Q&A Discussion

1. Are fall classes being turned into 8-week sessions instead of full semesters?
   a. President Christian: From a campus standpoint, Billie Jo Rice will be looking at our big buckets of courses, lab classes and hard-to-convert classes, and will come up with some generic guidelines for us to follow. We will also be providing our students with shorter classes, on a voluntary basis from our faculty. This will help students who had to take an EW this past semester by offering them more options.

2. One of the possibilities mentioned in previous seminars is that we may have to close the campus again in the last half of Fall semester because of a possible upsurge [in COVID-19 cases]. So how would we structure our face-to-face classes with that in mind?
   a. President Christian: The more flexibility we build into the schedule, the better off we are. I’m asking each and every individual faculty member to talk to their department chair and dean so we can figure out a solution. We need to maximize individuals thinking through what works, looking at the departmental guidelines, coming together and making those decisions.

3. What are the recommendations if in the summer/fall, we have some face-to-face courses, and one or more students don’t want to attend due to being immunocompromised?
   a. President Christian: We are dealing with situations on a case-by-case basis. If there is a need, please communicate it, either to your department chair, dean or myself. We will think through it in a customized way to provide alternatives. In the spring semester, the kinds of creative solutions that our Counselors are coming up with have amazed me. So if you have anything come up, please communicate it so we can address it individually.

Online/Zoom Recommendations

1. When logging into Zoom, it is best to log on via a computer and then use the “phone call” option to improve audio connection. Joining audio by phone in addition to joining the video by web will give you the clearest audio and ensure poor internet connections do not interrupt the content. You will be given a phone number to call and a meeting ID (see example below).
2. If you are not the host of the meeting, upon entering Zoom, you may be able to “mute” yourself from the group by clicking the “mute” button on the lower left-hand screen (see below).

3. To participate in the chat room, click on the “chat” tab towards the bottom of the screen and a chat box will appear.

4. A sample message for a syllabus from a professor:
   a. Rules for Communicating with CCB:
      - Please refrain from sending texts past 9pm at night or before 5am in the morning.
      - If your text message is longer than 20 characters (or 8 words) please send an email message. If it is urgent, send me a text message asking that I check my email.
      - Please indicate your class time when you text for exam “Mon 11”.
      - During the week (Mon-Thur) all messages received through email or text will be responded to within 24 hours. During the weekend please allow for up to 72 hours for reply.
      - CCB will respond to all email questions regarding assignments until 7pm on the evening before the assignment is due.
      - Assignments submitted by required deadline will be graded within one week of submission.
      - CCB is available for online office hours via Zoom. See announcements in Canvas for weekly scheduled office hours and links.

5. Recommendation about textbooks:
a. Some publishers are allowing free access for students to online content until the end of the semester. Check with your textbook publisher.

6. Recommendation about recording lectures:
   a. Record your live lectures for the benefit of students who are unable to attend the class, or who would like to review content at a later date.