

2020 Fall Semester Academic Planning

University of Missouri

Developed by the Academic Operations Team

6-27-20

Executive Summary

GENERAL GUIDELINES

Planning for the fall semester in the context of COVID-19 requires considerable flexibility and a multifaceted approach across all university operations. We need to be prepared for a variety of scenarios. The purpose of this document is to outline guidelines related to core academic operations--primarily coursework and related student experiences. We note that such guidelines will need to be implemented in concert with efforts from other units on campus (e.g., Student Affairs; Operations; Research) and be compliant with relevant public health information and campus-wide public health policies. These guidelines may be modified as new information becomes available.

General Course-Related Guidelines for Fall 2020:

- All course materials including syllabus, readings, assignments, lecture materials, and gradebook should exist in digital format and be uploaded to the Canvas course site.
- Class size and assignments must be able to adapt to comply with risk mitigation and other public health requirements.
- All courses that are offered in person should be prepared to accommodate students who cannot attend class because they are sick, in self-isolation, etc. How this will occur depends upon multiple factors, such as the type of class, the size of the class, and its learning objectives. Strategies for accommodating students might include the opportunity to attend class virtually through software like Zoom and having class lectures recorded and available for download. Class instructors will be expected to have plans for these types of accommodations in place by the beginning of the semester.
- A contingency plan for alternate methods of course delivery should be developed, in case it becomes necessary for the university to transition to fully online instruction for a period of time. Such courses should follow best practices for online education.
- Instructors should offer office hours and other meetings with students online. They may hold face to face office hours and other meetings if appropriate physical distancing can be maintained.
- Instructors should be flexible on attendance policies considering campus guidance to students regarding staying home if they do not feel well.
- Students and Instructors will follow all campus-related risk mitigation strategies described in the *Show Me Renewal* document.

GUIDELINES FOR LECTURE COURSES

Guidelines for “Full Return”

- All classes delivered either fully or partially face to face (e.g., a blended class where students alternate in-class participation with online participation) will need to ensure that students meet physical distancing guidelines. This means that students should be seated at least 6 feet away from each other and the instructor during the class period.
- Face-to-face classrooms with fixed seating should have seats marked to indicate to students which seats are appropriate. Face-to-face classrooms with movable seating should only contain enough seating for the appropriate number of students or seats should be marked as unusable.
- Per campus guidelines, face coverings are required during the class period.
- Classrooms with two entrances should have one-way marked entrances and exits.
- Buildings need to have designated entrances and exits for large classrooms, with arrows directing traffic.

Guidelines for “Remote Return”

- Lecture and seminar courses are delivered online.
- Tests and assignments are conducted online; alternative assessments should be used as possible to accommodate students.
- Strategies to ensure online courses provide interactions with faculty and instructors throughout the term are expected, including those held asynchronously.
- Use of early alert system to recognize student success and identify students who need additional academic support are expected.
- Instructors maintain student support time (i.e. office hours) with their students.

GUIDELINES FOR LAB/STUDIO COURSES

Guidelines for “Full Return”

- Lab/studio procedures should be recorded (if feasible) and data shared online with students who are unable to attend face to face. Or, an alternative, appropriate learning experience will be provided.
- If students are only wearing cloth face coverings, then they must maintain at least 6 feet of physical distancing from other students and the instructor during the class period.
- Units may choose to provide students with a Level 3 isolation grade face covering at the beginning of the semester. If all students wear these during the class period, physical distancing requirements may be reduced to at least 3 feet. Students will also be provided with a brown paper bag for mask storage. Students will be required to wear the mask the entire time they are in the lab/studio. After they have left the lab/studio, they will put their mask into the paper bag and leave it until the following week. This will allow them to reuse the masks.
- Any current safety protocols will continue to be followed (i.e. use of safety glasses, long pants and closed-toed shoes, gloves, as appropriate)

- Hand-washing stations and/or hand sanitizer should be readily available in quantities commensurate with class size and daily utilization of the space.
- In laboratory and studio experiences requiring materials and equipment (e.g., chemicals, paint, beakers, brushes), decentralize as much as possible access to supplies to reduce contact among students (e.g., set up workstations beforehand with the necessary materials to conduct the lab/studio).
- Alternatives to working in groups or teams should be considered.

Guidelines for “Remote Return”

- Demonstrations, performances and showings, clinical activities, and other such activities that occur in a laboratory, studio, clinic, agriculture research center or other settings that can be delivered using media, such as live or recorded video, should be implemented in combination with recorded preparatory lectures and virtual student-instructor interactions.
- Simulations, lab exercises, performances, and so on that the student can perform remotely using household items or the student’s own equipment (personal or course provided) with the assistance of video tutoring and/or recorded/written instruction should be implemented.
- Exceptions will be made on a case-by-case basis for face-to-face experiential learning in the context of programmatic needs to maintain accreditation and licensure (e.g., professional programs such as medicine, veterinary medicine, nursing). Approval for these exceptions will be granted to the dean of the relevant college; the dean (or individuals designated by the dean) will be responsible for ensuring that risk mitigation plans are developed and implemented. The plans must uphold public health guidance and optimize the health and safety of their students, faculty, and staff.

GUIDELINES FOR INTERNSHIPS/CLINICAL PLACEMENTS

General Guidelines

- Unlike courses offered in a single location, internships, placements and other experiential activities may have varying levels of public health risks due to their geographic location (e.g., a MU student may be completing an internship in a city that has a more elevated COVID-related public health risk than currently exists in Columbia). Thus, any MU guidelines should be considered within the context of community-level restrictions implemented by local and state officials in response to the extent of virus spread. They should also be considered within the context of any restrictions or recommendations implemented by national professional organizations.

Guidelines for “Full Return”

- *Internships and Clinical or Educational Placements.* In-person internship and/or educational placements should be approved by their chair/director and dean (or their designee). Students and academic programs recognize that the availability of experiences and the expectations regarding risk mitigation strategies to be taken by the students will be dependent upon guidelines, procedures and policies of the organizations. Approvals must follow a clearly articulated process that includes review of information including risk mitigation strategies at

the external site for both students and individuals they may be serving (e.g., policies regarding physical distancing, face covering requirements). Additionally, for experiences involving international placements, students must follow directions from their academic unit to seek guidance and preparation for international travel from either their academic unit or the MU International Center.

- *Campus-Based Experiential Learning Activities.* Students are required to adhere to risk mitigation strategies developed by academic programs offering campus-based experiential learning activities.

Guidelines for “Remote Return”

- Students and the academic programs should pursue remote or alternative experiences unless those are not possible or appropriate because of accreditation, licensure, or other requirements, or if the placement is in an area of work defined as “essential” based on local public health guidelines, regulations, etc.

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