# Elon University

# Fall 2020

# Relevant Information for Teaching

**Elon College, the College of Arts and Sciences,**

**Love School of Business,**

**School of Education and School of Communications**

# Purpose

The purpose of this guide is to consolidate information to help faculty and staff develop and prepare for Fall 2020 courses and academic work. As work continues this summer and further plans are implemented, the hyperlinks in this document will contain the most up-to-date information. Continue to visit the Ready & Resilient website for information.

# Elon's Educational Commitments

Relationship-rich experiences are the foundation of an Elon education, as they are at residential colleges and universities across the country. Interacting with faculty, staff and peers in an active and challenging community of learners – in and out of the classroom – is at the very heart of teaching and learning at Elon. Those relational experiences are what draw our students – and us – to be here.

The COVID-19 pandemic challenges faculty and staff to re-imagine where and how teaching and learning take place, but it does not shake our shared devotion to engaged, inclusive, rigorous and interactive education. Building on Elon's model of "student- and learning-centered relationships" (Boldly Elon, Theme 1), all Fall 2020 courses will include regular, educationally purposeful faculty-student and student-student interactions, which may include creative uses of hybrid, blended, flipped and other pedagogies.

# Fall Semester Schedule Information

## *Modified class times for Fall 2020*

Classes will continue to meet Monday through Friday, according to an adjusted schedule to allow for increased passing time of 20 minutes, to decrease congestion between classes by allowing faculty and students to enter and exit classrooms and buildings while maintaining physical distancing. See the chart below or OnTrack for Fall 2020 adjusted class times:

| Fall 2020 modified | | |
|---|---|---|
| **MWF & MW** | | **TTH** |
| 8 - 9:10 | | |
| 9:30 - 10:40 | | 8 - 9:40 |
| 11:00 - 12:10 | | 10:30 - 12:10 |
| 12:30 - 1:40 | | 12:30 - 2:10 |
| 2:00 - 3:10 | | 2:30 - 4:10 |
| 2:00 - 3:40 | | 5:30 - 7:10 |
| 4:00 - 5:40 | | |
| 6:00 - 7:40 | | |

## *Modified university calendar for Fall 2020*

Undergraduate classes will start on Wednesday, August 19. The traditional fall break will be reduced to one day – Wednesday, October 7. In addition, the university will be closed on Election Day, November 3. In-person instruction will end prior to Thanksgiving, with the last class day on Monday, November 23, and Tuesday, November 24, serving as a reading/assessment day. Final exams will be conducted remotely from November 30 to December 4.

This calendar will minimize opportunities for individuals to travel away from campus and return with a potential exposure to the virus. In addition, all unnecessary university-related travel will be strictly limited (see Ready & Resilient website for current travel policies).

| Fall Semester 2020 Academic Calendar | |
|---:|---|
| August 10 | Fall Registration Reopens for Returning Students 8:00 AM |
| August 12-13 | International Student Orientation |
| August 14-18 | Orientation |
| August 17 | Registration |
| August 18 | Drop-Add Begins for First Half Semester Courses and Through |
| August 19 | Classes Begin |
| August 20 | Drop - Add Ends for First Half Semester Courses at 11:59 PM |
| August 25 | Drop - Add Ends for Through Semester Courses at 11:59 PM |
| September 9 | Last Day to Withdraw from First Half Semester Courses (grade of |
| October 5 | Mid-Semester Assessments Due at 3:00 PM |
| October 5 | Last Day of First Half Semester Courses |
| October 6 | First Day of Second Half Semester Courses; Drop - Add Begins for |
| October 7 | Fall Break |
| October 8 | Drop-Add Ends for Second Half Semester Courses |
| October 23 | Last day to Withdraw from Through Semester Courses (grade of |
| October 23 | Last Day to Remove "I" and "NR" Grades |
| October 28 | Last Day to Withdraw from Second Half Semester Courses (grade |
| October 29 | Registration for Winter, Spring and Summer 2021 |
| November 3 | Election Day - No Classes |
| November 23 | Classes End on Campus |
| November 24 | Reading Day |
| November 30-Dec 4 | Examinations (Remote) |
| December 10 | Grades Due at 12:00 PM |

# Classroom information

## *Room assignments*

Classroom assignment in normal semesters is a complex, multi-stage process requiring input and goodwill from many constituencies. Pandemic safety measures exacerbate these complications, causing unavoidable delays and limiting our ability to make some desired adjustments. Your patience and forbearance will help our colleagues and community navigate the complexities of this and other labor-intensive processes requiring reinvention during this unprecedented time.

Initial classroom re-assignments will be made in early July; classrooms previously listed on OnTrack may be altered significantly due to COVID-related scheduling needs for the institution. Information on seating capacity and installed technology will be available in **25Live** by early July**.** Physically distanced classroom plans with seating arrangements will be found on Planning, Design, & Construction Management's website by early July**.**

Room re-assignments are guided by the following general principles:

- Consideration of the importance of the first-year experience
- Scheduling lower enrollment sections in spaces allowing unified class meetings.
- Allocating large spaces equitably between academic divisions based on other criteria listed below.
- Prioritizing scheduling of high-enrollment classes in larger spaces to avoid excessive splitting

Typically, the Office of the Registrar makes changes when it receives faculty requests for classroom adjustment. However, physical distancing in Fall 2020 adds extreme complexity to the process of establishing a workable teaching schedule for all faculty at the institution. Consequently, the ability to fulfill requests for adjustment will be very limited in Fall 2020, primarily to situations relating to medical accommodations and other required curricular needs.

## *Physical distancing and cleaning*

- Each general use classroom has been modified over the summer to create appropriate physical distancing for safety. Please do NOT move the furniture in the classrooms as they have been set to align with safety guidelines. This may require rethinking collaborative activities.
- Additional large spaces have been added to the general classroom inventory for the fall term to assist in physical distancing in classes with larger enrollment caps.
- A limited number of open-sided tents large enough for physical distancing and that meet ADA standards will also be added to 25Live as reservable spaces. As in other terms during nice weather, faculty may choose to use campus green spaces for occasional class meetings, as long as face coverings and physical distancing can be maintained. Be mindful of ADA accommodations when having class outside.
- Cleaning:
    - Each classroom will have a sanitation station with cleaning products provided near the entrance to the room.
    - Every classroom will be fogged and disinfected each night.

- Faculty members and each student should clean all desk, podium and tabletop surfaces as they arrive for class. (Further instructions for cleaning will be provided.)

# Face Covering Policy

The current Face Covering Policy is located on the Ready and Resilient website.
All Elon students, faculty and staff will be asked to confirm that they will adhere to Elon's expectations for a healthy community, including expectations to wear a face-covering, maintain appropriate physical distancing, wash hands frequently, and self-monitor for COVID-19 symptoms through daily health screenings and to notify their healthcare provider or the Faculty/Staff Wellness Clinic (336-278-5569) of any confirmed or suspected cases of COVID-19 on behalf of themselves or any individuals they live with. See below for more on "Student Conduct, Safety Protocols & Policies, & the Honor Code."

# Support for Teaching and Learning

Elon University has received national distinction in teaching excellence. This is due to an institutional commitment to best practices in engaged learning and a reliance on the discretion, professional judgement and creativity of excellent teaching faculty. Our accrediting body, SACSCOC, allows for some flexibility in instructional and pedagogical approaches, including those that involve a hybrid or blended approach that some classes will need to use. While students not physically present in the class must be engaged in relevant course work, technology can be used to support synchronous or asynchronous experiences to meaningfully engage students in course work.

Faculty are asked to continue to focus on helping students meet course and program goals and outcomes, and they can do so using blended or hybrid approaches. Faculty are encouraged to design a flexible approach best suited for their course learning goals, accounting for their own teaching styles, classroom assignments, curricular demands, and student needs, including equitable access to course materials and activities.

Rather than a "one-size-fits-all" approach across the university, faculty can adopt a variety of effective strategies for engaging students not in the physical classroom spaces. For example, some instructors will plan to live-stream their class to a remote student group while other instructors will plan an approach closer to a "flipped" classroom for the remote student group, using valuable in-class time for application or learning activities. Faculty should also prepare alternative plans for their classes to be taught remotely, if required by extenuating circumstances.

CATL, TLT, and Writing across the University are providing resources to aid faculty in this course design challenge, including the following faculty development opportunities and resources offered throughout the summer:

- A week-long **Course Design Institute (CDI): Resilient Teaching**, offered by CATL, TLT and Writing Across the University and focused on designing courses that balance the structure and

flexibility necessary for students and instructors to adapt and thrive in the fall. July 6-10 OR July 29-August 4, and as a self-paced Moodle course after mid-July

- **Digital Learning Days: Technology for Flexible Teaching** – TLT staff are providing training sessions on a variety of technology tools and services, including using technology in on-campus classroom spaces, designing and organizing course materials, and strategies to save you time as you create a learning environment that sustains face-to-face instruction with blended components (July 14-16, 9 a.m. – Noon; and August 5-7, 9 a.m. – Noon)
- **Writing Across the University** has moved Writing Boot Camps to a virtual format this summer and fall and is developing workshops and offering individual consultations focused on the needs for teaching writing in hybrid/online spaces.
- Leadership in Core and First-Year Foundations are providing additional professional development support for faculty teaching in **First-Year Foundations** courses, including COR110, ENG 110 and STS 110.
- The Flexible & Resilient Teaching website is an evolving online academic continuity planning guide to aid Elon faculty in the adaptation of course content for remote learning during brief or long-term periods of disruption. The site includes pedagogical and technical guidance in one place, including ideas from other faculty.

We are confident that faculty will maintain Elon's commitment to high-quality, engaged teaching and learning.

## *Mentoring Undergraduate Research*

Faculty mentors of undergraduate research may consider meeting with students virtually. There may be times that in-person meetings and training sessions are necessary. In those instances, face coverings should be worn and spaces that allow everyone to maintain appropriate physical distancing should be utilized. All necessary equipment should be properly cleaned and sanitized before and after each use.

## *Access to Technology*

Information Technology (IT) is actively working on enhancements to support the teaching and learning environment, including upgrades to classroom technology, enhancements in video conferencing options, exploration of discipline-specific technology, and access to new software, tools, and long-term checkout items. Updates and information on these enhancements to support teaching and learning are being posted regularly on the Technology website.

## *Support for Student Learning*

Increased support for student learning in blended teaching environments will be offered by campus partners across campus, including Belk Library. The Writing Center, the Learning Assistance program in the KLC and Teaching and Learning Technologies are offering additional training for returning tutors and consultants and will offer both face-to-face and online tutoring and consultations for fall. Additionally, they are partnering to create new resources to help support distinct student learning of this fall, including:

- a series of workshops intended to help students navigate challenges inherent to hybrid instruction.

- additional asynchronous materials to support student learning that will be available via each website and on the Writing Center blog.
- additional information to support blended learning that will be available in the [Moodle Student Support module](#).
- a single point of contact for technology support in Belk Library that will be established to allow students to receive assistance with campus software, printing and equipment checkout (all from the Media Services location).

# Policy adjustments as a result of Covid-19

## *Attendance Policies*

In the 2020 fall semester, general attendance policies continue to be created at the discretion of schools, departments, and/or faculty. Individual faculty have the latitude to enact attendance policies as they are detailed within their course syllabi.

Within this purview, faculty are strongly encouraged to take attendance in order to be aware of student absences that may indicate the need for an e-warning or a student care and outreach report, while still maintaining student health privacy and ensuring compliance with FERPA and other medical privacy laws.

For assessment purposes, schools/departments and individual faculty are encouraged to view attendance holistically—perhaps as "presence" or engagement—and as encompassing both physical attendance as well as other forms of participation, in the context of blended instructional models and learning engagement strategies. Attendance policies also should acknowledge and plan for the possibility of students being required to quarantine because of COVID-19, including international students quarantining upon entering the country.

A Notification of Quarantine process has been developed to address continued academic engagement during potential illness and quarantine/self-isolation. Additionally, Academic Council has developed a Faculty Handbook Proviso on Class Absences During COVID-19.

**Academic Council's Faculty Handbook Proviso on Class Absences During COVID-19**

As classes begin for Fall 2020, not only will faculty members be faced with addressing typical pre-COVID-19 class absences, they will also most certainly face special challenges in addressing absences related to COVID-19. The absences associated with COVID-19 will likely range from exposure-related quarantine to infection-related physical illness to stress-produced mental health issues to health-related disability accommodations. While fully recognizing that departments and individual faculty members have responsibility for class attendance policy[1], Academic Council has approved the following proviso to Elon's *Faculty Handbook* policy on class absences (X34H) and strongly recommends that the following guidelines and information be used as departmental policies and faculty syllabi are updated.

Guidelines for Absences During COVID-19

1. Expect to receive official university notification of students' longer-term health-related absences (e.g., COVID illness or quarantine). Note that due to privacy laws details of the specific health issues cannot be provided.
2. Health Services requests that faculty not ask students with short-term precautionary absences (e.g., missed one class due to fever) to provide documentation. This will prevent the health center from being overwhelmed and discourage potentially infected students from going to the health center without calling first. Encourage students to follow the recommendations of the daily health screening app.

3. There will be situations where a student may be approved to take courses through remote-only instruction due to documented disabilities, health-related accommodations, international travel restrictions or other COVID-related concerns. These requests should be initiated by the student through the Office of Disability Resources.

4. For all health-related absences, provide students with penalty-free excused absences.

5. For students who are under quarantine and not experiencing health-related illness, provide them with the opportunity to: remotely engage in class time activities if possible, access to class notes, complete class assignments outside of class and submit their work electronically. Note: Students are expected to complete all coursework included in the course syllabus.

6. For students who are not able to engage the course due to health-related physical illness, mental health issues or disability accommodations, provide them with access to class notes and the opportunity to make up missed assignments and exams when they are able to engage again. Note: Students are expected to complete all coursework included in the course syllabus.

7. For situations in which a student is not able to complete the course due to health-related issues, strongly consider assigning a grade of incomplete (I) if appropriate using the *Faculty Handbook* policy (X33E) as a guide.

8. In determining if an incomplete is appropriate, the following statement from Elon's Dean of Students may be helpful. *A grade of "Incomplete" normally is not given when a student misses more than 30 percent of the class work or 20 percent of class sessions. In these cases, students may need to consider a medical withdrawal.*

9. In cases in which an incomplete is not appropriate, advise students of their option to seek a course withdrawal or medical withdrawal.

10. Take daily attendance as a means to not only help with course assessment but also to assist in community health efforts such as contact tracing.

11. If you have concerns about a student, you can send an e-warning to let the student and their advisor know the nature of your concern. If a student misses two consecutive classes and you have not already been contacted through official university channels, report the student's absences to Student Care and Outreach.

12. Reinforce the message that the Elon Honor Code calls each of us to make a solemn, personal commitment to act every day to protect our own health and the health of others.

[1] Stipulated by Elon's *Faculty Handbook* (X34H) and supported in the Report of the Task Force on Fall Semester 2020.

## *Grading System*

Fall 2020 courses should utilize the standard Faculty Handbook Grading System (X27V). The special pass/fail system from the Spring 2020 grading policy does not extend to Fall 2020. The university grading policy related to pass/fail is consistent with rules outlined in the Faculty Handbook.

## *Student Conduct, Safety Protocols & Policies, & the Honor Code*

In order to attend class, students must adhere to Elon University's COVID-19 safety protocols and policies, including wearing a face covering when indoors, which includes all classrooms and common spaces, and outdoors if six-foot physical distancing cannot be maintained. Should a student come to class without a face covering, they may be asked to leave the classroom and not to return until they are wearing a face covering. Students who require accommodations or have concerns should contact Disabilities Resources (disabilities@elon.edu).

Failure to adhere to Elon University's COVID-19 safety protocols and policies is a violation of the Elon University's Code of Conduct (Honor Code) and will be referred, as such, to the Office of Student Conduct.

## *Intellectual Property Policy*

With the incorporation of hybrid, blended and flipped classes, Elon faculty may choose to post written and/or recorded materials online that they typically would not post. It is important for all members of our community be familiar with Elon's Intellectual Property Policy.

## *Policy on Recording Classes*

Elon's policy on "Recording Video and Audio, Streaming Video and Audio, or Photography in Classes" should be explicitly addressed in syllabi and, also, in class discussion at the start of the semester. Faculty will make clear when and how recording, streaming, and photographing are permitted in the course. Additionally, as the existing policy states: "*No matter what the course policy, recorded classes may not be used in any way that denigrates and/or decontextualizes the instructor or any student whose class remarks are recorded. Any information contained in the recorded class may not be posted, published or quoted without the express consent of the instructor or speaker, and if permission is granted, must be properly cited. All recordings of class lectures or discussions are to be erased at the end of the semester.*"

## *Office Hours and Advising*

Office hours (X33N) and academic advising (X23C) support the relational components of our educational approach and appear in the Responsibilities for Teaching Faculty section of the Faculty Handbook. Recognizing that it is recommended to maintain physical distance to mitigate the spread of COVID-19, faculty may consider holding office hours and conducting academic advising appointments virtually.

Office Hours*:* Academic Council approved the following proviso on May 9, 2020:

> "Due to special circumstances associated with COVID-19 and in support of the recommendation of the Task Force on Fall Semester 2020, Academic Council temporarily suspends for fall semester the Faculty Handbook requirement that faculty members be physically present on campus for office hours."

As you plan your courses for the 2020 fall semester, please include information on your syllabi detailing how students should expect to have these interactions and instructions for making appointments.

Academic Advising*:* Given that the Faculty Handbook language advising does not specify faculty members' physical presence for advising sessions, no provisos or guidelines beyond what is already in the Handbook are needed. Please see the related sections of the faculty handbook for more details.

## *Student Notice of Quarantine*

During the 2020 fall semester, there may be times when a student is placed into quarantine or directed to self-isolate as a result of the COVID 19 pandemic. In order to support student learning and course progression, all courses should be remotely accessible during those times. Faculty will interact with their students throughout the quarantine period to support their understanding of course expectations and available resources.

**Notification Process:**

- Upon notification that a student has been directed for COVID-19 testing, placed into quarantine, or directed to self-isolate, the assistant dean of students (or designee) will send a ***Notice of Quarantine*** to the student's advisor, faculty, relevant department chair(s), appropriate academic dean(s), and on-campus employment supervisor(s).
    - The ***Notice of Quarantine*** will include the dates of the required quarantine or self-isolation.
    - Notification of a student's need to quarantine or self-isolate may come to the university directly from a licensed healthcare professional, the health department, or via the student through the presentation of appropriate documentation from a licensed healthcare provider or public health official.
    - The student may notify the Office of the Dean of Students during normal business hours (336-278-7200) or the Student Life emergency response team after hours and weekends (336-278-5555).
    - The student will receive written and verbal directions for accessing academic and wellness resources, as well as guidance for proactive communication with professors.
    - Staff will work with the student to confirm they have access to technology/materials to complete academic activities remotely (computer with video/microphone, high-speed internet, etc.).  High-speed internet will be available in all university quarantine spaces.

- An updated notice will be sent for any additional healthcare provider or health department recommendations for extension or change to quarantine period.

- Faculty members who receive a *Notice of Quarantine* will provide the student with remote access to course materials for the period of time listed in the notification.
  - Faculty are expected to interact with the student using virtual technology.
  - Access to the course may include audio/video recordings of course activities, online access to PowerPoint presentations, as well as, other adjusted course materials, learning activities, and assignments as designed for remote learning.
  - Elon's policy on "Recording Video and Audio, Streaming Video and Audio, or Photography in Classes" will be explicitly addressed in syllabi and also in class discussion at the start of the semester. Faculty will make clear when and how recording, streaming, and photographing are permitted in the course. (See Ready and Resilient website for further policy information.)

- If a student is unable to participate remotely in one or more courses, the student may be eligible for an Incomplete, individual course withdrawal, or a medical leave of absence.

## *Notice of Quarantine E-Mail (Sample)*

**Subject: IMPORTANT: Remote Learning for STUDENT NAME (SID)**

Hello Professor,

Our office has received documentation that STUDENT (SID) will be unable to physically attend classes between **START DATE** and **END DATE** while participating in a mandatory period of quarantine. Please note that a period of quarantine is a recommendation that may be based upon a variety of factors and should not be taken as a sign of specific health-related concerns. In most cases, a student in quarantine can continue to participate in class related activities remotely and without interruption of the course curriculum.

In accordance with the Elon's Ready and Resilient guidelines, **faculty are expected to communicate with students throughout the quarantine or remote learning period to ensure students understand the expectations of and resources available to the student.** Elon has provided several tools and ideas designed to ensure a seamless transition to remote learning, many of which are summarized on Elon's Flexible and Resilient Teaching website. Faculty are encouraged to discover creative alternatives to in-class participation, assessment measures, and project participation while students are working remotely. **Students are also expected to proactively communicate with their faculty regarding their individual academic questions and requests related to remote coursework and course participation.**

While engaging in remote learning, students remain eligible to receive disability related accommodations. Students have been encouraged to communicate with faculty regarding their individual accommodations. Students seeking additional accommodations related to remote learning have been asked to communicate with Disabilities Resources (disabilities@elon.edu) directly.

This student has been provided with a list of important supports and resources that are available to them. This list is intended to supplement any course-specific guidance and resources provided by you. In the event that this student is unable to participate in course content based on any health issues that may emerge, they may choose to seek a course withdrawal or medical leave in accordance with the academic calendar and

leave policies.  If you notice issues related to this student's participation or have additional concerns you would like to share, you may contact Student Care and Outreach.

If updates become available that would alter the need for remote learning, you will receive an additional notification.

Sincerely,
Whitney Gregory, Assistant Dean of Students

# Faculty and Staff Accommodation Request Process

To ensure confidentiality of sensitive and medical information, the Office of Human Resources will coordinate with employees and supervisors/deans to determine ways the university is able to respond to COVID-19 medical-related issues. Those issues may be the result of employees' own underlying health conditions or age or may be due to the health conditions of family members for whom they provide care.

To initiate a request, please visit the COVID-19 Reasonable Accommodation webpage where you can review the process and fill out a request form **by the July 15** deadline to ensure appropriate measures can be put into place prior to the resumption of classes on August 19.

Reasonable accommodations may range from specialized protective gear, to adjusted teaching pedagogies, assistive technology, changes in work/teaching schedules or assignments, or a medical leave of absence. The goal will be to reach a mutual agreement in each situation that supports the health needs of the employee while supporting the educational experience students deserve.

# Student Accommodation Request Process

Students may be approved to take courses through remote-only instruction due to documented disabilities or health-related accommodations. These requests should be initiated by the student through the Office of Disabilities Resources.

While Elon's primary model is in-person instruction, requests from students who require accommodations this fall due to COVID-19 will be reviewed on a case-by-case basis. A special Modification Review Committee has been established to review these requests, considering the specific circumstances and needs of the individual students. Click here for details and to access a form to make a request for remote-only learning. Please note that students who are approved for remote-only instruction may not be allowed to live on campus unless approved through an accommodation request with Disabilities Resources. **Students requesting accommodations must do so by Aug. 5.**

# Working with offices and campus partners

Many campus partners are developing specialized support and processes for the fall semester. Visit their websites for the most up-to-date information.

- Belk Library
- Center for the Advancement of Teaching and Learning
- Center for Writing Excellence: The Writing Center and Writing Across the University
- Information Technology
- Institutional Review Board (IRB)
- KLC: Academic advising, learning assistance, and disabilities resources
- Registrar

*Elon Experiences*
- Center for Leadership
- Global Education Center
- Kernodle Center for Civic Life
- Internships
- Undergraduate Research


## *Who to call for assistance?*
- Counseling Services: COVID-19 and your mental health
- Faculty/Staff Health and Wellness Clinic
- Physical Plant: 336.278.5500; FixIT
- Student Care and Outreach
- Student health concerns
- Technology: 336.278.5200; Technology website
- Truitt Center