

THE BUZZ: Academic Affairs Weekly Newsletter



From the Provost's Office

Academic Affairs Webinar: Richard, Barb, and Pam will be hosting a webinar to address questions about the upcoming semester. To make the best use of our time, please [submit your questions](#) ahead of the meeting so we can be sure to address the most common and pressing questions. If the team notices a specialized question that would only apply to a few people, you may receive an email response instead of having it addressed on the webinar (so include your name along with specialized questions). See the email from Richard Ice on July 24 for the webinar link.

Hybrid Learning vs. Online Learning:

Hybrid learning—this term is used to describe a course that is held on campus in a classroom composed of people participating face-to-face and people participating remotely. This is a fully synchronous course that will run during the time scheduled by the Registrar's Office in the classroom assigned by the Registrar's Office. The reason students may participate remotely: there aren't enough seats in the classroom, they are feeling ill or are quarantining, or they are not living on campus due to safety or travel issues.

Note: if the faculty member has an accommodation to teach remotely, the class would still be using hybrid learning. In this case, the instructor is simply one of the people accessing the class remotely. We would say that the teacher is engaging in **remote teaching**. This signifies that the class is still occurring in a hybrid fashion with some people being IN THE CLASSROOM.

Online learning—this term is used to describe a course that is fully online because we have closed the campus. All participants will access the course remotely. Although we are developing expectations regarding SOME synchronous Zoom meetings, there will also be asynchronous components.

Note: if we are engaged in online learning, then the teacher is engaging in **online teaching**.

The distinction between remote teaching and online teaching may seem minor, but in terms of our messaging to students and families, we want to be clear when there is a face-to-face option and when there isn't (even if a particular student may not have that option due to a visa issue or medical issue).

How will faculty with an accommodation to engage in remote teaching teach while we are on campus?

Faculty with accommodations will be engaging in remote teaching. They will have students attending class face-to-face and likely students attending virtually. Faculty engaged in remote teaching will be able to communicate with the entire class via Zoom, which will be projected in the classroom for the students who are participating face-to-face in the classroom. The microphones in the classroom will pick up contributions from face-to-face students. The camera can be moved from focusing on the podium to focusing on the students in the classroom.

We will offer some training for people engaging in remote teaching in August (once we have a better sense of who needs accommodations—not everyone has submitted their requests yet).

We are also developing a plan to facilitate the use of Zoom and the cameras during classes with a remote instructor. These plans also cannot be finalized until we understand how many people will need this help. If you have questions about remote teaching, please contact Pam Bacon.

Funding for Online Conferences: Are you hoping to attend an online conference during the upcoming year? If so, please submit the [Academic Travel Fund request form](#), which can be used to pay for online conferences. As a reminder, the institutions are not funding travel until further notice. Please contact Pam Bacon if you have any questions about accommodations or teaching with an accommodation.

COVID-19 Response Team

Several webinars were held to address questions related to academic and student development changes as a result of the COVID pandemic. Recordings of these webinars can be found on the [COVID-19-Fall Planning webpage](#). We are also adding questions to our FAQ page based on student and family interests and concerns.

- Two webinars addressing academics were held the week of July 13th students and parents
- A webinar was held this week for incoming first-year students to answer academic and student development questions
- A webinar was held this week to discuss changes in student life.
- An Academic Affairs webinar will be held on Wednesday, July 29 at 3 pm (see above for more information).

Some of the recent actions of the team include:

- Planning an on-campus meeting with Senior Epidemiologist Cynthia Kenyon from the Minnesota Department of Health to get her feedback on our fall plans
- Finalized Student Development safety protocols
- Developing process for students to contact Residential Life to request remote participation in Fall 2020 classes
- Developing disinfecting protocols for classrooms, buses, and public spaces

- Revising move-in and orientation for students to meet physical-distancing requirements

Ongoing Work:

- Working with IT Services to acquire enough laptops for student check-out
- Discussion about HVAC systems and air flow in classrooms and offices
- Developing quarantine policies for international students
- Continue to work with Marketing and Communication to develop
 - Communication with students and parents
 - FAQs for various groups
- Work with the Covid Coordinators, Facilities Directors, and Academic Affairs team to develop comprehensive safety plans
- Work with C-CAPS to develop policies for the 2020-2021 school year

Registrar's Office and Academic Advising

Information for Faculty Advisors: All current students have access to their schedule and can make adjustments within the new block schedule. As they reach out to you, please remember that students cannot take two four-credit courses in a single block. However, they may take a two-credit course that spans several blocks in addition to a four credit course within a block. These two-credit courses are most commonly offered once/week on Wednesdays. In addition, all students should be in a course (2- or 4-credit) in block A.

First Year Advising: First year faculty advisors met for the first time this week and will be assigned their advisees the first week of August. This is a new model to better align with the Integrations Curriculum and First Year Experience.

Registration Update: Academic Advising will begin registering first year students next week for the fall semester. Different from last year, all first year students will enroll in the College Success Course that will be offered once/week on Wednesdays.

Academic Center for Excellence and Skills (ACES)

Libraries

Updated Hours: Clemens and Alcuin Libraries will open M-F, 9am – 4pm, beginning August 3.

Accessing Materials: You are encouraged to use contact-less pickup for items you know you want to borrow. Simply [place a hold](#) on the item from the Library catalog. The Libraries also offer extensive collections of [ebooks](#), [streaming video](#), and online [journals](#) available 24x7. We look forward to offering safe and hospitable services that connect people with knowledge.

Recommended Reading: An article that might be useful for others getting ready to return to campus:
[How to Prepare Yourself for a Return to the Office](#), by Ron Carucci. *Harvard Business Review*, July 6, 2020.

Faculty Development

Hybrid Learning Equipment Training: Instructional Technology has developed a [video](#) introduction to hybrid teaching equipment at CSB/SJU, which will be followed by a number of training opportunities.

- **Hybrid Learning Demonstration: available beginning on July 10th** view a recording of a simulation in Quad 342 of a hybrid class. The "class" will run through a variety of scenarios to show how different classroom techniques will work in the hybrid environment.
- **July 29 10 am-11am** Instructional Technology will host a Q&A session for faculty to discuss what they've seen in the hybrid classroom videos (above) and to raise questions with colleagues to problem solve together.
- **August 5 and August 12 10am-11am** Practice hybrid class opportunities to learn what the experience will be like for someone joining remotely. More details to come.
- Also in **August** we hope to offer scheduled times for individual faculty to be in a classroom and get some hands-on experience with the technology.

See more information about hybrid learning and video links on the Canvas Teaching and Learning Training resources under "Hybrid Classroom Training."