Academic Restart Town hall for Teaching Faculty

Office of the Provost
July 15, 2020
**Planning for Fall Semester 2020**

Relying on expertise and guidance from the Centers for Disease Control and Prevention (CDC), the Georgia Department of Public Health (GDPH), and Governor Kemp’s Covid-19 Task force, Georgia Tech’s initial return-to-campus plan outlined a phased approach that prioritized employee health and safety while providing for the delivery of critical services and preparing for the resumption of in-person campus-based instruction in August 2020.

<table>
<thead>
<tr>
<th>APRIL</th>
<th>MAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>President Ángel Cabrera appointed a Recovery Task Force to guide and oversee planning for the eventual resumption of Institute operations.</td>
<td>The Institute Recovery Task Force, led by Frank Neville Senior Vice President for Strategic Initiatives and Chief of Staff, submitted a plan to the University System of Georgia.</td>
</tr>
<tr>
<td>Provost Rafael L. Bras appointed an Academic Restart Task Force to develop plans for the resumption of classes in the fall semester. Co-led by Colin Potts, vice provost for Undergraduate Education and Larry Jacobs, associate dean for academics, College of Engineering.</td>
<td></td>
</tr>
</tbody>
</table>

*Image Source: Georgia Tech*
In preparing for fall term, the University System of Georgia (USG) instructed all institutions to develop plans for multiple scenarios, including:

**Contingency 1:**
Fall classes begin with social distancing expectations.

**Contingency 2:**
Fall classes begin online.

**Contingency 3:**
Classes and operations go to an online format for some time during the semester.

Currently, all USG institutions are expected to operate under the first contingency: *Fall classes begin with social distancing expectations.*

However, we ask that you prepare to move from one method of instruction and operation to another as public health guidelines may change.
Guiding Principles for Academic Planning

1. Follow the guidelines provided by the State of Georgia and the USG.
2. Deploy on-campus presence in the fall while balancing and managing risk and prioritizing population health.
3. Prioritize instructional quality progression to degree completion and quality of the student educational experience.
4. Provide as much flexibility and as many options as possible to respond to the needs, limitations, and concerns of students and faculty.
5. Build on lessons learned from the current remote delivery of spring/summer semesters (efficient remote delivery).
6. When necessary, prioritize student groups based on the benefit of their presence on campus.
7. Align plans with established governance procedures.
8. Encourage each member of the Georgia Tech community to demonstrate personal responsibility to keep themselves and others safe.
Campus Safety Overview

- All employees and students will be asked to complete an online Covid-19 health and safety training prior to arriving on campus and will be encouraged to take a health and safety pledge as part of the training.

- We will ask all members of the community to follow the Covid-19 Daily Self-Checklist before coming to campus or leaving their residence.

- Thermal screening will be deployed in strategic locations.

- When any member of the Georgia Tech community tests positive for, or is diagnosed with, Covid-19, we will follow direction and guidance from the GDPH. We will ensure that students in isolation or quarantine continue to receive dining, health, and academic services.

- Testing is available for symptomatic students at Stamps Health Center. We’re exploring options to expand additional testing on campus for asymptomatic students, faculty, and staff.

- All USG institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible, including classrooms and laboratories.

- We will continue to add new measures and update our plans each time new information about Covid-19 becomes available from these groups.

- We are waiting on guidance from Georgia Department of Public Health about how classroom exposures will be handled, particularly since social distancing should be in place and all participants should be wearing masks.
Town Hall Panelists

**Teaching in the Three Modes**
Nisha Botchwey  
Associate Dean of Academic Programs, Georgia Tech Professional Education

**Preparing to Teach**
Bonnie Ferri  
Vice Provost for Graduate Education and Faculty Development

**Safety in the Classroom**
Nazia Zakir  
Assistant Vice President, Environmental Health & Safety
Teaching in the Three Modes

Goals for Mode Assignments:
• Protect the health of faculty, staff and students.
• Maximize student learning.
• Support course completion for graduating seniors.
• Provide a quality first year experience.
• Maximize school/unit engagement in mode designation to advance program goals.

About Mode Assignments:
• This week: All classes assigned hybrid but being recoded to residential and remote based on approved accommodations, space limitations, and other pedagogical factors.
• In all modes, faculty are required to interact with students according to our standard expectations found in Student-Faculty Expectations.
• Modes selected in consultation with school chairs.
• Judgement exercised in matching instructors, classes, and physical space to achieve the best instruction, a fall term that approximates normal residential instruction and is cognizant of public health requirements.
Teaching in the Three Modes

Residential Spread: Courses/Sections are residential, with social distancing.
• This is the traditional format that we are treating as the desired option.
• Because of the limited supply of rooms with adequate capacity to accommodate social distancing, we will prioritize certain categories of class for in-person delivery: certain classes for in-person delivery: lab classes, group project classes, senior design classes, classes where there is a pedagogical advantage, project-based classes, classes requiring physical equipment, and discussion classes.

Remote with limited in-person (Hybrid):
• Hybrid hands-on: Courses/Sections offer lectures via remote delivery and bring students to campus for hands-on/studios/lab activities with social distancing.
• Hybrid touch points: Courses/Sections offer lectures in a remote/online format and bring students to the classroom several times during the semester (not necessarily every day or every week) for meaningful in-person experiences.
• Hybrid split: Courses/Sections offer lectures both in class and through broadcast recordings using classroom technology but also bring smaller groups of students to the classroom on a predetermined basis to ensure social distancing.

Remote: Courses/Sections are completely remote/delivered online.
• Remote instruction will be assigned with an approved faculty accommodation, or for courses that would be traditionally taught online.
• Asynchronous preferred over synchronous delivery

Class delivery modes will be published to OSCAR on July 20.
Phase 2 registration will begin August 1.
Preparing to Teach

What you need to know to plan your courses:

- Prepare to deliver online and in-person (situations may change with you or the students, allow for remote students)
- All classrooms have been equipped to capture classroom instruction with low-cost cameras and microphones.
- Use Canvas to post syllabus, grades, and communications
- Use Georgia Tech approved platforms (privacy, support, access)
- ALL homework assignments and assessments submitted electronically, unless a physical artifact.
- You have flexibility in planning hybrid delivery
- What’s new: HonorLock for digital proctoring and Camtasia for content recording and editing (both are for optional use)

What you can do to prepare:

- Familiarize yourself with the technology options and become competent in the technology you choose, for example:
  - Delivery: live (AV in classrooms, webcam in office/home) and asynchronous: (Camtasia, Canvas+Kaltura)
  - Assessments: electronic (Canvas, Gradescope, Turnitin)
  - Exams: if needed, digital proctoring with HonorLock (optional – student requirements must be in syllabus)
- Learn effective teaching methods for remote and hybrid teaching, for example:
  - Use more, lower value assessments
  - Seek and use frequent student feedback (CTL surveys in Canvas Commons)
  - How do you do active learning with social distancing?
  - How do you increase student engagement virtual+in-class?

Take advantage of campus resources and programs:
Remote and Hybrid Teaching Academy!
Classroom Policies and Guidelines

- **Georgia Tech attendance policies**
  - There are no formal institutional regulations regarding class attendance at Georgia Tech.
  - All students are responsible for obtaining an understanding of each instructor’s policy regarding absences.

- Classroom configurations will be designed by ISyE & CPSM and seat maps will be provided to building managers.

- Strongly encourage assigned seating to support contact tracing efforts:
  - Building Managers will designate which seats are to be occupied.
  - FM/building managers will be asked to demarcate seats to support assigned seating.
  - Guidance will be provided regarding how to assign seats and how to communicate seat assignments to students in advance and on-the-spot.
    - What to do if a student doesn’t know where to sit upon arrival?
    - Beyond this, faculty members manage their classrooms.

- Encourage the identification of back-up instructors.

- The final instructional days should be taught in a way that is **consistent** with the mode of delivery for the entire course:
  - For a residential spread course, this means the final instructional day will be taught in-person.
  - For a remote or hybrid touchpoint course, it will be delivered remotely.
Preparing to Teach

Resources and Programs:

Georgia Tech Remote and Hybrid Teaching Academy (GTRHTA)
Helps faculty prepare for teaching in a remote and hybrid learning environment with high-quality delivery of their courses while ensuring student engagement.


- Schedule of synchronous sessions: 15 topics, 30 sessions
- Asynchronous sessions: self-paced course
- Expert Advice: consultations and technical help

Expanded Programming in Fall:
For a deeper dive into pedagogy and more hands-on support

- Fall Teaching Kickoff: Teaching in Difficult Times
- Cohort-Based Learning: interactive sessions, virtual studios
- Teaching Enrichment Fall Workshops

Concerns and Evolving Issues:

- Managing noncompliance
- Handling student accommodations and illnesses
- Determining which students come to class on a given day in hybrid courses
- Developing assessments and proctoring

What else concerns you? What else do you need?

Faculty listening sessions/focus groups
Wed. July 15 at 3:30 p.m. and Fri. July 17 at 10 a.m.

Faculty Teaching Accommodations

Faculty members who fall in higher risk groups, as defined by the Georgia Department of Public Health and the Centers for Disease Control and Prevention, may request an accommodation via Georgia Tech Human Resources.

- Accommodation requests, if declined, can be appealed.

- Although the preferred date to receive accommodation requests was July 13, any faculty member that has a change of situation can request a teaching accommodation at any time. Every attempt will be made to meet the accommodation, although options become more limited as the term draws nearer.

- Those who care for or live with individuals at higher risk for severe illness with Covid-19 should work with their direct supervisor to ensure that their work environment allows for social distancing and the ability to practice the behaviors known to reduce the spread of Covid-19.
Student Accommodations

Process for Seeking An Accommodation

• Students seeking an academic or employment accommodation (including graduate teaching and research assistants) should start by contacting the Office of Disability Services (ODS).

• Registering with ODS is a 3-step process that includes completing an application, uploading documentation related to the accommodation request, and scheduling an appointment for an “intake meeting” (either in person or via phone or video conference) with a disability coordinator.

• Students who work as undergraduate or graduate teaching assistants and graduate research assistants seeking an employment accommodation should also complete the Georgia Tech Covid-19 Higher Risk Alternative Work Arrangement Request Form.

Managing Accommodation Requests

• Only students who cannot physically be present on campus due to an ODS approved accommodation or visa restriction should request remote access to residential or hybrid courses.

• The student and faculty member confer on mode of delivery to see if that will address the student's needs. Faculty members are encouraged to meet the accommodation, if possible, within the goals of the course delivery.

• If the faculty member feels they cannot accommodate the initial request within the pedagogical goals of the course, they should contact ODS to discuss potential equally effective alternatives.
Georgia Tech Facilities has employed the following Covid-19 mitigation strategies:

- Installed MERV 13 or 14 filters in all air handling units.
- Verified UV lights are present in air handlers to keep coils clean.
- Increased outdoor air flow to the maximum possible.
- Increased air exchange rates in areas served by air handlers.
- Perform routine preventive maintenance on all air handlers on a continuous basis.

Cleaning & Sanitation

- Using EPA N-List disinfectant, Annihilare.
- Cleaning schedule will be provided to building managers.
- Focusing on high touch point areas and common areas.
- Classrooms will be cleaned daily.
- Disinfectant and wipes will be available in classrooms.
Safety in the Classroom
Personal Protective Equipment (PPE)

• Effective July 15, face coverings are required while inside campus facilities/buildings where six feet of social distancing may not always be possible. This currently includes but is not limited to: Classrooms and all laboratory spaces. All members of the campus community will be provided two reusable cloth face coverings.

• Plastic face shields will be available to faculty members to use while lecturing in classrooms. These will be responsibility of individual faculty members to disinfect.

• Personnel hand sanitizer bottles that can be refilled will be provided along with disinfectant for workspaces.

• Building managers can request PPE supplies for building occupants through a webform at EHS website.
Safety in the Classroom
Classroom and Space Logistics

• Facilities Management and building managers will delineate ingress/egress for classrooms and everyone will need to discourage students from congregating outside classrooms.

• For Academic Labs, EHS is conducting risk assessments.

• Expectation is students will take a Pledge "Jackets Protect Jackets."

• Students not following safety practices should be reported to Student Conduct.

General Tips

• Use a microphone if using a face shield, especially in a large classroom.

• Have a specified location in the room for students to ask questions.

• Keep the doors open and for smaller classrooms use a fan to allow more air circulation.

• Disinfect face shield after each use.
Closing Comments & Resources

Institute Updates: Monitoring Coronavirus

Georgia Tech Remote & Hybrid Teaching Academy

Georgia Tech Covid-19 Higher Risk Alternative Work Arrangement Request Form

COVID Recovery: Building Filtration & Ventilation Plans

Environmental Health & Safety Covid-19 Planning