

Fall Logistics Task Force: FAQs
July 2, 2020

Below are some of the questions we have received about Fall 2020. Please know that information is fluid and this FAQ sheet will need to be updated as information changes. Thank you for your patience and understanding.

When will courses start and end?

The Fall 2020 quarter for most units will start September 14. Instruction will end Friday, November 20. The instruction period will remain the same. Most students will leave campus after their last day of class and remain away from campus for the remainder of the quarter, taking final exams online from December 1 to December 4. The Law School fall semester begins on August 17 and the last day of fall semester classes is Monday, November 23. The Law School's exams will also be online from December 2 to December 16.

Are finals going to be asynchronous or synchronous?

This will be left to the individual instructor, but if a final is scheduled to be synchronous it should conform to the time allotted to the final in the schedule of classes. Instructors should *not* require synchronous finals during the last week of instruction or during the time between the end of instruction and the beginning of finals.

Will faculty and staff be required to quarantine for 14 days prior to the start of courses if they are coming from or have traveled out of state?

Currently, DU's [Return to Campus Protocol](#) requires everyone who has traveled out of state to self-quarantine for 14 days before returning to campus. Instructors who will be teaching in person, hyflex, or hybrid courses should make plans to be in the state of Colorado prior to Monday, August 31 (August 26 if they are participating in Fall Orientation activities) and should not make plans to leave the state until the conclusion of classes. Law School faculty should plan to be in the state prior to Monday, August 3 and should not make plans to leave the state until the conclusion of classes. Details of how DU will handle the return of students to campus will be announced in the next few weeks.

How will courses be delivered?

There will be four modes of classes:

Online — a class designed from the ground up so all students can attend the main class experience online. These courses may be synchronous (will have days/times published in the schedule of classes) or asynchronous (will not have days/times published in the schedule of classes).

Hybrid — a class that has both in-person and remote learning elements, with the frequency of in-person learning based on instructional needs. Hybrid courses will require students to be on campus for a portion of their coursework. Specific frequency of in-person class meetings will vary by course, but the course will meet in person at least one day per week. The other days the course may meet online synchronously (the other days of the week will be published in the schedule of classes) or asynchronously (the other days of the week will not be published in the schedule of classes).

Hyflex—a class that is designed to be multi-modal such that each student can either choose their mode of engagement in the course for the day or will be assigned a mode of engagement for that day. That is, in some cases, students can choose to attend face-to-face meetings in person or participate fully online, and can choose to go back-and-forth between these different modes of participation throughout the duration of the course. In other cases, students will be assigned a day to participate in person and will not be allowed to attend class on other days. Classes are conducted for the most part as if it were a regular face-to-face class, where cameras and microphones are set up in the room and students have the option of viewing *and* participating in class activities in person or remotely. Instructors will be in the classroom every day the course is scheduled.

In-person — a class for which there is at least some essential material that can be acquired only through in-person attendance. All in-person classes and the in-person portions of hybrid classes will be streamed and/or recorded to allow students who become ill or who need to self-isolate or who cannot attend for some other reason to keep up and continue to make progress. Instructors, however, will *not* be expected to engage online students as if the course were a hyflex course.

Will classes be shorter?

No. Class length will not change. Instructors and students will need to exit classrooms in a timely manner in order to allow for the next class to use the room. Instructors and students should not congregate in classroom spaces before or after class meeting times.

When will instructors know in what modality their course is scheduled?

The current draft of the schedule of classes has modalities assigned.

Are the modalities in the schedule final?

No. There is still time to change the modality of a class to accommodate faculty. If there is a course that the unit feels should be delivered in person the faculty member should be able to teach a different course. Also, while we want to minimize changes after July 15, we do not believe we will have a finalized schedule by July 15. There will still be changes that need to be made prior to the start of classes. But these will be minor and mirror normal changes that are made to the schedule every year.

What if an instructor does not qualify for an ADA accommodation from Human Resources but would prefer to not teach in person or can no longer teach at the time a course is scheduled?

Instructors should work with chairs, directors, deans, and associate deans to be able to teach in their preferred modality. It is possible, however, that this might require the instructor to teach a different course than the one they are currently scheduled to teach. Similarly, instructors should work with chairs, directors, deans, and associate deans to teach at times that work for the instructor's schedule.

How can instructors get help designing or refining hyflex, hybrid, or online courses?

The [Office of Teaching and Learning](#) is offering a series of summer workshops, including a "Short Course in Online Teaching" and an "Institute on Hyflex Teaching." [A Teaching Toolkit](#) contains resources, including for hybrid and hyflex courses. Additional teaching resources, likely including direct supports, will become available in July.

When will this schedule be available for students and faculty to see?

The schedule will be available for students on July 15, 2020. Prior to this date, drafts of the schedule will be shared with administrators, faculty, and staff.

Will students need to re-register for courses?

Students will not need to re-register for courses if there are no problems with their schedule *or* the modality of their courses. Students who need to—or want to—make changes to the classes they were planning to take may make changes at any time after the schedule is published, with the exception of the week of first-time first-year undergraduate student registration (July 18-26) when registration will be closed to returning students.

How are continuing students being informed of the revised schedule?

An email message will be sent to all returning students stating that there won't be a need for priority re-registration because the schedule has not changed much. There is also a town hall meeting being scheduled for returning students and families for the week the schedule will change. The messaging will be that students only need to change their schedule if they want to. In addition, the registrar's office will be sending out an email to all students that informs students about schedule changes.

What if an instructor gets sick and needs to miss one or more classes?

Every course should have an instructional continuity plan such as designating a teaching partner to take over the class in the event of instructor illness or emergency.

What if there are new stay at home rules that require in-person, hybrid, and hyflex classes to be shifted fully online?

Every course should have a plan in place to switch to fully online learning (either synchronously or asynchronously) in the event that in-person/hybrid/hyflex courses are no longer able to be offered.

Will instructors be required to use Canvas for all courses?

Yes. Regardless of the modality currently assigned, all courses should be designed so that there is a robust Canvas presence. All courses will be required to use Canvas to facilitate students accessing a syllabus, turning in work digitally, taking exams, pivoting to a fully online course, and helping colleagues assume instruction.

Can instructors use paper assignments and paper handouts?

No. DU will be paperless for Fall Quarter 2020. Instructors must distribute and receive all assignments and class material electronically.

How will instructors hold office hours?

All office hours will occur online or by phone unless instructors can ensure proper distancing. Most faculty offices are too small to ensure proper distancing.

How many students are allowed in each class taught in-person?

Class size will depend on the size of the room. DU will follow guidelines from the Colorado Department of Higher Education (CDHE). Under current guidelines, classes in regular sized rooms are capped at 50 students. Classes held in “extra-large” spaces are capped at 100. DU has very few spaces that qualify as “extra-large” under current guidelines.

Should instructors let students into their course from the waitlist?

Once courses are scheduled, instructors should limit in-person, hybrid, and hyflex courses to the number that was used to determine the size of the room assigned to the class. Instructors teaching online courses may add students as they see fit.

When will instructors know what room they will be teaching in?

Now that the Registrar’s office has a draft of the revised 2020 schedule of classes that includes the class modality, they will be working to place those classes into physical locations as quickly as they can. Classrooms will be assigned based on size and the technology available in the room.

What technology will be available in classrooms?

Classrooms will be equipped with a camera and microphone to transmit video and audio content to students who are not able to attend that course in person. Courses scheduled to be taught as “hyflex” will be scheduled in classrooms with enhanced technology to facilitate teaching and student online participation.

How will faculty learn how to use the technology in the classroom they are assigned?

Once a classroom is assigned to an instructor, personnel from IT will schedule a time to review the technology in the classroom with the instructor.

Will classes be held on Saturdays or Sundays or during extended hours?

Currently, the only programs that will host classes on Saturday or Sunday are programs that were previously scheduled to hold courses on weekends. No courses that originally were scheduled for Monday-Friday have been rescheduled to Saturday or Sunday at this time. Similarly, at this time, we have not yet had to expand the hours during which courses will be offered. As state and local health guidelines evolve, however, changes may have to be made to the schedule. Any decision to expand hours of operation will be made collaboratively with units.

Will students be required to wear a face covering while in class?

Currently, DU’s [Return to Campus Protocol](#) requires wearing cloth face coverings at all times while on campus. Cloth face coverings will be required for all DU community members except:

- When alone in a private office;

- For students, when alone — or with a roommate — in an assigned dorm room;

- When eating and drinking while practicing social distancing — including in a campus dining facility if sit-down dining is resumed during Fall quarter;

- When an alternative has been approved as part of the Americans with Disabilities Act or religious observance accommodation processes.

How will wearing a face covering and other safety precautions be encouraged or enforced?

All instructors, staff, and students will be required to complete a Canvas course related to COVID19 supports, expectations, and procedures. This course will be part of a community public health campaign that communicates to instructors, staff, and students the benefits of wearing a face covering and following other guidelines such as handwashing and sanitizing, including sanitizing classroom spaces. Finally, the DU Honor Code has been changed to reflect the requirement to comply with COVID19 related protocols. Students not wearing a face covering will be in violation of the DU Honor Code and can be required to leave campus if they refuse to wear a face covering.