



# Return to Learn: Preparing for In-Person, Partial Remote, and Partially Online Courses

<https://vpaa.unt.edu/return>

August 3, 2020

# Reopening Guiding Committees

In May 2020, President Smatresk appointed committees to focus on developing reopening guidelines for the university. The intent is to open campus as much as possible to provide the most robust student academic and engagement experience possible, while maintaining a safe environment following local, state and CDC guidelines.

The committees with their team leads are:

- **Academic Affairs Advisory Restart Group** (Jennifer Cowley and Adam Fein)
- **Learning Spaces Strategy Committee** (John Quintanilla)
- **Research Advisory Group** (Mark McLellan)
- **Operations & Physical Plant Advisory Group** (Dave Reynolds)
- **Safety and Incident Management Advisory Group** (Steve Maruszewski and Brandi Renton)
- **Student Life Advisory Group** (Deb Rohwer and Elizabeth With)

# Reopening Guiding Committees

## Process

- Each advisory group meets weekly (some twice per week) to discuss issues and make recommendations.
  - All classrooms are reviewed by Academic Affairs, Operations & Physical Plant, and Safety and Incident Management committees.
- The recommendations from each advisory group are discussed and considered by the Leads Group which consists of the leads from each advisory group.
- Recommendations that are agreed upon by the leads are taken to the president for approval and implementation, with cabinet review.

# Learning Spaces Strategy Committee

## This group is working on:

- Classroom capacities with social distancing
- Use of additional spaces for classrooms
- Scheduling of classes, days/times
- Prioritization of classroom utilization
- Determining whether in-person exam locations can remain and/or recommending alternatives
- Selecting software for seating charts/roll call
- Planning for "Perch Points" for students on campus awaiting classes or appointments

# Academic Affairs Advisory Restart Group

## This group is working on:

- Reviewing all classroom, clinic, office and academic lab/studio space plans prior to reopening
- Classroom capacities with social distancing
- Syllabi statements regarding absences and safety
- Academic calendar, including remote after Thanksgiving and winter/spring term start timing
- Reviewing exemptions for travel



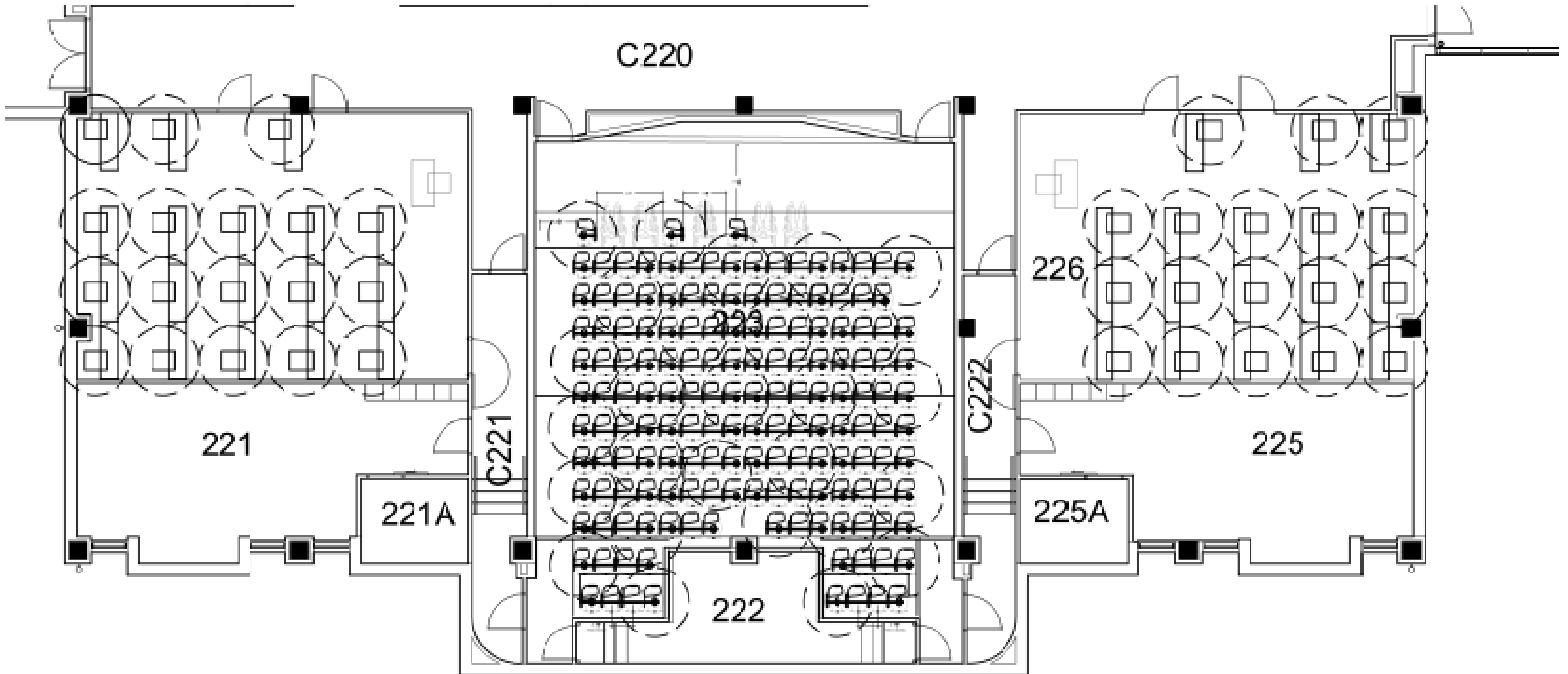
# Classroom Configuration

Jennifer Cowley, Provost and Vice President for Academic Affairs

# Socially Distanced Classroom

- Space Management & Facilities recommended social distancing per CDC guidance, followed by furniture review and realignment.
- Floor plans created for all classrooms.
- Enrollment caps are in place, tied to seating for student's availability in each classroom – caps cannot be exceeded.
- Classrooms will have 6 feet between students that are clearly marked.
  - Exceptions are considered for specialized learning environments where 6 feet is impractical and requires additional protective measures.
- A 6-foot tape line is marked at the front of the classroom to delineate the line behind which students must stay to maintain social distance from the instructor and TAs.
- Seating has been rearranged and signs placed, as appropriate, in all classrooms.

# Socially Distanced Classroom





# Classroom Example



# Classroom Example



# Classroom Example

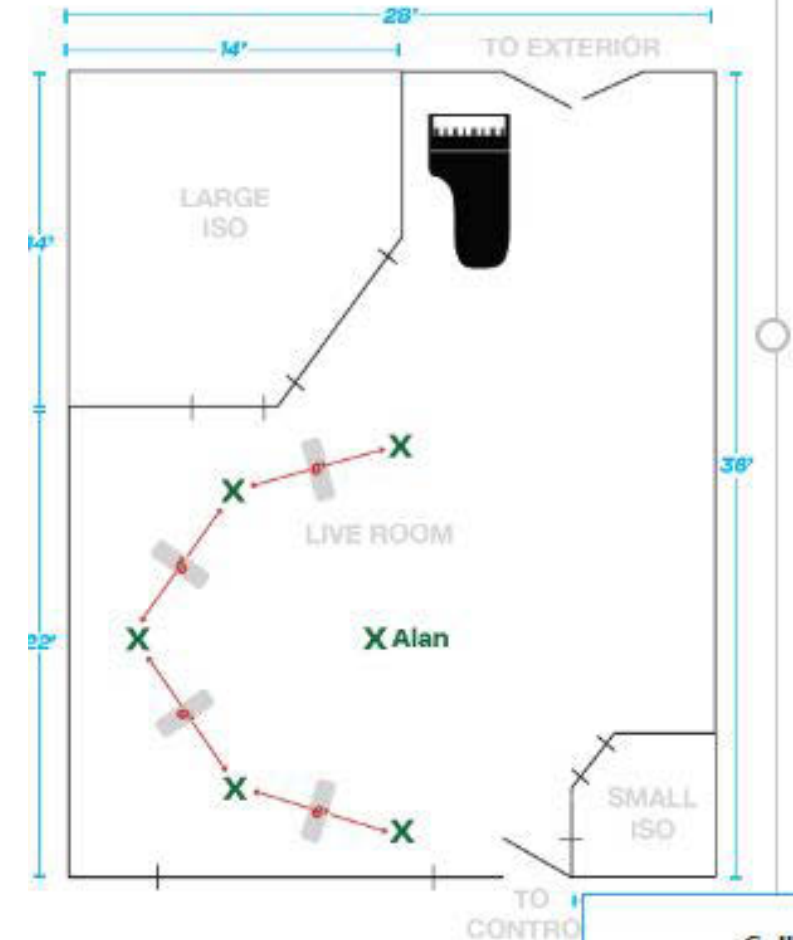


# Socially Distanced Classroom

- Specialized learning environment review is being finalized by facilities.
- Some specialized classrooms may have larger social distances, for example, some music spaces are set at 9 feet.
- Some specialized classrooms may be less than 6 feet with additional protective measures, for example in some lab environments where work tables and fixtures are fixed.

## Horn Sections Recording Days:

- Band members arranged in an arc with six feet distance and isolation barriers between them.
- Alan conducts from the middle, also appropriately distanced.



# Classroom Example



# Outdoor Classroom Spaces

- Outdoor spaces may be used for individual class meetings, as appropriate. Reservations are not required but recommended if you plan for specific dates and times.
- Spaces available for use include:

## **Housing Outdoor Spaces:**

- Crumley Park
- Clark Park
- Rawlins/Honors Amphitheater
- Maple Courtyard
- Bruce Courtyards
- McConnell Park
- Kerr Basketball Court

## **Contact: Meredith Buie**

- 940-565-2168
- [meredith.buie@unt.edu](mailto:meredith.buie@unt.edu)

## **Union Outdoor Spaces:**

- Library Mall
- South Lawn of the Union
- Campus Green at Sage Hall

## **Contact: Scheduling Office**

- 940-565-3804
- [UniversityUnion.schedulingoffice@unt.edu](mailto:UniversityUnion.schedulingoffice@unt.edu)

# Required Seating Chart and Attendance

The screenshot shows a software interface for managing a seating chart and taking attendance. At the top right, there are two buttons: "TAKE ATTENDANCE" and "EDIT SEATING CHART". On the left side, there is a list of student names, each with a small icon and a plus sign. The list includes: Joy Consford, Daniel Carr, Evanna Irvin, Jessica McCue, Julia Garcia, Laila Nafees, Logen Frey, Margaret Campbell, Miriam Farver, Raylee Rodriguez, Tiffani Price, Waverly Robinett, and Yenifer Alonso. The main area is a grid where student icons are placed in specific cells. The icons are for Joy Consford, Gabriella Grimaldo, Myles McNair, Emma Smutzer, Mixtli Torres, and Jeffrey McDonald. A green box at the top left of the grid contains the text: "Remove students from the seating chart by dragging them here".

Student Name	Row 1	Row 2	Row 3	Row 4	Row 5	Row 6	Row 7	Row 8	Row 9	Row 10	Row 11	Row 12	Row 13	Row 14
Joy Consford	Occupied													
Daniel Carr														
Evanna Irvin														
Jessica McCue														
Julia Garcia														
Laila Nafees														
Logen Frey														
Margaret Campbell														
Miriam Farver														
Raylee Rodriguez														
Tiffani Price														
Waverly Robinett														
Yenifer Alonso														

# Required Seating Chart and Attendance

Roll Call

LIST CLASS

US History 101RC

MON DEC 05

2 MARK ALL PRESENT 3 UNMARK ALL TAKE ATTENDANCE EDIT SEATING CHART

Emily Boone	Nora Sanderson							
Jessica Doe	Max Johnson							



# Required Seating Chart and Attendance

- Instructions on creating the seating chart and taking attendance:  
[https://clear.unt.edu/sites/default/files/canvas\\_seating\\_chart.pdf](https://clear.unt.edu/sites/default/files/canvas_seating_chart.pdf).
- If you are a Teaching Fellow (instructor of record), check your [AIM Instructor Portal](#) to determine whether there are any student accommodation letters  
<https://disability.unt.edu/>.
  - Locate a visually impaired student in a seat that would be easy to identify and access.
  - Locate a hearing impaired student in a seat that is close to the instructor.
  - Note, if your class contains a number of First Time in College students – these students typically will not have an accommodation letter in the file. Be prepared the first class day to assist students in locating their assigned seat and making seating chart adjustments as needed.

# End of Each Class Session

- Allow time for students to clean their work area.
- For larger classrooms, allow time to dismiss the class by rows to minimize congestion in exiting the classroom.
- Students may wish to ask questions at the end of class, make sure students are distanced by six feet and keep their face covering on.
- Class Change Times are as normal, with the exception of certain music courses. It is important to end class on-time to allow for class transition.



# Syllabus

**Jennifer Cowley, Provost and Vice President for Academic Affairs**

# Syllabus Statements

- Model Syllabus: <https://clear.unt.edu/teaching-resources/unt-syllabus>
  - Absence Statement
  - Face Covering Statement
  - Class Recordings
  - Moving Remote

# Preparing for Absences

- Students may be required to quarantine or self-isolate due to potential exposure to COVID-19 or due to illness. It is important to accept that student absences will be part of the semester.
- Modify your course syllabus to explain how absences will be accommodated. If you have attendance points – reconsider for this semester.
- Offer remote access to course information and materials in Canvas.
- Where possible, allow students to Zoom into class.
- Provide flexibility in accepting late assignments and offering make-up exams to accommodate absences.

# Syllabus Statement: Absences

## COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

# Syllabus Statement: Face Coverings

- **Statement 1:** Face coverings are required in all UNT facilities. This course has been approved for an exception to the face covering requirement to facilitate student learning. Portions of the class are to be delivered without face coverings. Times when face coverings can be removed will be indicated during each class period. If you are unable to wear a face covering or do not feel you can safely attend class without your face covering due to a disability, please contact the [Office of Disability Access](#) to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated by your instructor.
- **Statement 2:** Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

# Syllabus Statement: Class Recordings

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.



# Syllabus Statement: Moving Remote

Additional remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.