<u>First Week Guidelines and Policies for Spring 2020 from the Instruction Committee</u>

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With the shift to distance learning, the first week of class will have a different meaning for us and for our students. Here are some policies and suggestions for getting started on spring term.

To promote equity and transparency and help students to make appropriate course choices in this new learning environment, we are issuing the following **requirements**:

- By Thursday 4/2 at 5:00 pm at the latest all faculty **must** have a Moodle page for each course which includes a brief explanation about how the course will be taught and the basic expectations for it. This includes whether the course will require regular meeting times.

- Leave your **Moodle sites open** for the first week until enrollment stabilizes. After that point, you may introduce an enrollment key and remove students who aren't enrolled in the class from the site if you wish.

- Any required meeting times **must** conform to those listed in the class schedule for the first week of the term. Provide a Zoom link on Moodle for the first meeting if you are having one, as this is the only way students will know whether the class is meeting.

- Any communication with students during the first week of the term must be through the **Announcements Forum** on a course's Moodle site. Using the class email list from Voyager will not be sufficient for this because it does not include students on the wait list or students who have not yet added the course.

- Prepare your syllabus and post it to Moodle **before the first day** of the term. The syllabus should clearly indicate the schedule for at least the first week or two and should describe the required assignments and expectations for how students should complete them remotely.

The following are **suggestions** that should help students adjust to this new learning environment and provide some consistency in their experiences:

- If you are not teaching synchronously, we urge you to have an official **"check in"** on the first or second day of the term such that students need to complete some kind of task on Moodle (e.g., a poll, message board post, etc.). If your class is a **limited enrollment class**, warn students that you will drop them from the course if they fail to check in by a certain time.

- If you plan to require students to attend at a regular meeting time, consider an **alternative** for those students who cannot make that time. We encourage flexibility where possible. We understand you may not be able to accommodate all students but we encourage departments to discuss ways of accommodating students that face scheduling problems, either by providing appropriate options within courses or by

ensuring that such students can take appropriate alternative courses in the department.

- Remember that students will not need your permission to add/drop your courses during the first week unless it is a limited enrollment course. Students enrolled on Moodle are not necessarily enrolled in the course; students need to enroll on Voyager for that to happen. **Remind students about this!**

As you are preparing your syllabus, keep in mind that learning online will be as unfamiliar for most of our students as teaching that way is for most of us. The structure and pace of an in-person course may be missing. Consider how you can create that structure for them in the design of a weekly schedule and over the course of the term.