



Fall 2020 Instructional Policies and Procedures

Overview

Based on conversations with academic leaders across campus—including deans and associate deans—Cleveland State developed a set of guiding principles, mandatory actions, and highly recommended activities related to both on-campus and remote instruction this fall. This document summarizes this information. **CSU may need to issue additional guidance as needs arise.**

CSU recognizes that some instructional scenarios may occasionally require alternate approaches that are not detailed in this document. **If these situations arise, faculty should consult with their chair or dean for guidance.**

COVID-19 Resources

Safe Campus CSU Website: <https://www.csuohio.edu/safe-campus/safe-campus>

Recent Fall Semester Update: <http://newsletter.csuohio.edu/remote/200199/08072020.html>

Guiding Principles

- When communicating instructional planning decisions and the process involved in determining those decisions, be **timely and clear**
- Align planning decisions in a way that most effectively situates the **entirety of university instruction** for the fall
- Emphasize the need to be **nimble in the face of a rapidly changing environment** to best serve students, faculty, and staff
- **Prepare for multiple scenarios** that allow CSU to respond to new guidance as the COVID-19 pandemic evolves nationally and locally
- **Commit to developing and executing** an effective **hybrid delivery approach for CSU course**
- **Prioritize in-person instruction** in a way that ensures the health and safety of our community
- Triage courses for in-person instruction based on pedagogical needs and the ability to deliver **high-quality academic experiences** both in-person and remotely
- **Be cognizant** of the **financial impacts** associated with instructional planning decisions
- **Develop realistic campus cleaning standards** for instructional space that create a sense of **shared responsibility** and appropriately **distribute accountability** to CSU custodial staff, faculty, and students
- **Implement** measures that embed **social distancing procedures** in instructional settings



Fall 2020 Instructional Policies and Procedures

Learning on Campus

What is the classroom mask and social distancing policy?

Students and faculty are **required to wear masks and socially distance (at least six feet apart)** this fall during on-campus, face-to-face courses. Students that do not abide by the policy will be asked to leave the classroom and may be subject to sanctions under the student code of conduct. (Faculty should only contact CSU Police as a last resort if students refuse to leave a classroom.) Syllabus language is available [here](#).

How should faculty dismiss class?

- It is **highly recommended that faculty dismiss students by row or section** in order to maintain social distancing while students depart the classroom. Also please be mindful of the time and do not hold classes over time. This will allow custodial staff into rooms to do cleaning whenever possible.

Will faculty need to modify their attendance policies?

- To encourage students to follow public health best practices **faculty will be required to use a modified attendance policy for face-to-face courses**. Students should be able to miss classes for pandemic-related reasons without any automatic impact to their grades (unless there is an issue with licensure). Students, however, will remain responsible for all coursework and exams.

Will students be permitted to eat and drink during class?

- To maximize mask wearing during class, students are **prohibited from eating and drinking** during face-to-face courses.

Should faculty allow assignments and tests to be submitted electronically for all courses?

- It is **highly recommended that instructors allow coursework to be completed remotely**. Some disciplines, however, require in-person instruction, and students who are required to quarantine or isolate will not be able to attend. When determining how students in these circumstances should satisfy course requirements, faculty should balance safety and public health needs with pedagogical requirements.



Fall 2020 Instructional Policies and Procedures

May faculty change the delivery of a course from in-person to remote?

- Course delivery methods may change due to several factors, including availability of the faculty member, campus and local conditions, and the composition of the students enrolled in the class. **Instructors must confer with their deans and chairs if they desire to change course modalities, either temporarily or permanently. The provost must approve any changes.**

What should faculty do if a student discloses a positive diagnosis?

- **Faculty should report students who disclose a positive COVID-19 test diagnosis to the CARE Team** (MagnusACTS@csuohio.edu). Faculty are highly encouraged to refer students who disclose a positive diagnosis or active quarantining/isolation to available support resources (e.g., lecture recordings) and remain flexible with assignment completion expectations.

Learning Remotely

What should a student do if she/he is not able to connect to a remote class for technological reasons?

- CSU will develop an informational page with details on affordable internet providers, IT-related solutions, and technology best practices. It is **highly recommended that faculty record class sessions**, when possible, so that students with technological or other challenges can access course content at a later time.

Will students be permitted to take remote sections from campus common spaces (e.g., the library?)

- Students are **strongly encouraged to participate in remote instruction from residence halls or their homes**. If a student is unable to return home from an on-campus section before a remote section begins, or a student's schedule does not allow her/him to take a remote section from home, spaces are available in the library for student use. CSU will communicate to students for whom on-campus options exist for these circumstances.

Will faculty be permitted to teach remote sections from their offices or other on-campus spaces?

- **Other than on-campus instruction, faculty are strongly encouraged to complete all responsibilities—including remote instruction—from off-campus locations.** Campus infrastructure services will be focused on maintaining safe environments, and the presence of faculty for non-instructional purposes places additional stress on these limited resources. Faculty members who require access to their offices for other needs should seek guidance from their chairs or deans; deans have the responsibility to minimize the on-campus faculty footprint to protect the health and safety of the faculty.



Fall 2020 Instructional Policies and Procedures

Will faculty be required to hold office hours?

- **Office hours are mandatory, and faculty will be required to hold these sessions remotely** via Zoom, Blackboard, or other similar tools. Other than approved on-campus classes, **faculty should not meet with students face-to-face on- or off-campus.**

Communication

How can faculty access pandemic-related communications?

- CSU will create and maintain a virtual and easily navigable **repository of instructional-related information**—including resources and recommendations—for faculty during the pandemic, including resources and recommendations at <https://www.csuohio.edu/keep-teaching/keep-teaching>.