

Provisional Planning for Fall 2020 Instruction

Dear Deans, Associate Deans, School Directors and Department Chairs,

After careful consideration and consultation, and following a survey of instructors and students, I am sharing this provisional planning document regarding Fall 2020 instruction. The plan has been guided by the guidelines put forth by the IL Governor's office, the IBHE, other IL state universities, the CDC, as well as state and local health officials. It reflects student and instructor preferences in the context of the university's goal of offering students a high quality campus-based educational experience in a safe and healthy environment.

A Fall 2020 task force will be assembled in the coming days. To represent all colleges and multiple layers of perspectives, the task force will provisionally include: associate deans, several school directors and department chairs, a representative from each of Faculty Association, NTTFA, & GAU; several faculty members, several civil service staff, Jenise Wilson [Advisement Director], Tamara Workman [Registrar], and Karla Berry [CTE Director]. This group will actively assist with and support planning for Fall 2020 instruction, particularly as it relates to program-level planning and implementation.

The following principles and guidelines underlie our planning efforts:

1. The overarching goal is to implement instructional strategies that meet student and curricular needs while protecting the health and safety of the campus community to the greatest extent practicable;
2. Appropriate safety protocols for any face to face (F2F) course taught in Fall 2020 (e.g., physical distancing, mask use, sanitizing protocols, reduced seating capacity, smaller lab sections) will be developed by the task force, in consultation with the administration, and in keeping with relevant state, local and university requirements;
3. General Aims:
 - a) To offer *essential* courses in F2F format (see below)
 - b) To offer a combination of courses that are F2F, hybrid and online
 - c) To avoid changing the day and time of a course delivery that is already scheduled and for which students have registered (the mode of delivery and location could change);
4. For freshmen to have some courses delivered in F2F format [e.g., but not limited to, UNIV101; ENGL 101; CMST 101, Math 101]
5. A hierarchical planning approach will be applied:
 - a) F2F: Each academic unit will identify courses (and/or aspects of courses) that cannot reasonably be offered in an online / hybrid format and that must be F2F so as to achieve learning goals and outcomes. Such courses will be designated as "**essential**" with respect to F2F instruction [Target date for deciding: approximately July 13];
 - b) Online: Each academic unit will identify courses that are expected to enroll 50 or more students. Such courses will generally be offered **online** for Fall 2020 unless an

instructor makes a specific proposal, with support of the Dean, for F2F or hybrid delivery;

- This will free up classrooms that could be used to support social distancing in smaller classes [Target date: approximately Monday, June 29];
 - c) Hybrid/Alternate Format: Each academic unit will identify courses that are expected to enroll fewer than 50 students (with the exception of courses approved under section 4b), and that have not been designated as “essential” for F2F instruction. [Target date: approximately Monday, July 13];
 - Such courses may be offered in F2F, online or “hybrid” / modified format;
 - Options for hybrid / modified courses include but are not limited to: a) courses having both F2F (e.g., lab / studio) and online (e.g., lecture) components; b) courses adopting “staggered” attendance [some students attend M/W/F]; c) simulcasting or recording some or all lectures to facilitate remote learning.
 - For hybrid and F2F courses, we will engage actively with instructors to develop strategies (including classroom management) to support instructor, student and staff safety.
 - For courses in this group, chairs/directors will solicit the preference of each instructor regarding mode of instruction for the courses provisionally assigned to the instructor.
 - We will honor instructor preferences regarding instructional modality to the greatest extent possible. This may require consultation with the instructor regarding alternate or modified course assignments.
 - d) Chairs / Directors will work with instructors as quickly as is possible to determine each course’s instructional modality so that we may notify students regarding course options.
6. Any instructor may elect to request a reasonable accommodation under the ADA, and such requests will be processed under the existing interactive process defined by ADA. For more information, please see: <https://ada.siu.edu/employee-accommodations.php>.
7. Instructors may choose to hold office hours virtually / online for Fall 2020.
8. After Thanksgiving break, the remainder of the semester will be completed remotely, recognizing that there be limited exceptions for specific programs for which F2F instruction is essential;
9. General Planning Factors / Guidelines for Classrooms / Labs
- a) Online offering of courses with enrollment of 50 or more will free up classrooms that can support social distancing efforts;
 - b) Rooms with fixed seating will have “unusable” seats marked, to support social distance;
 - c) Rooms with moveable seating will be arranged in a manner to support appropriate social distancing;
 - d) Instructional labs will be evaluated for possible modifications of physical space;
 - e) Students and instructors will wear masks upon entering the classroom (and in public areas);

- f) As students enter each classroom / lab they will pick up disinfectant wipes and clean the seat / desk / workspace that they will occupy.
10. As soon as an academic program's Fall instructional plan is finalized, by mid-July, all students, new and returning, will be informed about the change in the mode of instruction for courses. Based on information about course modality students may make changes to their course registrations.

Thanks for all your work in helping with the planning and implementation of instruction for Fall 2020. We have important work to get done in the coming weeks and we can accomplish this as we work together as a team and do our best in offering our students the best quality education in a safe and healthy environment.

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Provost & VC Academic Affairs