

LC State Fall 2020 Instructional Delivery Plan

LC State will begin Fall 2020 semester with face-to-face delivery, observing social distancing and cleaning protocols.

Note: This updated plan is based on what we know as of **July 9**. At this time, we continue to plan for face-to-face delivery of courses for fall. The semester will begin as scheduled on August 24. LC State regularly monitors guidance and directives from the Idaho Governor and local Public Health officials, allowing us to plans adapt based on local and regional circumstances.

Every effort is being made to respond to your questions and suggestions. Responses to some questions are addressed on the last page of this document. Thank you for your continued patience.

Instructional Delivery Models

Delivery Methods	Delivery Method Description	Provost's Notes as of July 9
<p>Face-to-Face (Sections 01, 02, etc.)</p>	<ul style="list-style-type: none"> ▪ <u>Traditional Face-to-Face</u>. All students are present in the classroom/ laboratory on the same day/ time. ▪ <u>Modified Face-to-Face</u>. * A portion of students are present in the classroom/ laboratory with the remainder joining through a <i>synchronous</i> modality. 	<ul style="list-style-type: none"> ▪ Classroom assignments for fall semester are visible in WarriorWeb. In some cases, entire classes have been assigned to spaces such that face-to-face delivery with appropriate social distancing is possible. In other cases, classes remain in their originally assigned rooms, requiring a modified face-to-face mode ▪ The COVID capacity of each classroom may be found https://www.lcsc.edu/media/7523920/Campus-COVID-Classrooms.pdf . Note – as of July 9, reassignment of classrooms continues. <u>Coeur d’Alene-based faculty</u> work with Sr. Director Owens on classroom capacities. ▪ The COVID capacity of other campus spaces may be found https://www.lcsc.edu/media/7523917/Campus-COVID-Capacities.pdf. ▪ 40+ classrooms will be outfitted with Zoom technology and OWL cameras. Interactive capabilities may be limited depending on the student’s technology. If an instructor is remote and the students are in the classroom, a student will need to be designated to connect the meeting. ▪ Modified Face-to-face: The faculty member, together with enrolled students, will determine a schedule for which and how many students attend class on campus and for which and how many join remotely. Students requiring documented accommodations need special consideration. If the number of students who prefer to attend class in-person exceeds the COVID capacity of the assigned classroom, work with your Division Chair to determine if there is larger classroom available. If fewer students wish to attend in-person, perhaps a

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		<p>smaller classroom will work (notify your Chair of this situation, too).</p> <ul style="list-style-type: none"> ▪ Canvas trainings continue throughout the summer. Please remember the expectation that your course syllabus, at a minimum, must be posted to Canvas. ▪ Take advantage of these teaching strategies developed by a group of LC State faculty and staff. ▪ Learn how to manage a “Zoom” classroom on August 20th, noon – 3 p.m. More to come from CTL.
<p>Hybrid (Section 70)</p>	<ul style="list-style-type: none"> ▪ <u>Traditional Hybrid</u>. All students complete course in a pre-scheduled on-campus/ online learning format. ▪ <u>Modified Hybrid</u>: A portion of students are present in the classroom / lab with the remainder completing an <i>asynchronous</i> online experience. 	<ul style="list-style-type: none"> ▪ Software, subscriptions, and hardware to facilitate instruction have been approved for purchase with institutional CARES Act (federal) funding.
<p>Online (Section 60)</p>	<ul style="list-style-type: none"> ▪ <u>Traditional Online</u>. All students complete course in an <i>asynchronous</i> online environment. ▪ <u>Modified Online</u>. All students complete course in an online environment with occasional, pre-scheduled, <i>synchronous</i> class sessions. 	<ul style="list-style-type: none"> ▪ Note that in a modified online situation, ‘occasional, prescheduled <i>synchronous</i> sessions’ means a few times in the semester. This guidance does not apply to synchronous individual or small group meetings between the faculty and students (e.g., office hours).
<p>Emergency Remote Instruction (ERI)</p>	<ul style="list-style-type: none"> ▪ <u>Emergency Remote Instruction</u>.** Instruction occurs via traditional or modified online or <i>synchronously</i> through a Zoom-like technology on the same day/ times as on-campus course. 	<ul style="list-style-type: none"> ▪ At this time, ERI is considered only in select circumstances. We will engage ERI if / when we are required to move to remote instructional delivery. ▪ ERI is permitted in all classes between November 24, 2020 and final exam week.

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Instructional Flexibility	<ul style="list-style-type: none"> ▪ Regardless of instructional mode, faculty are focused on assisting students to meet course and program learning outcomes. 	<ul style="list-style-type: none"> • Faculty will take into consideration the best practices of their discipline, and use a variety of teaching methods to assist students to meet course and program learning outcomes. ▪ Communication with students is of paramount importance. Scheduling and delivery modalities may be confusing for them. Establishing a clear meeting schedule and attendance guidelines and sharing these with students in advance of the August 24 is critical. You are encouraged to reach out to students to explain the protocol for each class or class session. You decide when to reach out – timing may differ based on student type (new freshmen vs. returning students) or by Division or program. ▪ The College will inform students to expect different modes of instructional delivery that are based on course type, discipline, and best practices. They will be made aware that not all classes will be managed in the same way. There will be a statement describing the various types of modalities a student may experience with a request that they begin now to ensure they have the appropriate technology and connectivity. Students will be advised to expect course specific information via email from their professors.

*Will be required when classroom size does not accommodate social distancing of all enrolled students.

**Utilized when administrative decision to move all courses to remote delivery mode or in special, pre-approved circumstances.

Instructional Calendar

Fall 2020	Provost's Notes
<ul style="list-style-type: none"> ▪ Expect normal start on August 24, 2020. ▪ All face-to-face lab/ lecture instruction ceases on Tuesday, November 24, 2020. Instruction moves to traditional /modified online or ERI. ERI/ modified online courses are to be delivered <i>synchronously</i> on the same day/ time as on-campus course. Practica & internships determined by site. On-campus clinical / laboratory courses are exploring protocols for continued face-to-face delivery. ▪ Remaining two (2) weeks of semester are delivered remotely. ▪ Final Exams are to be given during Final Exam Week and remotely; Testing Center will be open for testing with limited capacity. ▪ Library will be open as a Clean Zone for LC State students and employees only. 	<ul style="list-style-type: none"> ▪ Lab/ shop/ hands on final exams may be given prior to Final Exam Week. ▪ The Testing Center will have limited capacity, assuming it can remain open as a clean zone. Students with accessibility accommodations from any class will receive highest priority. Division Chairs identified Math/ Lab classes and courses related to accredited programs or those leading to certification as priority for TC space; those courses requiring a paper final exam are next in priority. ▪ Students may use the Library (and perhaps other designated campus spaces in the event of required remote delivery) for internet access and for laptop checkout; limited private spaces will be available in the Library for students to participate in synchronous instruction.
Spring 2021	
<ul style="list-style-type: none"> ▪ Classes start on January 19, 2021, as scheduled. ▪ Prepare for possible remote start of at least two (2) weeks. A final determination will be made in fall semester. 	<ul style="list-style-type: none"> ▪ This model will require that hands-on learning be condensed in the later part of the semester. As much notice as possible will be provided regarding the Spring return-to-campus date so faculty and students may make plans.

Expectations

Expectations of Classroom/ Building	Provost's Notes
<ul style="list-style-type: none"> ▪ Classroom assignments/ capacity will be such that social distancing is observed. ▪ Cleaning supplies available in every classroom for between-class cleaning by faculty and students. ▪ Hand sanitizer available at every building entrance. ▪ Signs are or will be posted that describe/ indicate: <ul style="list-style-type: none"> ○ Face covering expectation. ○ 6-foot social distancing requirement. ○ Classroom cleaning protocols. ○ COVID capacity of each classroom/ teaching space/ lobby. ○ Directions for students to exit classroom before next class enters. ○ Building/ stairwell entrances/exits and directional flow. 	<ul style="list-style-type: none"> ▪ Each teaching station will be outfitted with a Plexiglas barrier; personal sound projection devices will be available for use in larger instructional spaces. ▪ Tables/ chairs will be removed so that each room is set up for its designated https://www.lcsc.edu/media/7523920/Campus-COVID-Classrooms.pdf. ▪ The cleanser is a peroxide-based solution. Cleaning instructions will be posted in each classroom. ▪ Cleaning between classes will be completed by the class <u>leaving</u> the classroom, knowing how many students were present in class and where they were seated within the classroom.
Expectations of Faculty/ Students#	
<ul style="list-style-type: none"> ▪ Will not attend class if ill (see COVID screening questions). ▪ Will wear a mask or face covering. ▪ Will assist with cleaning between classes. ▪ Will follow social distancing protocols. 	<ul style="list-style-type: none"> ▪ The COVID screening questions will be posted at the entrance to every building. Individuals will self-screen. Students, faculty and staff may visit Student Health Services for temperature checks. ▪ Please stay home if you are not feeling well. Consider class attendance policies and how they support students to remain at home when feeling ill. ▪ Face coverings are addressed https://www.lcsc.edu/media/7508190/Face-Coverings-Guidelines.pdf ▪ Faculty access to campus during any required remote delivery or during the time period after Thanksgiving week to be determined. ▪ Additional WiFi hot spots will be installed to enhance access from parking lots near campus. ▪ Students who require accommodations work through Accessibility Services. ▪ Faculty who require accommodations work with your Division Chair and Human Resources. The Chair and faculty member work together on course assignments, with the goal of offering on-campus, face-to-face instruction as listed in the class and time schedule.

Responses to faculty questions/ concerns: July 9, 2020

1. Zoom premium license.
 - a. Purchased for faculty and staff use (requires waiting room/ passcode – more details to come).
 - b. BigBlueButton in Canvas is another resource for instruction or for small group work.
2. Quarantining of faculty and students who are exposed/ become ill and course delivery/ attendance requirements.
 - a. Faculty, staff and student exposures will be addressed per the college's COVID-19 flowchart (posted to COVID-19 information page).
 - b. If a faculty member becomes ill and is unable to provide remote instruction, the Division Chair will assist with coverage or a plan to change delivery modality/ timelines for a portion of the semester.
 - c. Course delivery/ attendance requirements: Course delivery will continue as assigned/ planned with impacted students or faculty member participating remotely for the quarantine period, when possible; it is hoped there will be relaxed attendance policies during any required remote instruction.
3. N95 masks vs. face shields or cloth masks.
 - a. N95 (or comparable) masks will be provided to faculty requiring accommodation (documented with Human Resource Services) to teach face-to-face.
 - b. Institutional mask expectations found on the COVID-19 web page.
 - c. Face shields available in the Provost's Office.
4. Accommodation for faculty.
 - a. Faculty seeking accommodation for COVID-19 should meet with their Division Chair immediately to discuss course options for fall term. For individuals with a medical condition (or who have an at-risk household member) requiring an alternate form of instruction, contact Human Resource Services to provide documentation from your medical provider in support of the requested accommodation.
 - b. The Division Chair and faculty will work together on a teaching assignment for fall semester that allows for as much face-to-face delivery as possible (for Section 01 courses). This may require reassignment of courses among faculty, move to hybrid delivery, or a decision to offer a class via Emergency Remote Instruction (ERI) in cases where a faculty member is the only content-qualified instructor.
 - c. An updated telecommuting form is needed for those faculty engaging in Emergency Remote Instruction (ERI) or whose teaching load is changed from face-to-face to all online.
5. HVAC.
 - a. Fresh air exchange is built into building code, and HVAC systems are designed to filter and mix the air while conditioning it for comfort (heat or cool). There is a balance to providing a healthy and a comfortable environment and conserving costs. The Physical Plant is committed to providing the best our systems have to offer.