



# University of Idaho

**TO:** University of Idaho Faculty  
**CC:** University of Idaho Staff  
**FROM:** Torrey Lawrence, Interim Provost and Executive Vice President  
Diane Kelly-Riley, Interim Vice Provost for Faculty  
Barbara Kirchmeier, Faculty Senate Chair  
**DATE:** Aug. 18, 2020  
**SUBJECT:** Faculty Resources for Fall 2020

---

These are challenging times and the university continues to adapt to improve safety for faculty, staff and students. The impact on course offerings is significant, but our students and their families appreciate your efforts to adjust to this changing environment.

There is a lot of information below. It is provided to you as a resource as you prepare for fall semester. Many of these items are available on the [Center for Excellence in Teaching and Learning \(CETL\) website](#). Also, visit the [COVID-19 website](#) for further details and developments, especially the [FAQ for Faculty](#).

Much of this information is Moscow-based. If you work at a center or other U of I location, your center executive or site manager will have information specific to your location.

## **Before the Semester Begins**

**Workshops and Training** – [CETL](#) continues to offer [workshops](#) on a variety of topics to help you prepare for Fall 2020 teaching. Recordings of previous workshops are available and can be viewed at any time.

**Course Format** – There have been many changes to the [course schedule](#) during the summer. Please double-check information such as format, location and day/time of each of your classes. This [course format chart](#) details different formats and has also been shared with students. Please contact your chair/dean with questions.

**Communicating with Students in Advance of Classes** – Please communicate with students in your classes, **before Friday, Aug. 21**. Important topics to address are class attendance (especially during week 1), class format details, office hours and preferred methods of contacting you with questions.

**Suggested Syllabus Language** – A group of faculty leaders developed [suggested syllabus language](#) that addresses many unique Fall 2020 situations. Instructors are encouraged to use this language in syllabi.

## **Student Matters**

**Students Who Refuse to Wear a Face Covering or Be Tested for COVID-19** – Face covering expectations have been clearly communicated to students and incorporated into [U of I policy FSH 6995](#). The same is true for COVID-19 testing requirements. The Dean of Students Office has collaborated with Faculty Senate leaders to create [suggested response protocol](#) for such cases. [CETL workshops](#) and workshop recordings about this topic are also available.

In short, if a student refuses to wear a face covering in your course after being asked to do so, you should ask the student to leave. If they refuse, Campus Security (208-885-SAFE) should be called for assistance and a [VandalCARE report](#) should be filed.

**Students Who Are Not Eligible to Attend In-person Classes** – Each night, the registrar will send faculty a daily list of students who are not eligible to attend in-person classes. This single list of names includes students who have not completed COVID-19 testing requirements, have an assigned confinement

period from Public Health for COVID-19, or may be delayed from arriving at the university for a variety of reasons. You will **not** know the reason a student is included on this list so do not assume they tested positive for COVID-19. **These lists are confidential and should be treated in accordance with FERPA requirements.** If you do not have any ineligible students, no list will be provided to you.

**Late Arrivals** – We foresee situations, old and new, that may delay a student’s ability to attend classes on Monday, Aug. 24. We often see late arrivals from firefighters and students with harvest duties (especially during years like 2020 with a late harvest). We expect additional delays this year for international students and students who could not complete their COVID-19 test before Aug. 24. Many courses have virtual delivery options, so please accommodate these late arrivals as much as possible.

**Student Attendance** – This may be a greater challenge than in previous semesters, so flexibility is needed. Please review the [university attendance policy](#) and consider adapting your class attendance policies for this unique situation, new course formats and other special circumstances.

If a student discloses to you their status in isolation or quarantine, please help them to attend class virtually, if possible; however, such students should be treated as other students with illness (see policy above) and not be required to participate in class, even virtually.

**Students with Disabilities** – New COVID-19 protocols, different class formats and other schedule changes may present new challenges to students with disabilities. Please contact the [Center for Disability Access and Resources \(CDAR\)](#) for assistance.

**Incomplete Grades** – In the event of extended illness or absences by a student, please review the [Incomplete policy](#) before assigning this grade.

## **Classroom Details**

**Larger Classrooms** – Attendance is limited to 50% of the room capacity for all classrooms. In addition, we recently converted some of our large event space to classrooms (e.g. International Ballroom, Vandal Ballroom and the Clearwater/Whitewater Room). This resulted in upgrading at least 84 courses to larger spaces. Please double-check your class location in the [course schedule](#) or on VandalWeb. All instructors are encouraged to visit their classrooms before their first class to become familiar with changes and available technology.

**New Classroom Technology** – ITS has worked diligently throughout the summer to triple the number of Zoom-capable classrooms, both in Moscow and other statewide locations. Installation is now complete. [Training and resources](#) about this technology is available on the CETL website. The ITS website provides a list of available [technology in each room](#).

**Classroom Assistants** – Students are being trained by ITS and paid through the work study program (i.e. no cost to colleges/units) to provide faculty assistance with this technology during classes. Large HyFlex classes will be a high priority for these student workers. Requests for classroom assistants are being managed by units/colleges.

**Microphone Cleaning** – ITS has created [cleaning instructions](#) for shared classroom microphones.

**Face Shields** – Faculty may use a face shield while teaching when 6 feet of distance can be consistently maintained from other individuals in the room. Regular face coverings should still be worn by the faculty member when entering and exiting the classroom. Face shields will be distributed to colleges/units by today, Aug. 18.

**Classroom Supplies** – Cleaning supplies and hand sanitizer are available in each classroom. We encourage everyone to use them. If the supply is depleted, email [covid19questions@uidaho.edu](mailto:covid19questions@uidaho.edu) to request more supplies.

**Other Matters**

**Instructor Illness** – Instructors who become ill (from COVID-19 or other illness) should contact their supervisor regarding absences. For those who accrue sick leave, [FSH 3710-C](#) pertains to the use of this benefit. Be sure to record sick leave on timesheets. [Contact HR](#) with questions or for help with extended absences.

**Online Course Fees** – Online course fees are necessary to pay for commitments in colleges, CETL and the Registrar's Office, so they cannot be waived; however, with more online/remote courses offered, the university reduced course fees from \$35/credit to \$25/credit. We expect we will be able to reduce them even further. Details will be announced later this week.

**PPE Distribution** – Face coverings and PPE kits will be distributed to colleges/units by today, Aug. 18. If you have questions about PPE, please consult your supervisor.

## **Future Planning**

**Option to Exclude Spring or Summer 2020 Teaching Evaluations** – Per the [president's COVID-19 action](#), faculty members have the option to exclude teaching evaluations from Spring and/or Summer 2020 from any review process — promotion, tenure, annual evaluations or third-year review — due to the disruptions caused by the pandemic. Teaching evaluations are visible to faculty on VandalWeb. Fill out the [online survey](#) by Tuesday, Sept. 15, to exclude course evaluations. Contact [Joana Espinoza](#) with questions.

**Post-Thanksgiving Classes** – Starting on Monday, Nov. 30, following Fall Break, all classes will shift to online/remote delivery for the remainder of the semester. This includes two weeks of classes plus exam week. Campus will remain open but students are encouraged to stay home. If they need to return to Moscow, there will be a place for them here. Faculty can manage remote delivery from their empty classrooms, or whatever location they believe is most suitable.

**Policy Changes for COVID-19** – Some [policy changes](#) from Spring 2020 (e.g. P/F grading, P&T timeline, course evaluations,

etc.) do not apply to Fall 2020 but will be considered if needs arise during the semester.

**Flexibility** – Like Spring Semester 2020, we need to be ready for a variety of circumstances including shifting to online/remote delivery at any time. Flexibility and patience will be the key for success as we adapt to various challenges and changing circumstances.

Thank you for all you have done to provide our students with an engaging and meaningful fall semester.

Go Vandals!

*Torrey Lawrence*

*Interim Provost and Executive Vice President*

[provost@uidaho.edu](mailto:provost@uidaho.edu)

[uidaho.edu/provost](http://uidaho.edu/provost)

*Diane Kelly-Riley*

*Interim Vice Provost for Faculty*

[dkr@uidaho.edu](mailto:dkr@uidaho.edu)

[uidaho.edu/provost](http://uidaho.edu/provost)

*Barbara Kirchmeier*

*Faculty Senate Chair*

[barbara@uidaho.edu](mailto:barbara@uidaho.edu)

[uidaho.edu/governance/faculty-senate](http://uidaho.edu/governance/faculty-senate)

---

*Copyright © 2020 University of Idaho, All rights reserved.*

Not the email you wanted to get? Customize what emails you receive from the University of Idaho by **updating preferences for &lt;&lt;Email Address>>**. You can also **opt &lt;&lt;Email Address>> out** of all University of Idaho email communications.

You may wish to **forward this email to a friend.**