

## University of Southern Indiana 2021-2022 Academic Affairs Guidance

As we prepare for the start of the next academic year while still in the midst of a global pandemic, we are thankful for the efforts of faculty members in adapting their classes starting in March 2020 and continuing during the 2020-2021 academic year. We gratefully acknowledge the hard work of faculty in developing online content, exploring creative approaches to teaching, and adjusting class sizes, schedules, and delivery methods. This document is meant to provide faculty members with updated relevant classroom and teaching information and student expectations, student resources and safety guidance in preparing for the upcoming academic year.

### **Instructional Guidance**

#### **Employee Work Flexibility**

The University understands that some employees may need workplace accommodations as they return to campus due to their own serious health condition. As such, those seeking accommodations under the Americans with Disability Act (ADA) for disability or leave allowed under other laws such as FMLA, should consult with their supervisor or directly with Human Resources.

A Medical Accommodation Certification form, which is designed to obtain necessary information from an employee and his/her respective medical provider to describe the nature, severity, and duration of an impairment, any functional limitations, the extent to which an impairment limits the employee's ability to perform essential job functions and confirmation of the need for an accommodation would be required.

#### **Faculty Teaching Online**

Faculty without alternative work arrangements may be scheduled to teach classes in an online format due to program considerations, limited classroom space or other factors. Faculty are expected to fulfill on-campus responsibilities regardless of teaching modalities.

#### **Instructional Continuity Plan**

The university will continue to monitor the impact of COVID-19 on the USI community. If COVID-19 indicators suggest the need to change all or some on-campus operations, then in-person, technology-enhanced, or hybrid courses may move, on an *ad hoc* basis, to remote instruction, either temporarily or for the remainder of the semester after consultation with the department chair and college dean.

***All courses must have an active Blackboard site that includes a course syllabus and the current course schedule/calendar. Faculty members need to be prepared to transition their classes online in Fall 2021 and Spring 2022 at any point through each semester.***

Students need to be made aware of the instructional contingency plan. Course syllabi are required to include the following statement:

#### ***Academic Continuity***

*In the event of an announced campus closure or emergency, it may be necessary for the university to suspend normal operations. During this time, the university may opt to continue instruction through online or alternative modes of delivery. Each student is responsible to monitor the USI homepage at [www.usi.edu](http://www.usi.edu) and their USI email for important general information and instructions regarding classes.*

## **Class Attendance**

### *In-Person, Technology-Enhanced, or Hybrid Courses*

In order to assist with contact tracing and possible exposures in the classroom, faculty members are recommended to take attendance and maintain a seating chart for each in-person session for the course. You may want to take a photo of the students (with their permission) in the classroom during each class period to maintain an attendance record.

### *All Courses*

Courses that include online modes of delivery make it difficult to track attendance, and faculty members should develop a system that works for their courses. A student who is not participating in courses should be of concern and faculty members are requested to complete a [CARE Team form](#). The Dean of Students office will reach out to these students. Additionally, faculty members are required to submit a last date of attendance for students who fail the course at the end of the semester. Attendance tracking will assist with determining the last date of participation in the course.

Faculty members are encouraged to accommodate students who need to miss class as a result of isolation or quarantine due to COVID-19. Students may not have doctor excuses if they are in quarantine due to a possible COVID-19 exposure.

**ISOLATION:** keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home/apartment or suite. Individuals will remain in isolation fever-free for 24 hours, symptoms have improved, and it has been 10 days since onset of first symptoms or it has been 10 days since a positive test or until the date determined by the USI contact tracer. More information about [isolation timelines](#) can be found on the USI website.

**QUARANTINE:** keeps someone who was in close contact with someone who has COVID-19 away from others. Individuals will remain in quarantine as directed by the USI contract tracers. [Quarantine timelines](#) can be found on the USI COVID-19 website.

## **Time Zones**

Please be aware that you may have students attending your course from various time zones and from locations outside of Indiana and the United States. You will want to ascertain at the beginning of the semester the time zones associated with your students—especially if your class includes international students who may be enrolled online from their home countries. Students will need clear guidance that the dates and times listed in the syllabus, and articulated in class, regarding assignment due dates, testing times, synchronous sessions, and other activities that are time-sensitive, **refer to Central Time**.

## **Cancellation of Class**

Classes are expected to meet at their regularly scheduled times. If a situation arises that prevents a faculty member from teaching his/her class, the faculty member needs to communicate with the department chair and the college dean. In these cases, another faculty member may cover the class, or the instructor will develop an [equivalent instructional activity](#) to ensure that students are making progress in the class. Only in extreme instances after consultation with the department chair and college dean may a class be cancelled.

## **Exams**

Faculty members teaching online courses (.NO, .NS, .ND, and .AO sections) are expected to administer online assessments. If an in-person, on-campus assessment is necessary, faculty members are expected to schedule rooms through [Scheduling Services](#).

## **Exam Proctoring**

Proctorio is an online proctoring service that is available for all courses regardless of modality. For more information about Proctorio best practices, requesting and setting up Proctorio in Blackboard, viewing Proctorio's grade book, and other resources including syllabi statements, please visit the Exam Proctoring with Proctorio section under the [Faculty Resources page](#) on Online Learning's website.

## **Assessment Days**

Assessment Days in the fall and spring schedules will be retained as scheduled for program assessment.

## **Breaks**

The 2021-2022 academic calendar will retain the regularly scheduled breaks in the semester, including Labor Day, Fall Break, Thanksgiving break, and MLK Day, Good Friday, and Spring Break.

## **Final Exams**

All courses are required to meet for the final exam period and faculty must adhere to the final examination schedule found on the [Registrar's Office website](#).

## **Online Materials and Recordings**

It is anticipated that faculty will likely have more course content available to students in an online environment. Additionally, many faculty members may be planning on using Zoom or other videoconferencing platforms for their courses and uploading recordings of the session online. If the recording involves students, the videos should be posted to a secure site. If recordings are posted to non-secure site (e.g. YouTube), the faculty member must have a [media release](#) for each student that appears in the video. For guidance on how and where to post recordings, please contact Online Learning at [online.support@usi.edu](mailto:online.support@usi.edu).

## **Online Materials and Recordings Syllabi Statements**

Faculty members are recommended to add the following [statements](#) regarding course content and class recordings to their syllabi.

## **Syllabi Statements**

### ***Course Materials***

*My lectures and course materials, including presentations, tests, exams, outlines, and similar materials, are protected by copyright. I am the exclusive owner of copyright in those materials I create. I encourage you to take notes and make copies of course materials for your own educational use. However, you may not, nor may you knowingly allow others to reproduce or distribute lecture notes and course materials publicly without my express written consent. This includes providing materials to commercial course material suppliers such as Course Hero and other similar services. Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor's course materials may be in violation of The Student Rights and Responsibilities: A Code of Student Behavior. Similarly, you own copyright in your original papers and exam essays. If I am interested in posting your answers or papers on the course web site, I will request your written permission.*

### **Recorded Class Sessions**

*Some of the sessions in this course may be recorded or live-streamed. Such recordings/streaming will only be made available to students registered for this class. Students may not share these sessions with others not in the class or upload them to any other online environment. Doing so would be a breach of the Code of Student Conduct, and, in some cases, a violation of the Federal Education Rights and Privacy Act (FERPA).*

### **Office Hours**

Faculty should continue to hold office hours. If office hours are held in person, the meeting should be held in a space where appropriate distancing can be maintained. Face coverings are required indoors on the USI campus, regardless of vaccination status, and until further notice.

### **Meetings**

Faculty, department, and other meetings may be held either in-person or virtually. If a meeting is held in-person safety and distancing protocols should be followed. Face coverings are required indoors on the USI campus, regardless of vaccination status, and until further notice.

### **Core Assessment**

Assessment of Core 39 courses will continue for the 2021-2022 academic year. If a change to the assessment cycle is needed for a Core 39 course, please contact the Core Director to discuss the request.

### **Course Perception Surveys**

Course Perception Surveys ([CPS](#)) will continue in the fall and spring semester. The CPS for the Spring 2021 and the 2021-2022 academic year will be included in the faculty review process.

### **University-Sponsored Travel**

University travel for its employees and students will resume for the 2021-2022 academic year. Travel guidelines will follow CDC recommendations and funding for travel will be dependent on budget. Please discuss travel requests with your department chair or supervisor.

## **Student Academic Support Services**

### **Advising Centers**

The College Undergraduate Advising Centers and the Center for Exploring Majors are open and will be available for virtual and in-person appointments. Students are encouraged to make appointments to see their advisors.

### **Tutoring and Academic Skills**

Students will have virtual and in-person access to tutoring and other services offered by Academic Skills for the fall and spring semesters. Please visit the [Academic Skills website](#) for more information regarding their services.

### **Disability Resources**

Please remember if you have a student with a hearing impairment, accurate captioning should be provided for any videos, VoiceThreads or other auditory types of recordings. If you plan to use materials that do not already have captioning, please get them to Disability Resources as soon as possible so we can either add captions or type up transcripts as needed.

If you have students receiving extra time on exams as an accommodation through Disability Resources, you will need to increase the testing time for the student. This short [video](#) explains how to how to do so.

Other testing accommodations students may need (i.e. technology, large font, etc.) will be the student's responsibility. If you or your students have questions, please contact Disability Resources at 812-464-1961.

### **Library**

During the COVID-19 pandemic, we encourage users to take advantage of our [extensive digital resources](#) and [online services](#) as much as possible in order to facilitate the health of library workers and other users. When visiting the library, please follow all campus safety guidelines, including practicing social distancing. All individuals, regardless of vaccination status, are required to wear face covering indoors until further notice.

The library will be open regular academic year hours for 2021-22. The hours are subject to change in response to student worker availability and/or COVID-19 transmission. The hours are listed below.

Monday-Thursday:	7:00 am – 2:00 am
Friday:	7:00 am – 7:00pm
Saturday:	9:00 am – 9:00 pm
Sunday:	12:00 Noon – 2:00 am

[University Archives & Special Collections](#) will be open Monday through Friday, 8:00 am to 6:00 pm.

Check the [library hours page](#) for changes and exceptions.

Individual and group study rooms will be available by appointment.

The Rice Library collection stacks are open, but most items held by Rice Library or borrowed through [Interlibrary Loan \(ILL\)](#) are also [available for pickup or delivery](#) to faculty/staff on-campus mailboxes.

In-person or virtual [research consultations](#) and [instruction](#) may be scheduled using the links provided.

### **Registrar's Office**

The Registrar's Office has moved most forms (Add/Drop, Withdrawal forms, Change of Major, etc.) to electronic forms. The approval process is still required on all forms, but electronic signatures or email approval options are available for faculty/staff. Contact the Registrar's Office for information about additional forms.

### **Safety**

#### **Safety Measures**

Several safety measures are in place at the university, especially regarding the classroom setting. Classroom spaces have been marked to indicate where students should sit in order to maintain appropriate distancing. Cleaning supplies will be available in each classroom for students to clean their workspace before and after class. Hand sanitizer will also be available. Outside air intake has been modified in university buildings in order to have increased fresh air in the classrooms and buildings. All offices on campus have implemented safety measures for their areas and frequently touched surfaces (doorknobs, handrails, etc.) will be sanitized by custodial staff daily. Additionally, all students and employees are asked to complete daily self-checks for COVID-19 symptoms prior to arriving to campus.

Faculty members are recommended to have a [statement](#) on their syllabi addressing safety in the classroom. See these suggestions on how [faculty can promote compliance with safety guidelines](#).

## **Safety Syllabus Statement**

### **COVID-19 Safety**

*The University of Southern Indiana is committed to providing a safe, on-campus learning environment for students and employees. It is the responsibility of each person at USI to reduce the risk for COVID-19 transmission and contribute to the overall safety of the campus community.*

*As a student and a member of the USI community, you are expected to:*

- 1. Self-monitor for COVID-19 symptoms and report to a medical professional if you experience a fever of 100 °F or higher, a dry cough, difficulty breathing, chills, fatigue, muscle pain, headache, sore throat, nausea or vomiting, diarrhea, or loss of taste or smell;*
- 2. Use hand sanitizer when entering and leaving the classroom;*
- 3. Clean your classroom desk area before and after class and clean any materials and equipment you used as directed by your instructor;*
- 4. Wear a face covering in the classroom and in university buildings, regardless of vaccination status, and until further notice. Please work with the Disability Resources office if an accommodation is needed regarding the wearing of face coverings;*
- 5. Maintain appropriate physical distancing of 3 feet or more whenever possible. This includes sitting in the spaces marked in the classroom.*
- 6. Stay home if you feel ill or if you have been exposed to someone who is ill or has tested positive for COVID-19. Please email your instructor to make arrangements to complete missed class work in these situations.*
- 7. Inform the university through the [self-reporting form](#) if you test positive or are presumed positive for COVID-19. You will be contacted by a trained university employee regarding your next steps.*

*If a student or instructor tests positive for COVID-19, the university safety committee will work with the college dean, Dean of Students and/or Human Resources, and the Provost Office to determine the next steps for classroom instruction and other safety measures.*

### **Face Coverings**

Face coverings are required indoors on the USI campus, regardless of vaccination status, and until further notice. Cloth face coverings with the USI logo are available to students in the Dean of Students Office. Additional face coverings will be available for purchase in the Campus Store. Disposable face coverings are available in numerous offices across campus.

### **Self-Reporting/Positive Tests**

Employees who are exhibiting symptoms for COVID-19 or have tested or presumed positive for COVID-19 are required to complete the [self-reporting form](#). Individuals will be contacted by a USI employee for contact tracing purposes and guidance on next steps. If a faculty member has symptoms of COVID-19, tested positive for COVID-19, or needs to quarantine, the department chair and college dean need to be contacted to assess the next steps for instruction of their courses. In some instances, it may be

necessary for another faculty member to take over instruction of these courses, especially if the faculty member has severe COVID-19 symptoms. It is recommended that you identify a colleague and provide her/him with [access](#) to your *Blackboard* courses.

There will be instances of students that have symptoms of COVID-19, a positive test for COVID-19, or will need to quarantine due to contact with a person with COVID-19. In these cases, it will be important for faculty members to have alternatives to in person instruction that may include, but are not limited to: simultaneous broadcast, recorded lecture, or online delivery. It will be paramount for faculty members to have flexibility in course delivery and assessment.

### **COVID-19 Vaccination Clinics and Testing Site**

COVID-19 Vaccinations on Campus: The University Health Center (UHC) is hosting a series of USI Vaccination Clinics. Please visit the [Vaccination Clinics](#) for the schedule and to make an appointment.

On-campus COVID-19 testing is available for USI students and employees at the University Health Center. [Testing is available](#) for USI students and employees by appointment only. Call the University Health Center (UHC) at 812-465-1250 to schedule an appointment to be tested for COVID-19.

### **Asking about Vaccination Status**

In general, when asking an individual about their COVID-19 vaccination status or COVID-19 history, a response cannot be required. Additionally, an instructor must not reward or penalize students because of their COVID-19 vaccination status or health history.