



Academic Affairs  
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DATE: May 11, 2020

TO: Deans and Chairs/Directors

FROM: Bret S. Danilowicz, PhD  
Provost and Vice President for Academic Affairs

A handwritten signature in black ink, reading "Bret Danilowicz", is positioned to the right of the printed name and title.

RE: Planning for Fall 2020

While the status of on-campus instruction for the fall semester is still uncertain, there are some steps we can take now to help us prepare for bringing students back to our classrooms. Most likely, we will need to have hybrid courses with only some of the students face-to-face in the classroom at any given time to minimize overcrowding and allow sufficient space for social distancing. As we return to on-campus instruction, the limited number of students that can be placed face-to-face into a classroom will complicate the schedule; especially as total seat caps will likely be higher than in past semesters due to the need for increased efficiency.

Most of our on-campus instruction will need to take place in rooms with appropriate audio-visual equipment to stream and record on Webex or Mediasite lecture-capture technology. This will ensure more students have access to the courses they need, even when they cannot physically make it to the classroom. Whenever possible, we are encouraging faculty to incorporate synchronous experiences into their courses to help student build regular schedules and manage their time accordingly. Though we are planning to install additional streaming and recording technology in more classrooms over the summer, we will still not have enough of these rooms for the current fall schedule.

An unknown number of courses that have historically taken place in the classroom will need to continue in a fully-online format. Keeping them online will free up on-campus space. You will need to prioritize courses that *critically need* the in-person experiences. Likewise, we are asking you to consider courses that are most suitable for fully-online format.

Please work with the Office of the Registrar to define what classes you can commit to running fully-online, and consider the following as you build the Fall 2020 schedule:

- Instruction will need to align with the guidelines established in the University's COVID-19 recovery plan, and we may be operating under Phase 2, or potentially Phase 3, of that plan
- High-enrollment sections (50 or more students) are recommended to remain fully-online

- If requested by them, instructors who are particularly vulnerable to COVID-19 (e.g. 60+ years old, immunocompromised, etc.) should be given the option to continue to teach fully-online/remote. HR is developing procedures to discuss work accommodations with vulnerable employees, and these can be referenced once available.
- Degree programs where students can usually take all or most of their coursework online (i.e. before spring 2020, there was already a fully-online and an on-campus version of the degree program) should consider remaining fully-online for the fall semester
- Foundational/introductory courses in majors should not be planned for fully-online formats at this time, unless otherwise fitting criteria above, as we try to meaningfully engage our students in our physical campuses to offer them some version of a traditional on-campus collegiate experience

Thank you for participating in this exercise, so that we can refine the fall schedule. Your efforts here will also give students a clearer picture of what their own plans will look like in the fall, hopefully promoting retention and helping them to succeed.

CC: Provost's Advisory Council  
University Registrar