



COVID-19 and the Office of Adjunct Faculty Support Programs

Adjunct Faculty Academic Calendar

June

29 First day of Summer Classes

August:

3 Last Day to withdraw with a W

15 Classes, Final Exams End

19 Grades Due to Registrar's Office by Noon

31 Fall Classes Begin

Workshops:

August 12 New Adjunct Faculty Orientation Noon

August 13 New Adjunct Faculty Orientation 5:00 P.M.

Register for one of these by going to:
<https://appsc.svsu.edu/workshops/workshopsOffered>

A link will be sent to you to join the Teams Orientation meeting

This virus has presented a unique challenge to we humans. But, in terms of teaching, I know that SVSU's Adjunct Faculty are up to this challenge. Below, is a list of practices and changes that are planned not only for the SE201 office but also for the shared offices that our program supports.

- Masks are required at all times in all offices and hallways.
- All faculty are encouraged to practice social distancing of at least six feet.
- All faculty are encouraged to clean their workstations prior to its use and again after its use.
- We are encouraging all faculty to use Canvas for all class material rather than paper copies. If you need training on Canvas, please go to this website and register:
<https://appsc.svsu.edu/workshops/workshopsOffered>
- SE201 will support one faculty member at the computer station, one at the table, one in the cushy chairs, and one in the copy room. Hospitality will no longer be provided. If a faculty member needs some supplies or their mail, they are asked to have the student at the Front desk to get the item and it will then be handed over.
- The faculty space in the shared offices will be reduced by half. Meaning that only half of the computers and, therefore, only half of the desk spaces will be functional. The following table shows the occupancy levels in each of these four offices.

SE 235	10
C342	8
GS225	4
HHS212	2

- For safety's sake and because of the reduced occupancy, it is wise to hold virtual office hours and to meet with students virtually. To facilitate this, we are advising that adjunct faculty get the Microsoft Teams and other trainings offered through ITS. To register for this training please go to this website and register:
<https://appsc.svsu.edu/workshops/workshopsOffered>

This fall semester will be a challenge for us all. Francis of Assisi is quoted to have said, "Start by doing what's necessary; then do what's possible; and suddenly you are doing the impossible." It is our hope that this semester allows you accept this challenge by moving from what is necessary to the impossible!

Fall's Pay Dates for Adjunct Faculty

09/18/20
 10/02/20
 10/16/20
 10/30/20
 11/13/20
 11/27/20
 12/11/20

Flexible Face-to-Face Course Options

There are many ways in which faculty can implement a flexible face-to-face teaching approach in fall. Considering the uncertainty, teaching a face-to-face class (or any class) in fall will require a great amount of flexibility and advance planning to accommodate for different scenarios. This approach will include students participating in person with technology enhanced activities used to ensure that social distancing guidelines are followed. When using this approach, faculty will need to consider three instructional tasks 1) content, 2) evaluating learning/assessment, and 3) engaging students throughout the course. Students, faculty and staff should maintain a safe social distance of 6 feet apart.

Here are some different ways in which a flexible face-to-face model could be implemented.

- *Traditional face-to-face*- This is possible when courses are scheduled in spaces large enough to accommodate all students in the course while maintaining social distancing guidelines.
- *Flipped* - Faculty can pre-record lectures and use in-class time for in-person discussions or other activities.
- *Livestream*- Faculty can lecture to students in person and live stream to remote students simultaneously.
- *Cohort* - The class could be split into smaller cohorts that meet social distance room caps. For example, in a class that typically has 30 students enrolled, 15 students would meet in class each day with additional online activities.
- *Experiential Learning* – These classes have unique content with in-person aspects that cannot easily be delivered online (e.g. labs, performance, studio, etc.). In person aspects could be offered on a rotating basis to allow for social distancing.
- *Combination of the above strategies*

Advantages of using this approach

Depending on the options chosen, faculty may not have to significantly modify planned pedagogy—only minor adjustments to classroom practice will be necessary.

Most classrooms are already equipped with basic technology.

If faculty or students are unable to be on campus, the class can be easily moved to a fully remote experience.

Online active learning activities are suggested for those courses in which physical distancing guidelines cannot be maintained for face-to-face activities (headphones will be required for online active learning that occurs within a physical classroom environment).

Technology Needed

- Microsoft Teams or Canvas conferences
- Echo 360 or PowerPoint for recorded lectures
- Asynchronous Discussions in Canvas
- A Canvas course site with all content in digital format

Remote Classes or Alternative Assignments

This is a reminder that all faculty need to be prepared to move their classes to a remote full or part time environment at any point during the semester. Also, be prepared to issue alternative assignments if a student cannot make class. Instances where the course might need to be taught remotely or there is a need for alternative assignments can include: the closing of campus, you as a faculty member having to be quarantined, your students needing to be quarantined or either group becomes sick. Therefore, as you prepare your course for the fall semester, please keep these possibilities in mind.

Masks and Daily Health Self-Screening

If you have been paying attention, you know that the wearing of masks is required of everyone on campus. We have had many people contact the Office of Adjunct Faculty Support regarding this requirement. These faculty are concerned about the impact that wearing a mask will have on their teaching. The concerns range from the students not being able to hear or understand the faculty member to the students not being able to see my expressions. Although we understand your concerns, all employees at the University, when inside a building, are required to wear a mask.

Additionally, all employees are asked to complete the Daily Health Self-Screening which, for now, can be accessed from the my.svsu.edu page or by going to svsu.edu/dailyscreening

These are just two of the five practices that all SVSU students, faculty and staff. The other three include social distancing, frequent hand washing and being considerate of others. This latter practice is just a reminder that we are all in this together!

Classrooms and Sanitizing

All classrooms will be fitted with a plexiglass shield for faculty safety. The Classrooms have been arranged so that they meet the social distancing guidelines of six feet. You are asked not to move any of the furniture in the classroom because the University wants to maximize social distancing, at all times.

All classrooms will have hand sanitizers and disinfecting supplies on hand. In terms of cleaning the work areas between classes, students and faculty are being asked to clean their space before the start of class and at the end of class. So please leave enough time at the end of class so that you and your students have time to disinfect before the next class comes into the room.

Fall 2020 Virtual Orientation for New Adjunct Faculty

This fall there will be two opportunities for SVSU's New Adjunct Faculty to be virtually oriented to the University. During your virtual orientation you will learn how the Office of Adjunct Faculty Support Programs supports SVSU's adjunct faculty, what some of the practices are here at the University, and what faculty development opportunities are available. The dates and times for the virtual orientations are Wednesday, August 12th at Noon and Thursday, August 13th at 5:00 p.m.

You can register for either of these by going to <https://appsc.svsu.edu/workshops/workshopsOffered> and selecting Tools for Teaching in the dropdown box.

The day before the Orientation, a link will be sent to you to join the virtual meeting. Adjunct faculty who attend the Virtual Orientation will compensated \$30.00.

Fall 2020 and The Center for Academic Innovation Resources

Every faculty member is enrolled in the Canvas site for the Center for Academic Innovation. In this Canvas Site you will find a lot of information regarding the Fall 2020 semester. There is a FAQ which might have answers to many of your questions. There is a page called Preparing for Fall 2020 which features videos from the weekly summer "Conversations" series that began June 8. The purpose of this series is to facilitate exchange of ideas, provide resources and guidance to help faculty plan their courses for fall, 2020. There are also recordings of the Faculty Friday sessions and many webinars.

As you prepare your classes for fall semester, please know that there is support for you both online and with the Office of Adjunct Faculty Support Programs and the Center for Academic Innovation.