
From: Provost Office <Provost@UToledo.Edu>
Sent: Tuesday, June 9, 2020 2:04 PM
To: Provost Office <Provost@UToledo.Edu>
Subject: COVID-19 Update on Classroom Instruction and Advising

OFFICE OF THE PROVOST



Dear Faculty and Academic Affairs Staff:

Last week, it was announced that classes would begin one week early on August 17, 2020 and that faculty would need to report that day. While typically, faculty report the week before classes begin for department/program/college meetings, these will take place after the start of classes this fall. All nine-month faculty may want to voluntarily arrive to campus early to prepare for their courses. Twelve-month faculty will be returning to campus on Monday, August 3. In light of this recent announcement, I would like to provide some additional information regarding instruction, classrooms and advising.

Instructional Delivery and Classrooms

To promote adequate social distancing there will be some changes to our fall course offerings.

The majority of courses of 50 students and above will be moved to an online format. A small number of courses that are 50 and larger may remain face-to-face as planned, due to accreditation or faculty resources. This will be approved by me on a case-by-case basis and may result in the course being moved to a larger facility.

Many face-to-face courses may need to be delivered using a “hybrid or rolling classroom” delivery model, due to a reduction in classroom capacity to accommodate social distancing. An example of this could be:

- If you have a class of 40 students that meets on Tuesday and Thursday, and the social distancing classroom capacity is 20 students for the room, then ½ the class (20 students, group A) would attend in person on Tuesdays, while the other half (group B) works remotely; then on Thursdays, group B would attend in person, with group A remote. There may also be an opportunity to have class in a larger space to accommodate the entire class at one time based on availability.
- Every class session should be recorded and live-streamed, so that students would be able to access the course in real time using Echo360 Lecture Capture (available in every classroom on campus), Blackboard Collaborate, or they could watch the recording at a different time. This would create the “rolling” classroom model, ensuring that instruction is available for all students each class period as they rotate (roll) between the face-to-face and online environment. This will also accommodate those students who need to remain remote due to health concerns.

Faculty will be provided a list of the maximum number of students that they can have at one time in the classroom using social distancing guidelines. For example, a 100-seat lecture hall may now only accommodate 25 students. These revised maximum occupancies will also be placed in the classrooms. As a result of this change in seating occupancy, some classes may have their location reassigned by the Registrar. The day and time for some face-to-face courses may also be changed based on classroom availability and seating availability. The fully updated class schedule will be posted by the Office of the Registrar by Friday July 10, 2020.

In terms of teaching face-to-face, there will be some important procedures to follow to promote the health and safety of everyone. As you may know, we are requiring face coverings for faculty, staff and students. Disinfecting materials will be available to all of the classroom. Prior to a face-to face class beginning, faculty and students will be asked to wipe down their instructional area and desk. Faculty are also asked to develop a seating chart, in the event that contact tracing is necessary; for a comprehensive classroom checklist see below, beginning on page three.

Advising, Success Coaching and Meetings with Students

Student academic support services (academic advising, success coaching, tutoring, etc.) will continue to be offered in multiple modalities this fall including phone, virtual chat, email, text, and face-to-face appointments. Due to the COVID-19 pandemic, it is recommended that the majority of 1:1 meetings with students occur online where possible.

As we move towards fall term, we are working diligently to prioritize the health and safety of our students, staff and faculty, as we re-open the University. We need everyone’s help and cooperation to be successful. Thank you in advance for your support and assistance. For more information on the UToledo response to COVID-19, please visit the [coronavirus website](#).

Sincerely,

Karen S. Bjorkman

Provost and Executive Vice President for Academic Affairs

General Purpose Classroom and Cleaning Protocol (6/9/20)

Fall Semester will be challenging but if we all work together, we can make it a success. This checklist is intended to assist in maintaining the health and well-being of you and your students as we return to face-to-face teaching. Please communicate these expectations to students prior to the start of fall semester with reminders as needed throughout the semester.

Classroom Checklist

- Utilize the posted seating layout in the classroom to maximize social distancing guideline (Classroom Services will be marking off or removing those seats not to be in use for Fall Semester); in an effort to ensure proper distancing please do not alter the seating configuration
- Keep a seating chart of your students, to allow for contact tracing if needed.
- Do not exceed the maximum social distancing capacity which has been set for your classroom (updated information can be found on classroom capacities on the Classroom Support Services webpage by clicking on the [Main Campus General Purpose Classroom Data](#) or [HSC Classroom Data List](#))
- Assist with regulating student flow in to and exiting the classroom; ask students to arrive on time for class to avoid congregating and congesting hallways; when class is over, dismiss class one row at a time starting with the row closest to the exit door to prevent crowding and close contact
- Remind students that NO food or drinks are allowed in the classrooms, this is even more important during the COVID-19 pandemic to reduce contact and spread of germs and to reduce cleaning needs
- Remind students that any questions or 'office-hours' need to be done virtually and not after class or within the classroom; try to avoid face-to-face (f-to-f) meetings whenever feasible; if a f-to-f meeting is required explain that arrangements will need to be made by email or phone
- Remind students that masks are required to be worn throughout class and that it is important for them to practice the appropriate cleaning procedures and follow all University protocols for their own health and safety as well as that of others

Cleaning Checklist

Wipe down the following before and after each class (cleaning supplies will be available in each classroom):

- Work area
- Keyboard/Mouse
- Monitor
- Doc cam
- Whiteboard
- Tables/Desks - Politely ask students to use the spray bottle provided in each room and some paper towels to clean their desks before and after class (with only 1 spray bottle per room, faculty may want to consider spraying desks/tables and asking students to wipe them down with the paper towels to save valuable class time)
- Report any concerns or issues to immediately Classroom Support Services
 - Main Campus: 419-530-2656 (Monitored 24/7) or Classroomservices-MC@utoledo.edu
 - Health Sciences Campus: 419-383-4280 or 419-530-2656 (Monitored 24/7)
Classroomservices-HSC@utoledo.edu

How to Clean with Sanitizer (16 L)

- Gloves are not necessary when cleaning with sanitizer; this product is safe to use on any food contact surface
- Spray the area being cleaned, then using a paper towel, thoroughly clean the surface removing any smudge marks
- If using to clean electronics, **do not spray directly on the electronic surface**; it is recommended that you spray the sanitizer on a paper towel, then use the paper towel to wipe down the area

Custodial Notes

- Custodial staff will be cleaning and disinfecting classrooms once a day, either at the end of the day or prior to the start of classes (depending on the campus) as outlined in the University Recovery Plan and Re-Opening Guidelines
- Sanitizer and paper towel dispensers will be available for faculty and students to sanitize their space before and/or after use

Special Considerations

Please bring your own supplies to class and take them with you when you leave, in order to limit the transmission of germs; examples include:

- White board markers
- Chalk and eraser
- Lapel mic (if needed)

Classroom Technology

- All classrooms are equipped with the following technology:
 - Computer/Monitor
 - Keyboard/Mouse
 - Document Camera
- Lecture capture is also available in ALL rooms at varying levels; information and assistance on this technology can be found on the Classroom Support Services webpage:
<https://www.utoledo.edu/depts/academicsupport/>
- Lecture Capture installed on computers, as described above, will record computer content, the doc camera, if USB is connected to the computer, room audio and video
 - If you want to record your course for students who will not be attending on a given day for asynchronous viewing based on the “rolling” schedule contact Classroom Support Services and/or UToledo Online to coordinate and you can have your class pre-scheduled to record
- If interested in scheduling/setting-up lecture capture for your course, please reach out to any of the following offices all of which will be able to assist with coordination of this:
 - Classroom Support Services: <https://www.utoledo.edu/depts/academicsupport/>
 - UToledo Online: <https://www.utoledo.edu/dl/>
- If you want to provide a **synchronous** learning opportunity for students participating in the “rolling” schedule, use BlackBoard Collaborate or another streaming service, Echo360, is not a preferred streaming method, it offers poor streaming quality and provides no opportunity for interaction; it is used primarily for recording purposes.
 - To learn more and/or register for training visit UToledo Online at:
<https://www.utoledo.edu/dl/workshops.html>