

## Guidance for Academic Programs Delivered at IUPUI, IUPUC, and IU Fort Wayne During AY 2020-21:

As we prepare to resume classes before there is a vaccine or cure for COVID-19, it is important that we provide our academic programs clear guidance on course delivery. Indiana University has announced that a combination of online and face-to-face learning experiences will be delivered, and it is understandable that it will take some effort to quickly plan how this flexibility will be accommodated. Deans, chairs and program directors will play a critical role in working through these options with faculty and this document is intended to provide guidance for these conversations.

The learning goals for a particular course should primarily dictate the ultimate format and length of courses offered. Certain courses, such as first-year-seminars, laboratories, and performance-based or clinical courses will almost always benefit from face-to-face instruction. It also is important to balance the health and safety of members of our community who may require accommodations to work remotely against the needs of our students living on or near campus to pursue engaged learning experiences across the curriculum and co-curriculum. This is a challenging balance to strike, and the options laid out below are intended to help support both of these needs as Schools work through specific implementations taking into account the unique context within each School.

### Course Formats

If at all possible, courses and laboratories that are not already part of online programs (or originally coded as online courses at the time the fall schedule was developed) should be delivered through one of the four formats listed below.<sup>1</sup> These formats preserve some face-to-face experiences for students living on or near campus, while also shifting the learning of some concepts and skills online. Note that the first 3 formats lend themselves to being recorded via Kaltura, which enables an asynchronous option for students living in different time zones or who must miss class in order to work or help care for others. Capturing synchronous courses via Kaltura also provides a mechanism for students to review material, even if they participate in face-to-face classes. It goes without saying that all courses may be asked to pivot to online offerings at any point, based on guidance from state and local public health officials, until a vaccine or a cure for Covid-19 is found. Also please note that the Office of International Affairs will provide guidance on how the determination of course formats may impact new international student enrollment and retention of continuing students, within the context of the regulatory environment for student visas.

- 1) **Distance-Other** (76-100% is live/synchronous distance education): These courses are taught using live synchronous video (e.g., Zoom, canvas conferencing, skype) and require students to log in on specific days at specific times or to engage face-to-face from their assigned classroom in order to have real-time interaction with their instructor. There are specific due dates for particular assignments or assessments. Students will not be required to come to campus, but students meeting in classrooms may watch the live video feed or engage in other learning activities.

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<sup>1</sup> Students enrolled in courses delivered in these formats will not be assessed the “Distance Education Fee” through the Office of Online Education. Students enrolled in courses that are fully online will be charged this fee in AY 2020-21.

- Faculty can teach from home or from an on-campus office and meet with students in small groups as necessary (in person or via Zoom)
  - If the faculty member teaches from a remote location, a teaching assistant or classroom facilitator will take attendance, facilitate discussion, enforce social distancing
  - Optional small group instruction/meetings can occur in person
  - Student engagement in face-to-face activities is scheduled to afford social distancing
- 2) **Hybrid-Distance** (26-75% asynchronous; remainder is synchronous distance education): These courses combine asynchronous online instruction and synchronous instruction. Students will not be required to come to campus. Portions of the course will be completed asynchronously, and synchronous portions will require students to log in at specific times on a regular (often weekly) basis to participate in class. There are specific due dates for particular assignments or assessments.
- Faculty can teach from home or from an on-campus office
  - Optional on-campus engaged learning experiences (e.g., service learning, project-based learning) may be scheduled for students living on or near campus, as long as a remote alternative assignment is available for students unable to come to campus
- 3) **Hybrid-Traditional** (26-75% asynchronous online or synchronous live video instruction with remainder Face-to-Face): These courses combine asynchronous online instruction with regular required face to face on-campus class meetings. Portions of the course will be completed online, and portions will **require students to come to campus on a regular basis** to participate in class. It is recommended that performance-based courses (studios), labs, and clinical courses adopt this format.
- Faculty can typically teach across a combination of face-to-face and virtual formats
  - Faculty can teach from home or from an on-campus office
  - If the faculty member teaches from a remote location, a teaching assistant or classroom facilitator will take attendance, facilitate discussion, enforce social distancing
  - Student engagement in assigned classrooms is scheduled to afford social distancing
- 4) **Face-to-Face (0-25% online)**: These are traditional courses in which almost all contact hours are delivered face-to-face in a classroom, laboratory, or studio.
- Faculty teach in person
  - Up to 25% of content can be delivered asynchronously or synchronously online
  - Student engagement in assigned classrooms or laboratories is scheduled to afford social distancing

**Examples:**

- A. Psychology B-340 (Cognition) – Tu/Th 12-1:15 (60 students): Instruction delivered through asynchronous online modules for 75% of content. Students attend ONE weekly recitation section, facilitated by a TA (in class) and a faculty member (via Zoom) either on Tuesday (1/3 of

students), Thursday (1/3 of students) or in Zoom collaboration room (1/3 of students). **Hybrid-Traditional**

- B. Chemistry C-115 (Lab for the Chemistry of Life) Monday 1:30 – 4:20 (20 students). Instruction delivered for pre-lab concepts via asynchronous online modules for 25% of content. Students assigned to attend lab in person every 2 weeks (10 students per session). **Face-to-Face**
- C. Philosophy P-120 (Ethics) Tu/Th 12-1:15 (85 students). Instruction delivered asynchronously through online modules supplemented by required class meetings twice each week via Zoom. Students engage in service learning project either at remote location (from home) or near campus (for 20 students), with near-campus experience facilitated by Service Learning Assistant. Students would not be required to come to campus for this option. **Hybrid-Distance**
- D. Spanish S-132 (First Year Spanish II), M/W 1-2:50 (26 students). Instructor meets during scheduled class period with all students. Sessions are recorded in Kaltura so that they can be reviewed or shared with students unable to attend due to illness. Students wanting to meet on campus could meet weekly for a “conversation hour” facilitated by a TA. Students not interested in coming to campus may participate in a weekly “conversation hour” via Zoom that is moderated by the instructor. **Distance-Other**
- E. English L-411 (Literature and Society), W 6 – 8:40 PM (25 students). Instruction delivered through asynchronous online modules for 60% of content. Students attend one weekly discussion section, facilitated by the instructor (in class) from 6-7 PM (up to 10 students) or from 7:15 – 8:15 PM (up to 10 students) or in a Zoom collaboration room at a different 1-hour time block. **Hybrid-Traditional**

### Session Lengths

A variety of session lengths has already been available at IUPUI (e.g., 8-week, 12-week, and 16-weeks in the fall and spring semesters; 6- and 12-week summer terms). The IFC and the UFC voted in May 2020 to further adapt this calendar to create a 13 week (face-to-face or hybrid) option in the fall and spring, as well as 3- week “winter sessions” at the end of the fall and beginning of the spring semester. Finally, a 6-week online winter session between December 21 and February 7 (7 calendar weeks with 1 week of holidays and 6 weeks of instruction) has been added.

- If a 16 week period is required for the learning goals to be met, or if social distancing demands that in-person class, clinical, studio, or laboratory experiences be extended, courses will run for the entire semester, though with the last 3 weeks entirely online. Spring courses requiring 16 weeks will start online for the first 3 weeks and transition to face-to-face after February 8, 2021.
- If students are able to meet the learning goals for a course within a 13 week period (especially if some content is able to be delivered asynchronously), it would be preferable to end the course by November 20, 2020. If needed, proctored final exams could be administered on November 21 and November 22. Similarly a 13 week spring term would run from February 8 – May 9, 2021.
- Certain classes may lend themselves to an intensive 3-week online term (Note: checklist is in development by organizational leadership faculty and the CTL). These courses may be offered

during the last 3 weeks of the fall semester (and considered part of fall banded tuition) or the first 3 weeks of the spring semester (and considered part of spring banded tuition).

- Classes that have been offered in other formats (8-week, 12-week courses) may still be offered, but with the stipulation that the last 3 weeks of the fall semester and the first 3 weeks of the spring semester be delivered entirely online.
- The 6-week online winter session between December 21 and February 7 provides 7 calendar weeks with 1 week of holidays and 6 weeks of instruction). It will be considered part of the spring semester with respect to registration and banded tuition.

### **Course Locations and Scheduling:**

As thousands of students have already registered for the fall semester, and given IUPUI's already tightly-scheduled classrooms and laboratories, the guidance on course formats (above) has been provided with the assumption that, a) classes will continue to meet within their currently assigned spaces and timeslots, to the extent possible, and that maintaining a 6' distance (or 55 square feet per student) will reduce most classroom capacities to roughly 1/3 of enrolled students.

In instances where hybrid-traditional or standard face-to-face courses would demand that 50% of enrolled students attend each of two class sessions per week, the Registrar will try to reschedule the class to a larger space so that this is possible. Some nontraditional classrooms (e.g., Campus Center spaces) may need to be used to accommodate these requests.

"Passing times" or the times between class periods will not be increased due to the density of the IUPUI campus and the fact that students rarely need to take shuttle buses between class periods. Current passing times afford very little time for students to congregate between classes.

For Hybrid-Traditional and Face-to-Face course formats, in-person attendance by students will need to be regulated to ensure social distancing. Typically this will mean that on a particular day (or for half of a 3-hour course period), up to 1/3 of enrolled students will attend face-to-face. The need for this coordination will be communicated to students over the summer through multiple modalities so that they are prepared for it.

- Instructors can facilitate this coordination by first polling students enrolled to determine which students are not able to participate in person (e.g., international students or students caring for others may prefer to participate remotely). The remainder of students can then be scheduled such that no more than 1/3 of enrolled students meet together at any particular time. Scheduling could be coordinated through a google doc maintained in Canvas or by a TA or classroom facilitator.
- Instructors could engage students in co-designing opportunities for students to meet during or outside of scheduled class periods as well as virtually in Zoom rooms.
- Some departments or schools may have capacity among current staff to facilitate scheduling of face-to-face classes among students wishing to participate in person.

## Guidance for Academic Policies and Procedures:

S/P Grades	No “special” S or P grades will be administered following the Spring 2020 semester. Rather, the use of these grades will revert to their earlier definition and function – see <a href="https://studentcentral.iupui.edu/grades-progress/pass-fail.html">https://studentcentral.iupui.edu/grades-progress/pass-fail.html</a>
Student Evaluations of Teaching	Course evaluations will ideally be administered during the last 2 weeks that each type of course is offered (with 3-week Winter Term evaluations administered during the last 4 days), immediately prior to the final exam period.
Grade Submission	Grade submission: The Register will run rosters at the end of each major session increment (e.g., 1 <sup>st</sup> 8 week, 10 week, 13 week, 16 week) so that final course grades can be entered at the end of whichever type of session the faculty member is teaching. Any classes taught in a non-standard format will have rosters available at the end of the term.
Registration for 3-Week Terms	Students will register for any newly created, 3-week intensive session(s) scheduled from Thanksgiving through 12/20 as part of Fall registration. Registration for the January 3-week term option will occur during registration for the Spring semester.
Making Changes to the Fall 2020 Semester Schedule	While planning should certainly begin, actual changes to the Fall 2020 semester should not be submitted now. Guidance will be provided by the Registrar’s office for schedulers that will help departments to code course formats and session lengths appropriately for the fall and spring semesters. The Registrar’s Office plans to reach out with an updated version of Fall 2020 room assignments, adding the new 13—week session and a new tool for Fall updates by mid-June. Updates for Fall 2020 should then be returned to the Registrar from the units by July 10.
Examinations	Proctored examinations will be available for face-to-face and hybrid-traditional course formats, as well as for final exams. When possible, computerized testing laboratories are preferred for proctored testing given the ability to appropriately clean and disinfect workstations and enforce social distancing. We also plan to utilize as many large spaces as possible (e.g., gymnasiums and large lecture halls) to accommodate testing needs. Plans for these options will be developed in collaboration with the Office of the Vice Chancellor for Finance and Administration.
Graduation	We will continue to confer degrees in May, August and December (not at the end of Winter Sessions).
Course Load	Students are able use banded tuition to cover credits taken in Fall/Winter Session 1 (up to 18 credits) and Winter Session 2/Spring (up to 18 credits).

	Students will be limited to taking up to 3 credits during a 3-week online session.
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