Fall Contingency Planning- 5.15.2020

1. Introduction of new members
   - Monica Liggins-Abrams, Deveta Gardner, Rebeca Perez-Menon, Cara Junghans

2. Teams documents
   - Use the Teams site to upload any relevant documents. Please format with the date, then the name of the document.
   - Send any documents to be added to the website to Megan.

3. Report outs from small groups
   - On-campus to remote
     - What is the strategy if there is a spike in cases and we have to move online?
     - Asynchronous, Synchronous, hi-flex
     - Recommend all courses become hybrid (face-to-face/online)
       - Clinical, Experiential learning would be excluded
     - Best practices for faculty
       - Frustrations from students having to figure out how to use multiple software
       - Attendance policies
     - 6 Feet of distancing, PPE requirement
     - Flipped instruction model
       - Lectures prerecorded, can be utilized for many situations going forward
     - Support Services
       - By department or school- all instructors should prepare for an online session before the beginning of the semester
       - Up-to-date training for faculty on Teams, Webex, etc
       - Encourage faculty to go through training, develop online master classes to be used among different faculty/instructors
     - Making faculty aware of all the resources available to them
       - Some of this infrastructure already exists through WMUx
     - Laptop policy
       - WMUx, OIT loaner program in Spring
       - Mobile hotspots
       - We can order in bulk when the market reopens- we need to plan in advance
     - How do we help students that don’t excel with distance learning?
     - Making virtual platforms uniform across all classes
       - Can be confusing when using Zoom, Webex, Teams, Elearning, etc
       - Come up with a set of standards
     - Is there a way to gain feedback on what worked and what didn’t in Spring?
       - Do we have existing data? If we don’t, can we get it (survey)?
       - Data from call campaigns out of colleges
     - Is there a University flow chart to transition to remote?
       - Jen and Ed will recreate what happened on the Task Force as it relates to instruction and student services
   - On-campus, large classes
     - First concern is student, faculty, and staff safety
     - How to reduce the number of students on campus
       - Example: Freshmen only, grad students only
     - We have the list of classes and locations
     - Possibility of Saturday classes
     - Inviting students who need in person course experience to be on campus
Marketing and Communication is critical - Parent perception especially
Will mix of online/face-to-face allow for enough space for everyone to be on campus safely?
Formalize pre-existing relationships. Example- Field Placements, Industry Partners
Looking at outdoor spaces as an option (partner with K-12, K College?)
Environmental cleaning- do we need more time in between classes to allow for cleaning (need expertise from Facilities)
Hi-flex option- ebook in Teams (do we have the technology infrastructure in place?)
Will we use all of our buildings?
How do we have faculty, staff, and students participate? Clear expectations about what you do when entering a space (shift in culture)
  • Walking into class, wiping down your space, etc.
  • Videos, 5-minute safety modules- how will we educate?
  o Alternative Schedule
    ▪ Spreadsheet that would allow mapping of the calendar
    ▪ Redefining the Academic calendar
      • Delaying the start of the semester
      • Opening early to allow for more time between everything
        o 17-18 week semesters
    ▪ Evening and Weekend classes
    ▪ Block scheduling
      • 4-6 weeks taking only one class
      • If we transition to distance, this allows for students to finish courses in one format and that start a new one in a different format
    ▪ Visual maps- if this, then this
    ▪ There could be multiple formats based on course needs

4. Are there other things important to consider as we move into week two?
   o College contingency task forces forming- ideas shared between groups
   o Email Jen directly with suggestions
   o What if faculty fall ill and are unable to finish courses (secondary instructors?)
   o What happens if a student gets sick?