

Subject: [col-sw-emp-staff-appt] COVID-19: Faculty Support for Spring Fully Online Teaching, 3.18.20
Date: Wednesday, March 18, 2020 at 5:55:13 PM Mountain Daylight Time
From: GSSW Academic Affairs
To: Christine Mafana

Dear GSSW Faculty,

We know these days are full and unprecedented. And, we are here as a community, in this together, trying to promote our health and well-being while continuing to offer meaningful education to our social work students. With the [Chancellor's announcement](#) on March 17, 2020, we now know that **all classes will run online for the duration of the Spring 2020 Quarter.**

Courses materials and live class sessions will be supported by *Canvas* and *Zoom*, except MSW@Denver which will continue in the *2DU / .learn* platform (which includes their own Zoom rooms). We are encouraging you to use a flipped classroom that emphasizes 2-3 weekly learning objectives that involves the provision of:

- **Asynchronous learning:** embedded in the learning management system so that students can learn about the course content at their own pace (i.e., readings, videos, other learning activities) which should engage students for about 1 - 1.5 hours. *You can start adding asynchronous content to your courses now.*
- **Synchronous 'live session' learning:** that occurs every week at your set class time for about 1.5 - 2 hours where you can check-in with your students and engage more with the key learning objectives related to that content. We recommend you use this time to engage in experiential activities, role plays, small group discussions in 'break-out rooms', large group discussions. The goal here is to critique, apply, and bring that week's learning objectives 'to life'. *Please wait for GSSW instructions on how to schedule these virtual Zoom class sessions.*
- Throughout, you do have instructor discretion to adapt how you approach the learning activities for the week. **We also ask that you keep at the fore front providing space and time to build community and connection with our students as they cope with our changing world during this global pandemic.** Remember, our goal is to not model perfection in online teaching. Our goal is to promote our humanity and social work values in how we connect with one another and our course content during these times.
- As the Provost's message has stated, course evaluations for Spring 2020 Quarter will continue. Yet, given the unprecedented context of these times and teaching online, GSSW will follow the guidance for how course evaluations may be used, as the Provost stated:

Elimination of course and teaching evaluations for spring terms is therefore not possible. While the format and process

for course and instructor evaluations will remain the same, faculty are encouraged to discuss them in the context of the current crisis and to use the results for professional growth. The deans and provost have agreed not to use these in isolation to make decisions that affect employment. These evaluations will only play a role in any contract renewal, promotion, or tenure materials, if faculty opt to include them. We will continue to collect them, recognizing that faculty will lean in and shine during this time and we want to encourage, incentivize, and support proactive behavior.

Thus, GSSW Academic Affairs and Technology Team offer these GSSW-specific recommendations.

Please follow our guidance for courses instead of the general resources offered by DU, as we have tailored these resources to leverage our existing strengths (GSSW Tech & Curriculum Design Team) and materials (i.e., MSW@Denver videos that are readily available for specific courses). You can also review helpful web resources, updates, and information about our virtual office hours on the [GSSW Internal Website](#) for COVID-19 Response.

- *Week 1 of Online Teaching:* Across programs, we encourage you to spend the first week welcoming your students to the online teaching environment and checking in with them. Please try to minimize assigned content and assignments for week 1. We encourage you to spend week 1 by setting expectations and by building agreements for how your learning community will engage in the online learning during this spring quarter. We are also developing a GSSW student orientation to online learning materials for Denver Campus, Four Corners, and Wester Colorado students. We would encourage incorporating this GSSW student orientation into your week 1 plans. Our GSSW student orientation will be recommended to our students, instead of the DU student orientation that is being developed.
- *Communication with Students:* Please communicate with your students with compassion and intentional timing and frequency to help them adjust to online learning. Try to share some guidance on what to expect with your course by Wednesday, March 25, 2020. In the communication it is okay to not have all the answers. Convey caring, flexibility, and clarity in your expectations. Try to provide access to at least the first two weeks of the quarter in your learning management system. While we we strive for consistency across courses, that consistency should come in the caring approach, the focus on social work values and professionalism, and the provision of clear expectations. Throughout your teaching, please bring in your expertise, your social work values, and your examples of how you are adapting during these unprecedented times.
- *MSW@Denver Courses:* All systems and supports will continue as usual with 2DU/.learn. Please seek assistance from the 2U Faculty Support: facultysupport@2u.com and MSW@Denver Program Director, Stephanie.George@du.edu.

- **Canvas: Please import any prior course materials into your Canvas container for your Spring 2020 Quarter course by Monday, March 23, 2020.** If you are unsure if prior Canvas are available for your course, please email Leslie.Hasche@du.edu with your name and Spring Quarter course. Leslie will work with the GSSW Tech team to import relevant materials, if available before Monday, March 23, 2020. If you want more resources to learn about Canvas. We highly recommend that you use our existing Canvas resources, instead of the DU generic template for online teaching that will be entered into any empty Canvas containers on March 25, 2020.
- **Zoom: Do not set up Zoom meetings for your 'live sessions' yet.** We will offer instructions on how to do this within Canvas, so that the meetings are easily embedded in your Canvas container. By waiting, you will also make it easier for GSSW Tech team to offer support during your live sessions because they will be able to locate your specific zoom room for your class. **Again, please plan to hold your Zoom 'live sessions' weekly at the same time during your routine class session.**
- *Practice Zoom Sessions:* The GSSW Tech Team is offering practice sessions for faculty . These brief one-on-one sessions will go over the basic Zoom controls as well as give you an opportunity to test microphone/camera and screen sharing. They will not go over teaching strategies, this is only for giving you a tips on Zoom controls and setup. They will outreach to you to schedule an *optional* virtual meeting time with you soon.
- *Curriculum Design:* Assistant Dean Brian Gonzales and Senior Instructional Designer Akio Correll are developing resources for you about how to design your curriculum for online teaching. These resources will be made available to you through a "GSSW Online Teaching Resources" Canvas container as soon as possible. The container will be updated on an ongoing basis.
- *Faculty Support:* Please join the Academic Affairs Administrative Faculty during one of our upcoming virtual office hours, as listed on the [GSSW Internal Website](#). We can provide guidance for your specific course, practice use of Zoom with you, and to show our support for all that you do. Also, we will be offering 'faculty coaches' to the faculty we know are new to teaching online. If you want a 'faculty coach' please email: Leslie.Hasche@du.edu. These coaches will be available for more individualized meetings with you throughout the quarter.
- *Readings & DU Course Reserves:* We encourage you to use DU Course Reserves in your Spring 2020 Quarter Canvas container. For directions on using Leganto Links through DU Course Reserves see: [Library DU Services Reserves Faculty Reserves](#) or email Kate.Ross@du.edu who is available to support you.
- *Assessment:* Because of all these changes, we have suspended all assessment for 2015 EPAS Competencies that are course-based for the 2019-2020 academic year. You will not receive any

emails asking for you to do the course-based assessment activities until the Fall 2020 Quarter.

- *Field:* Students and agencies received updated communication that mandates remote field activities until at least April 17, 2020. You may read all these communications from March 17, 2020 [here](#). Please direct all students to their GSSW Field Liaisons with questions.
- *Be Aware of Scams for Online Teaching Resources:* During these unprecedented times, you may receive scam emails offering online teaching tools. Please be cautious, and we recommend you use only the tools offered by GSSW and DU to protect your computer and those of our community.

You will continue to get updates like this email from GSSW Academic Affairs. You can also send suggestions to us at GSSWAcademicAffairs@du.edu. And, with that, please be appreciative of the great work done by Ryan Garrett, Akio Correll, Brian Gonzales, and the many other faculty and staff within the Academic Affairs teams for helping to guide us through this online adventure.

Stay well and stay connected. We are here to support you.

Sincerely, Leslie

Leslie K. Hasche, Ph.D., M.S.W.

Associate Dean for Academic Affairs | Associate Professor
University of Denver | Graduate School of Social Work
2148 S. High Street, Denver, CO 80208
Office: Craig Hall, Room 375 | Office Phone: 303-871-4816
Email: Leslie.Hasche@du.edu
Pronouns: She/Her/Hers

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