	NU 304 Adult Health Nursing I	01	65	239 Stevens Hall	52
	NU 407 Adult Health Nursing II	01	65	204 Stevens Hall	38
	NU 305 Health and Physical Assessment	01	45	109 Stevens Hall	68
	NU 305 Health and Physical Assessment	01	70	109 Stevens Hall	68
	NU 306 Mental Health Nursing	01	45	109 Stevens Hall	75
	NU 306 Mental Health Nursing	01	70	109 Stevens Hall	75
	NU 308 Pharmacology in Nursing	01	65	239 Stevens Hall	60
	NU 409 Maternity Nursing	AC2	50	205 Stevens Hall	38
Honors					
	HON 101H Honors Forum	H01	121	131 Comms. Bldg.	70
University College					
	None				

* HY - Hybrid

* **Room Capacity** – number of people that can fit into the room

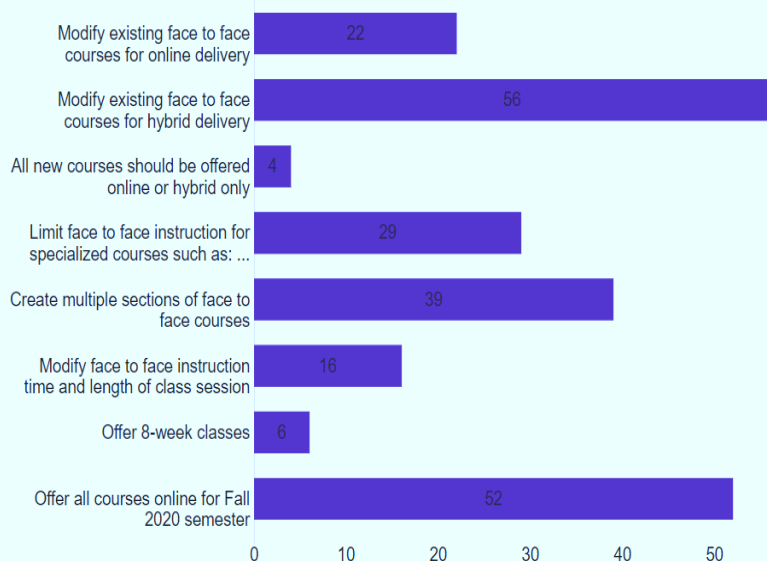
* **Class Capacity** – current cap on the number of students who can enroll

COVID-19 FACULTY SURVEY

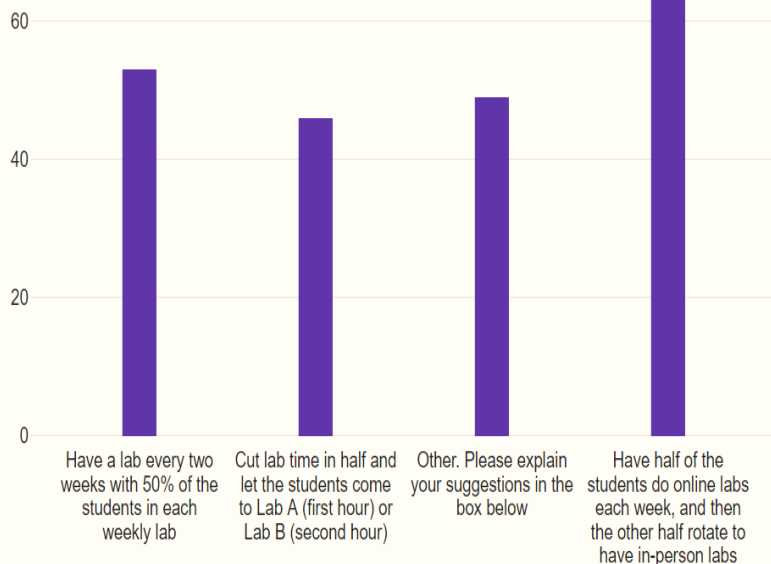
HIGHLIGHTS OF RECOMMENDATIONS FOR FALL 2020



Preferred Modality of Teaching in Fall 2020



Prioritizing face to face instruction in laboratory settings for Fall 2020



Modality of Instruction

Hybrid Flexible

Offer classes in-person and online simultaneously with students attending in rotation

- Divide class into groups to maintain physical distance and rotate in-class attendance for synchronous learning
- Utilize advanced classroom technology to allow students to participate synchronously or asynchronously

Labs/Simulations/Performance

- Hybrid approach: Use synchronous face to face and online instruction - have half of the students do online labs each week, and the other half rotate for in-person labs
- Musical ensembles: allow maximum number of students to maintain six feet physical distance, joined by rest of ensemble synchronously via audio-video link
- Split 3-hr studio courses into 2 smaller groups: Group 1 would meet with instructor for lecture while Group 2 works in the lab; after 1.5 hours, groups switch. Groups would thus be limited to 5-6 students

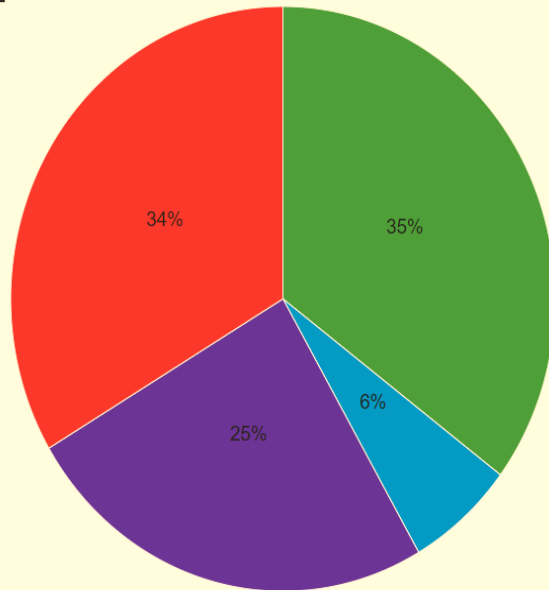
Makeshift Classrooms

- Repurpose meeting rooms/event spaces/outdoor study spaces

Technology

- Equip classrooms with advanced technology such as cameras, microphones and monitors for livestreaming and recording learning activities to accommodate synchronous and asynchronous learning modalities
- Provide appropriate technology training to faculty for online teaching, Canvas, simulations, design and running of hybrid classrooms
- Provide reliable wi-fi/broadband

Travel in Fall 2020



● Avoid all non-essential global travel ● Other: ● Limit travel based on supervisor approval
● Avoid all non-essential domestic travel

Travel

- Education Abroad: no travel abroad for students
- Avoid all non-essential travel: global and domestic

Events and Meetings

- Conduct meetings/events through virtual meeting platforms where social distancing is not possible

Health, Safety, & Sanitation



- Require social distancing, PPE and masks, temperature checks, and health screenings of every single person
- Test everyone on day 1 followed by intermittent random testing
- Place industrial portable air filter units in all office and common areas
- Provide hand sanitizers and disinfectant wipes in all classrooms and labs for individual clean-up before and at the end of every session
- Communicate contingency plans for what happens if employees or students get sick, including quarantine locations
- Post self-check signage reminders outside classrooms, labs
- Monitor local conditions and be prepared with back up plans when deemed unsafe - including going completely online if needed in the Fall