



MEMORANDUM

TO: Deans, Associate Deans, Department Chairs, Program Directors, and Department Schedulers

FROM: Dr. Laura Woodworth-Ney *Laura Woodworth-Ney*
Executive Vice President and Provost for Academic Affairs

SUBJECT: Update: Fall Course Schedule Change Processes

DATE: July 28, 2020

As an update to the Course Schedule Change Processes Memos (April 29, June 4 and June 29, 2020), I am writing to provide you with some key updates regarding the Fall 2020 class schedule. At this time, the re-rooming process is largely complete and the [online class schedule](#) is updated. **Please review the new course schedule and communicate with faculty regarding any changes to their class schedules.**

We are closely monitoring the health environment in conjunction with local, state and federal officials. Flexibility is key to addressing all of our needs as we move into the academic year. We have intentionally created a great deal of flexibility in the new course schedule, which is designed to easily transition between delivery modalities. The University has created a new planning process, in partnership with the local health districts, for responding to the changing COVID environment. Please watch for updates on this plan. In addition, the University has created a COVID hotline (208.282.2705) and a dedicated secure email address (covid@health.isu.edu), both of which go to our Public Health Team and will be answered directly.

The fall term will, of course, be different than all previous fall term launches. A large number of our courses have been transitioned to a hyflex format. Those that remain in a traditional face-to-face environment must have either an [approved health plan](#) or have been transitioned to strict six-foot distancing. Face coverings are required on campus and in all instructional spaces.

Please share the following with faculty to help all of us make the transition to the fall semester:

- Faculty teaching face-to-face or hyflex courses must plan for the possibility to revert back to a fully remote teaching schedule. The University will be sending a revised contingency plan to the campus later this week that will detail how the university will move between stages, and how those stages impact instruction. Please direct faculty to the ITRC for remote-learning support or for equipment needs.
- Faculty need to communicate with students **prior to the first day of classes**. This is particularly important for faculty members teaching hyflex (Mixed In-Person and Online) courses. Students will need to know their individualized rotation of in-person and online so that they will not all show up to the classroom on the first day of class. That said, changes to the rotation schedule can be

managed once classes begin in order to address the changing needs of the environment and of the course.

- Faculty need to open their Moodle course page for student viewing before the first day of class. Many of our classes will be taught in ways that are new for all of us. Any additional information we can provide for our students (i.e., Zoom links, individualized in-person rotations) will help reduce their anxiety and increase a smooth start to the term.
- Faculty will need to record their lectures for remote viewing. This will enable students to access lectures and other critical elements of the course offline, and will enable our goal of requiring students to stay home if they are not feeling well. Please note, however, that faculty are in control of the recordings for their course, and they may choose not to record elements that do not contain critical information or include course discussions that students do not want recorded. The Provost's Office is leaving the recording discretion up to faculty within their own courses, but please **make every effort to record essential components**.
- Faculty need to prepare for an early and remote finals week. As noted in previous communications, final examinations will be held virtually from November 30th - December 4th. Please note that if faculty wish to include a synchronous exam where all students complete the exam simultaneously over Zoom, they will need to oversee the exam. If, however, the final exam will be proctored by one of our many proctoring services, a large window of several days will be necessary for students to complete the final exam, and faculty will need to [schedule proctoring](#).

Thank you for all you are doing to meet the many challenges we face. The work that you all have done is simply extraordinary. I feel extremely fortunate to have the opportunity to work alongside each of you. Our educational mission is critical, and now more than ever, I appreciate your willingness to come together with flexibility, compassion and empathy, as we work toward providing the quality education that our students need.

Thank you!