

Teaching Guidelines for Fall Semester 2020

Most Recent Update July 20, 2020

The following guidelines have been developed and are being communicated to help faculty plan and prepare for a successful fall 2020 academic semester. Faculty at Indiana State University have shown great adaptability, creativity, and energy over the past few months. Thank you! We are confident that you will do the same this fall, maintaining academic and pedagogical standards in all classes at Indiana State to ensure student success, completion, and retention.

Please note that any set of guidelines must be collectively negotiated and discussed at the department level. Departments are simply the best equipped to plan and implement any course adaptations in accordance with their faculty and disciplinary knowledge. An open line of communication between faculty, chairs, and their deans is key.

Calendar: End of the Semester: study week, final exams, spring

2021 registration

Monday, November 23-Friday, December 11

November 23 Monday	Spring 2020 Open Registration begins
November 23-27, Monday-Friday	Thanksgiving Break; No Day or Evening Classes
November 26-27, Thursday-Friday	University Closed
November 30, Monday	University Opens; Classes Resume Online Only*
November 30-December 4, Monday-Friday	Study Week Online Only*
December 4-15, Friday-Tuesday	Final Grading Begins; Deadline is Noon on Tuesday, December 15
December 4, Friday	Last Day of Fall Classes Online Only*
December 7-11, Monday-Friday	Final Examinations Online Only*
December 12, Saturday	Commencement

***See possible exceptions below**

Advising for spring registration: November 23-December 11

Although most of the academic advising for Spring 2021 will have been completed by this time, open registration will begin. Advisors must continue answering emails, responding to student questions, and meeting virtually with advisees. Please continue to use the note function in MySam for advising as to maintain communication.

Study Week: November 30-December 4

Classes will continue to meet, albeit virtually. Faculty should plan to continue to deliver instruction during this week.

Final Examinations: December 7-11

1. Departments, programs, and individual faculty will have flexibility as it regards typical end-of-semester summative activities.
 - a. When there are summative activities that are most effective as face-to-face experiences, those may be scheduled prior to Thanksgiving Break.
 - i. However, it is important to maintain a standard course calendar, not frontloading/overloading work before Thanksgiving Break.
 - ii. Any end-of-the-semester material and/or assessment that can be moved online, should be moved online.
 - iii. It is not required that faculty invent irrelevant material to fill study week if no relevant material can be moved online. Faculty who make modifications must

garner approval from the Chairperson. Chairpersons will consult their deans in approving these requests.

- iv. Any changes in delivery, schedule or assessments must be clearly stated in each course syllabus.
 - b. End-of-the semester flexibility is intended to foster the clinical, performance, etc. courses/requirements that are not reasonably adaptable to online delivery.
 - c. End-of-the semester flexibility shall not be used to simply shorten or compress a typical didactically delivered course. Faculty who teach these more typical courses will be expected to deliver the last week of material and offer a summative experience (paper, project or final) in the same fashion they would were this a typical semester.
 - d. All faculty will clearly indicate in their syllabus what is being delivered in the online format.
 - e. Enforcement and implementation of these policies falls to the Department chairperson.
2. Students will have the option to
 - a. Stay on campus after Thanksgiving Break and through finals week. Those that do will face move-out dates typical of an end of fall semester.
 - b. Move out by the weekend prior to Thanksgiving. Those that choose this option should contact Residential Life for details.

Face coverings on campus

All faculty, staff, and students are required to wear face coverings anytime they are in public spaces. In classrooms they are required of faculty, staff, and students. Failure to comply with this policy will be treated, by policy, as would any student disruption of class. (A refusal or failure to properly wear an appropriate mask/shield will result in the faculty member asking the student to do so. A refusal of that request may result in the student being asked to leave the class for that period. A refusal of that request may result in the faculty member cancelling class and referring the matter to the Office of Student Conduct and Integrity.) A failure of a faculty member to wear an appropriate mask/shield should be reported to the Chairperson of the faculty member.

Attendance Policy

Because of the continuing existence of the COVID-19 situation, and the concern that many students may desire to continue to attend classes even when they are potentially ill and thus may transmit the novel coronavirus to fellow students and/or faculty and staff, the Faculty Senate has developed the following policy related to faculty attendance policies for on-campus courses during the Fall 2020 semester. This policy is based on the continuing need for the personal safety of all ISU community members, as well as on the need for flexibility so that students can have their best chance for academic success.

- For the Fall 2020 semester, faculty may not establish an attendance policy that automatically results in failure (or grade reductions) based on absences due to illness documented by Student Affairs.
- In cases where students are required or recommended to quarantine due to COVID-19 or are caring for someone who must be in quarantine (with documentation provided to the faculty member by Student Affairs), faculty will establish alternative means by which the student can meet the expectations of the course, and will work with students to facilitate completion of the course.
- Failure to make a reasonable accommodation for a verified case of illness may be appealable under the student grade appeal process.

- Faculty will include a statement in their syllabi reminding students of the process whereby they can notify Student Affairs of such situations, and Student Affairs will then notify the appropriate faculty and/or staff regarding the student's absences.
- This procedure is in place until December 31, 2020 and may be extended by approval of the University President.

Suggested Syllabus Language

Illness: Students who are ill, under quarantine for COVID-19, or suspect they are ill will report that to Student Affairs. Student Affairs will verify and notify all faculty who have that student. Once notification is made, all faculty will make every reasonable effort to accommodate the student's absence and will communicate that accommodation directly to the student. Students who need to report an illness should contact [Office of the Dean of Student](#), at the following website https://cm.maxient.com/reportingform.php?IndianaStateUniv&layout_id=23. They may also call: **812-237-3829**.

Masks/Shields: Masks/Shields will be worn by all students and faculty in classrooms as well as in buildings (unless you are alone in an office). What is said/printed on a mask will be held to the same Student Code of Conduct standard as if it were printed on a shirt or hat. As a result, a political statement such as MAGA, BIDEN2020, or BLM is not grounds for demanding that it be removed/replaced. In judging what constitutes an offensive statement on a mask, the determination will be made by Student Affairs using the Student Code of Conduct. If there is a question about a mask, the faculty member will refer the matter to Student Affairs and only insist upon its immediate removal if there is no doubt that it violates the Code. Medical waivers will be made through Student Affairs and students with such a waiver are expected to carry the documentation with them and present it when asked.

Laptops/Technology: It is the responsibility of all students to have equipment sufficient to participate in all their classes. All students must have a computer/tablet with audio and video capability. Students will follow the appropriate instructions of their faculty regarding the muting (or unmuting) of audio and video as they would in any classroom setting.

Traffic flow and social distance: Students and faculty will respect the need for social distancing to the degree possible by the setting. Faculty and students will move in and out of the classroom as per the appropriate instructions of the faculty/administration. They are expected to follow printed traffic flow statements posted in all rooms and buildings.

In-class seating: Faculty are asked to assign students seats in the classroom, using social distancing as possible. The assigned seating chart is to be used all semester and kept by faculty as to facilitate contact tracing and help limit any secondary quarantines.

Cleaning of Space: Students are encouraged to clean the surfaces of the chairs/tables/desks they occupy before they sit down and as they prepare to leave. Faculty should advise students to bring cleaning wipes or cloths to clean their own personal space if they want or to be sure to use hand sanitizer on the way in and way out of the classroom.

Faculty are encouraged to clean lecterns and any items they will or do touch. In addition, faculty should plan to bring their own materials for whiteboards and chalkboards.

Refusal: Refusal to comply with any appropriate request will be treated as would any classroom disruption (request to change the behavior; request to leave the class; dismissal of the class and referral to Student Affairs.)

Classroom Space

The university recommends that face-to-face classroom space be kept to 50% capacity or below. Departments are encouraged to seek guidance from the CDC, disciplinary, and/or professional organizations (as appropriate) on ways to accommodate social distancing with pedagogy and course delivery. In the majority of face-to-face settings, every effort should be made to space students at an equal distance.

Faculty are encouraged to work with chairpersons on flexible pedagogical strategies that will account for classroom capacity restrictions.

Faculty Center for Teaching Excellence

The FCTE is compiling resources to help faculty think about designing flexible courses for the Fall 2020 semester. They are sponsoring workshops throughout the summer and fall related to teaching in various formats and how to use electronic tools. See link to FCTE: <https://www.indstate.edu/fcte>