

University of Southern Indiana Fall 2020 Guidance for Faculty

As we prepare for the start of the Fall 2020 semester, we are thankful for the efforts of faculty members in designing their classes for these uncertain times. We acknowledge the hard work of faculty in developing online content, exploring creative approaches to teaching, and adjusting class sizes, schedules, and delivery methods. This document is meant to provide faculty members with relevant classroom information and student expectations in preparing for the upcoming academic year.

Instructional Guidance

Instructional Continuity Plan

The university will be monitoring the impact of COVID-19 on the USI community. If COVID-19 indicators suggest the need to change on-campus operations, then in-person, technology-enhanced, or hybrid courses may move to remote instruction, either temporarily or for the remainder of the semester. ***Faculty members need to be prepared to transition their classes online in Fall 2020 and Spring 2021 at any point through each semester. All courses need to have a BlackBoard site with the course syllabus and a course schedule/calendar included.***

Students need to be made aware of the instructional contingency plan. Course syllabi need to include the following statement:

Academic Continuity

In the event of an announced campus closure or emergency, it may be necessary for the university to suspend normal operations. During this time, the university may opt to continue instruction through online or alternative modes of delivery. Each student is responsible to monitor the USI homepage at www.usi.edu and their USI email for important general information and instructions regarding classes.

Class Attendance

In-Person, Technology-Enhanced, or Hybrid Courses

In order to assist with contact tracing and possible exposures in the classroom, faculty members are encouraged to take attendance and maintain a seating chart for each in-person session for the course. You may want to take a photo of the students (with their permission) in the classroom during each class period to maintain an attendance record.

All Courses

Courses that include online modes of delivery make it difficult to track attendance, and faculty members should develop a system that works for their courses. A student who is not participating in courses should be of concern. Faculty members are requested to complete a [Care form](#). The Dean of Students office will reach out to these students. Additionally, faculty members are required to submit a last date of attendance for students who fail the course at the end of the semester. Attendance tracking will assist with determining the last date of participation in the course.

Faculty members are encouraged to accommodate students who need to miss class as a result of isolation or quarantine due to COVID-19. Students may not have doctor excuses if they are in quarantine due to a possible COVID-19 exposure.

ISOLATION: keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home/apartment or suite. Individuals will remain in isolation until fever-free for 24 hours, symptoms have improved, and it has been 10 days since onset of first symptoms or it has been 10 days since a positive test.

QUARANTINE: keeps someone who was in close contact with someone who has COVID-19 away from others. Individuals will remain in quarantine until 14 days after their last contact with a COVID-19 positive person.

Time Zones

Please be aware that you may have students attending your course from various time zones and from locations outside of Indiana and the United States. You will want to ascertain at the beginning of the semester the time zones associated with your students—especially if your class includes international students who may be enrolled online from their home countries. Students will need clear guidance that the dates and times listed in the syllabus, and articulated in class, regarding assignment due dates, testing times, synchronous sessions, and other activities that are time-sensitive, **refer to Central Time**.

Cancellation of Class

Classes are expected to meet at their regularly scheduled times. If a situation arises that prevents a faculty member from teaching his/her class, the faculty member needs to communicate with the department chair and the college dean. In these cases, another faculty member may cover the class, or the instructor will develop an [equivalent instructional activity](#) to ensure that students are making progress in the class. Only in extreme instances after consultation with the department chair and college dean may a class be cancelled.

Exams

Faculty members teaching online courses (.NO, .NS, .ND, and .AO sections) are expected to administer online assessments. The availability of classroom space is extremely limited, and we are not able to accommodate in-person exams for online courses.

Exam Proctoring

Proctorio is an online proctoring service that is available for all courses regardless of modality. For more information about Proctorio best practices, requesting and setting up Proctorio in BlackBoard, viewing Proctorio's grade book, and other resources including syllabi statements, please visit the Exam Proctoring with Proctorio section under the [Faculty Resources page](#) on Online Learning's website.

Classes after Thanksgiving

All classes will convert to virtual instruction after Thanksgiving break. Class instruction is required the week after Thanksgiving with the final exam period the following week. There are some courses that will require students to return to campus after the Thanksgiving break and they must be approved by the college dean. These will typically be courses that have required clinical, practicum, or other similar learning experiences. Students need to be notified during the first week of classes and in the course syllabus if they are expected to be on campus after Thanksgiving break.

Final Exams

All courses are required to meet for the final exam period and faculty must adhere to the final examination schedule found on the [Registrar's Office website](#). All finals must be administered online, unless the faculty member has approval for an exception from the college dean. Students need to be notified during the first week of classes and in the course syllabus if they are expected to be on campus for final exams.

Online Materials and Recordings

It is anticipated that faculty will likely have more course content available to students in an online environment. Additionally, many faculty members may be planning on using Zoom or other videoconferencing platforms for their courses and uploading recordings of the session online. If the recording involves students, the videos should be posted to a secure site. If recordings are posted to non-secure site (e.g. YouTube), the faculty member must have a [media release](#) for each student that appears in the video. For guidance on how and where to post recordings, please contact Online Learning at online.support@usi.edu or the [IT Help Desk](#).

Online Materials and Recordings Syllabi Statements

Faculty members may want to consider adding the following statements regarding course content and class recordings to their syllabi.

Syllabi Statements

Course Materials

My lectures and course materials, including presentations, tests, exams, outlines, and similar materials, are protected by copyright. I am the exclusive owner of copyright in those materials I create. I encourage you to take notes and make copies of course materials for your own educational use. However, you may not, nor may you knowingly allow others to reproduce or distribute lecture notes and course materials publicly without my express written consent. This includes providing materials to commercial course material suppliers such as Course Hero and other similar services. Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor's course materials may be in violation of The Student Rights and Responsibilities: A Code of Student Behavior. Similarly, you own copyright in your original papers and exam essays. If I am interested in posting your answers or papers on the course web site, I will request your written permission.

Recorded Class Sessions

Some of the sessions in this course may be recorded or live-streamed. Such recordings/streaming will only be made available to students registered for this class. Students may not share these sessions with others not in the class or upload them to any other online environment. Doing so would be a breach of the Code of Student Conduct, and, in some cases, a violation of the Federal Education Rights and Privacy Act (FERPA).

Office Hours

Faculty are recommended to hold virtual office hours when possible. If a faculty member needs to meet with a student in person, the meeting should be held in a space where six feet of distancing can be maintained. All parties should wear face coverings. The space should be

cleaned before and after the meeting by using disinfecting spray and surfaces wiped with a microfiber cloth.

Meetings

The university is recommending that faculty, department, and other meetings be held virtually whenever feasible. If a meeting must be held in-person safety protocols must be in place, including physical distancing of at least six feet and face coverings.

Core Assessment

Assessment of Core 39 courses will continue for the 2020-2021 academic year. If a change to the assessment cycle is needed for a Core 39 course, please contact [Dr. M.T. Hallock Morris](#) to discuss the request.

Course Perception Surveys

Course Perception Surveys ([CPS](#)) will continue in the fall and spring semester. The SETs for fall 2020 will be included in the faculty review process.

Hybrid Courses

Hybrid courses are defined as courses where the delivery of 50-74% of the required course content, learning activities and assessments are conducted online with the remainder of the instruction in-person. ***All in-person meetings for the semester must be communicated to the students through BlackBoard and email prior to the first day of the course and documented in the course syllabus.***

Depending on the classroom capacity assigned to your course, hybrid classes may be offered in a variety of ways. You may use a combined approach of online and rotating in-person attendance (i.e., if a course meets on Tuesday and Thursday, some attend in-person on Tuesday and some attend in-person on Thursday. This provides all students with in-person instruction and the capability of using the currently scheduled classroom to maintain appropriate social distancing.

You may consider using a flipped instructional strategy. With flipped instruction, students learn at home using online lectures, readings, written assignments, asynchronous discussions, assessments (quizzes and exams) and other meaningful activities that will enhance their understanding of the content. Instructor utilize the in-person class meetings to introduce or review complex topics, instructions, procedures, and content or to summarize activities for the week. Class time may provide opportunity for guided practice and projects. Class meetings might also be used for student presentations, socially distanced small group problem-solving and other meaningful activities that will help students achieve the course outcomes.

Technology-Enhanced Courses

With this modality delivery of a class with 25 to 49% of course delivery is through remote instruction. Thus, there is a significant portion of the class that involves in-person instruction, such as lectures and laboratory or studio experiences. The remote instruction in these courses typically provide background information to prepare students for hands-on experiences in person. This remote instruction may include recorded lectures, videos, and/or online assignments.

Students must be informed (through email and BlackBoard) of class meeting dates and times for the entire semester before or on the first day of class and meeting dates must be documented in the course syllabus.

University-Sponsored Travel

At present, the University of Southern Indiana is not funding travel for its employees or students, with only a very narrow set of exceptions being made.

Spring Schedule

The Spring 2021 schedule has been approved by university administration. The spring semester will officially begin on Monday, January 18, 2021, Martin Luther King, Jr. Day, instead of January 11, 2021. No classes will be scheduled on Monday, January 18 but the university will be open. There will be no Spring Break and no assessment day; these have been converted to instructional days. There are no changes to the spring final exams schedule, commencement, or summer session calendar.

Student Academic Support Services

Advising

Students will have both virtual and in-person access to academic advising in the Undergraduate Advising Centers and the Center for Exploring Majors for the fall and spring semesters. Students are encouraged to make appointments to see their advisors. In-person meetings will take place in a room where social distancing of six feet or more can be maintained and face coverings will be required.

Tutoring and Academic Skills

Students will have both virtual and in-person access to tutoring and other services offered by Academic Skills for the fall and spring semesters. Please visit the [Academic Skills website](#) for more information regarding tutoring.

Disability Resources

Please remember if you have a student with a hearing impairment, accurate captioning should be provided for any videos, VoiceThreads or other auditory types of recordings. If you plan to use materials that do not already have captioning, please get them to Disability Resources as soon as possible so we can either add captions or type up transcripts as needed.

If you have students receiving extra time on exams as an accommodation through Disability Resources, you will need to increase the testing time for the student. This short [video](#) explains how to how to do so.

Other testing accommodations students may need (i.e. technology, large font, etc.) will be the student's responsibility. If you or your students have questions, please contact Disability Resources at 812-464-1961.

Registrar's Office

The Registrar's Office has moved most forms (Add/Drop, Withdrawal forms, Change of Major, etc.) to electronic forms. The approval process is still required on all forms, but electronic signatures or email approval options are available for faculty/staff. Refer to [Schedule Changes](#)

[during COVID19](#) for information about schedule changes or contact the Registrar's Office for information about additional forms.

Safety

Safety Measures

Several safety measures are in place at the university, especially regarding the classroom setting. A greater number of courses have moved to an online or hybrid modality. All students, employees, and visitors to campus will be required to wear face coverings in buildings and when they are not able to maintain six feet of physical distancing. Classroom spaces have been marked to indicate where students should sit in order to maintain six feet of social distancing. There will be exceptions with dean approval in courses where students need to interact with one another in order to meet course learning outcomes and courses where students are in a program as a cohort. Cleaning supplies will be available in each classroom for students to clean their workspace before and after class. Hand sanitizer will also be available. Students will be encouraged to not loiter and wait in the hallways outside classrooms. Directional signage in hallways, classrooms, and stairwells, and on doors are in place. Outside air intake has been modified in university buildings in order to have increased fresh air in the classrooms and buildings. All offices on campus have implemented safety measures for their areas and deep cleaning in the classrooms will be done each day. Additionally, all students and employees are asked to complete daily self-checks for COVID-19 symptoms prior to arriving to campus. If a faculty member needs to monitor student work during class time or in the laboratory/studio, they should limit close contact with a student to under 15 minutes.

Faculty members are recommended to have a statement on their syllabi addressing safety in the classroom.

Safety Syllabus Statement

COVID-19 Safety

The University of Southern Indiana is committed to providing a safe, on-campus learning environment for students and employees. It is the responsibility of each person at USI to reduce the risk for COVID-19 transmission and contribute to the overall safety of the campus community.

As a student and a member of the USI community, you are required to:

- 1. Self-monitor for COVID-19 symptoms and report to a medical professional if you experience a fever of 100 °F or higher, a dry cough, difficulty breathing, chills, fatigue, muscle pain, headache, sore throat, nausea or vomiting, diarrhea, or loss of taste or smell;*
- 2. Use hand sanitizer when entering and leaving the classroom;*
- 3. Clean your classroom desk area before and after class and clean any materials and equipment you used as directed by your instructor;*
- 4. Wear a face covering in the classroom and in university buildings. Please work with the Disability Resources office if an accommodation is needed regarding the wearing of face coverings;*
- 5. Maintain physical distancing of 6 feet or more whenever possible. This includes sitting in the spaces marked in the classroom. You should not loiter in the hallways outside of classrooms between classes;*
- 6. Eating and drinking in the classroom will not be permitted.*

7. *Stay home if you feel ill or if you have been exposed to someone who is ill or has tested positive for COVID-19. Please email your instructor to make arrangements to complete missed class work in these situations.*
8. *Inform the university through the [self-reporting form](#) if you test positive or are presumed positive for COVID-19. You will be contacted by a trained university employee regarding your next steps.*

If a student or instructor tests positive for COVID-19, the university safety committee will work with the college dean, Dean of Students and/or Human Resources, and the Provost Office to determine the next steps for classroom instruction and other safety measures.

Students and employees who repeatedly disregard these safety guidelines are subject to disciplinary action and will be reported to the Dean of Students Office (students) or to an employee's supervisor.

Face Coverings

Face coverings are required by all individuals in all university-owned or -operated buildings. Face coverings are required anywhere (including outside) social distancing of six feet cannot be maintained. Face coverings are not required when alone in individual offices. All USI students and employees will be issued one cloth face covering with the USI logo. Additional face coverings will be available for purchase in the Campus Store. Disposable face coverings are available in numerous offices across campus.

While we expect each individual to assume personal responsibility and act in a manner to keep all members of the University community safe, we do understand that non-compliance may occur. We encourage issues with compliance to be handled with care and information sharing with the goal to de-escalate a situation.

If the individual is not wearing a mask, politely ask if the person is aware that face coverings are required. If possible, please let the individual know where disposable face coverings are available. If the individual is still non-compliant, please ask the person to leave the classroom. For ongoing violations please report students to the Dean of Students Office, and employees to their supervisors.

Face Shields

Faculty members may use face shields for classroom instructions with the approval of their Dean. Faculty members must maintain a minimum of 6 feet of distancing while teaching with face shields. A faculty member who uses a face shield without a mask must ensure that the face shield wraps around the sides of the wearer's face and extend below the chin. The University will provide face shields for exclusive use on campus while teaching. Face coverings should be used at all other times in buildings and in spaces where six feet of distancing cannot be maintained.

Self-Reporting/Positive Tests

Employees who are exhibiting symptoms for COVID-19 or have tested or presumed positive for COVID-19 should complete the [self-reporting form](#). Individuals will be contacted by a USI employee for contact tracing purposes and guidance on next steps. If a faculty member has

symptoms of COVID-19, tested positive for COVID-19, or needs to quarantine, the department chair and college dean need to be contacted to assess the next steps for instruction of their courses. In some instances, it may be necessary for another faculty member to take over instruction of these courses, especially if the faculty member has severe COVID-19 symptoms. It is recommended that you identify a colleague and provide her/him with [access](#) to your *Blackboard* courses.

There will be instances of students that have symptoms of COVID-19, a positive test for COVID-19, or will need to quarantine due to contact with a person with COVID-19. In these cases, it will be important for faculty members to have alternatives to in person instruction that may include, but are not limited to: simultaneous broadcast, recorded lecture, or online delivery. It will be paramount for faculty members to have flexibility in course delivery and assessment.