

June 8, 2020

### **MSU Faculty and Staff:**

It is good to see people beginning to filter around campus in our Phase I (June) of *Healthy at MSU*. This communication will outline our future for Phase II (July) as well as Phase III (fall semester).

#### Phase II: July 1 - July 31 – Category III Employees Begin Limited Schedules on Campus

During our Phase II process we are asking that Vice Presidents work with Category III employees to return to campus the equivalent of three working days or more per week, based on what functions need to be accomplished within each unit. During July we are also encouraging continued rotations, altered schedules, distancing on campus, etc. The remaining time of the work week may be accomplished remotely. This continues to allow us some degree of flexibility.

Each Vice President or direct Presidential report will continue to have the capability to work with all categories of employees on at the equivalency of three or more days of work per week on campus, based on the needs of the unit. We should also work to continue to rotate, work alter schedules, etc. It is suggested that some of our large units try to rotate or spread employees out geographically as much as possible.

Nine and ten month faculty are free to voluntarily come to campus to prepare for instruction or other professional work, as needed.

It is important during July that we further prepare for the fall semester, and even more important that we slowly increase our ability to have more employees on campus - particularly so that we are ready to service students more when they return to campus. We are likely to have students arriving to campus in mid/late July for early areas.

#### Buildings and Events:

Buildings will begin to open to the public Monday, July 6 for normal hours of 8 a.m. - 4:30 p.m. Vice Presidents will also work with a few buildings to open only limited hours (Recreation, etc.). If you have not been working on campus, you may wish to come in for a short period in late June and the first few days of July to get an experience and comfortableness of doing so while buildings are closed.

We would ask that no public events, conferences, regional/state meetings, student clubs or organizational meetings be planned on campus during July without Vice Presidential approval. To the greatest extent possible, common areas in open buildings should remain limited use. Campus dining services will not be available in July, and Starbucks is working to determine how they might provide limited service.

To limit the people in and out of areas, employees are encouraged to continue removing your trash to outside bins. This also helps Facilities Management use their time to concentrate on public areas and our residence halls.

### Return to Campus:

Should you have any questions about returning to campus please speak with your supervisor, who will speak with your Vice President on how best to handle.

### July 3, 2020:

The University will be closed on Friday, July 3 to celebrate the July 4<sup>th</sup> holiday. We will reopen Monday, July 6.

### Phase III: August Employee Schedules and the Shortened Fall Semester:

For August, we will communicate updates around employee schedules and any modified operations for remote work as we approach that date.

For the fall academic semester we previously surveyed faculty and staff, our main constituencies, including student leadership, around two potential academic calendar options. After aggregating all of the feedback, looking at what area high schools may do, international student arrivals, technical aspects, academic accrediting items, financial aid, etc., we have opted to pursue a blended and shortened model.

For the fall semester our shortened academic calendar is outlined below:

- We plan to start classes as normal on Monday, August 17.
- MSU will close on September 7 for Labor Day and on November 3 for Election Day
- Fall break on October 8-9 will be eliminated and instruction will take place for courses normally scheduled for Thursday's and Friday's.
- Commencement will be scheduled for Saturday, November 21 for Spring 2020 and Fall 2020 graduates, pending our ability to host an expanded crowd at the time.
- November 18-24 will comprise an Examination window for final exams/projects. Each should be administered during normally assigned class or laboratory times (i.e. there is not a modified final examination schedule for this shortened semester).
- Tuesday, November 24 will be the last day of the fall semester.
- Students will move-out of the residence halls by November 24, unless they have paid to continue under our break housing options, or are formally in need of a residence hall room to complete a credit bearing and approved clinical placement or student teaching assignment.
- MSU will close on November 25-27 for Thanksgiving Break.
- Additional notes:
  - To accomplish the total instructional time for a three hour course during this shortened calendar, all instructors should plan to integrate an additional 2.5 hours of instructional activities within their course. This may be accomplished in a number of ways; having students complete an extra project/assignment, performing an extra recital or lesson, watching an instructional piece(s) online, online instruction, etc. We would ask that every effort be made to accomplish this

in an appropriate way that is conducive for your academic area and course. Likewise, we ask that you list this extra component in your syllabi and allow students as much flexibility as possible in completing it.

- Final grades for the fall semester will be due Wednesday, December 2.
- Students enrolled in clinical placements, student teaching, and other off-campus internship courses who need extra time to complete required hours after November 24 may be provided an (I) incomplete if they are not finished and then a grade assigned at a later date.
- Our 1<sup>st</sup> Half Semester will remain as an 8-week term, ending on October 7, and the 2<sup>nd</sup> Half Semester will be designed as a 6.5-week term, beginning October 8 and ending November 24.
- Our goal is to develop a nice blend of course delivery methods for the fall semester in each area. These include face-to-face, hybrid, and entirely online. At present, online courses currently comprise about 25% of all sections for the fall. All areas are encouraged to ensure that entry level courses have adequate face-to-face sections.
- In June, Dr. Greg Russell, our incoming Provost and Vice President for Academic Affairs, Deans, Associate Deans, and Chairs will continue looking at how we might best physically move courses to more appropriate areas under social distancing guidelines. Faculty are encouraged to speak with their Deans/Associate Deans/Chairs on the best fit for their specific needs to deliver instruction, where to physically host a class, or other modifications that might be needed for labs, studio arrangements, etc. This is what much of June and extending into July will focus on.
- Winter Term 2020 remains as scheduled, but we are discussing a possible alternate piece to that term.
- A more comprehensive fall academic calendar with drop/add, payment schedules, etc. may be viewed on the *Healthy at MSU* link listed below or on the Office of the Registrar website.

#### Technology Training:

Please continue to take advantage of the IT based training sessions we have for June. There will be additional online training announced for faculty in July which will center on best practices and online teaching strategies. This, cumulatively, is an attempt to “skill-up” our campus in several areas.

#### Summer Enrollment:

Our current Maymester is up about 80+ students over last summer. Summer 1 starts today, June 8, and has enrollment of about 30 students less than last summer.

#### General Health:

Please remember to conduct a self-assessment of your individual health before you come to campus. If you are unable to assess your temperature, we have one of our health professionals circulating around campus to take temperatures and perform health assessments and they can do

so. For the general health of all, please continue to wear masks if you are not able to adequately distance from others on campus. Individuals so far are doing a good job with this. Unless we receive guidance otherwise, masks will be used into the fall semester.

If you need personal protective equipment or other cleaning items, please contact Facilities Management. Also, continue to limit the number of people in one vehicle used around campus.

We are presently working with St. Claire HealthCare to see if they can obtain coronavirus tests for this fall and administer on campus. Likewise, we are encouraging all students to obtain a test a few days before they return to campus.

#### Student Communication:

We would ask that you do not forward this employee communication or links to students. Within the next day an email updating all students and outlining the fall semester will be sent. As a part of this, each student will receive a link to the following *Healthy at MSU* website with a variety of FAQ's that are staged for student communication. We are providing the link to you ahead of time for employee information and in case you receive questions after students receive their communication.

<http://www.moreheadstate.edu/healthyatmsu>

#### Looking Ahead:

As we move through June and July our entire campus community will have to continuously adapt, be patient, creative, and work to implement new systems and precautions. Thank you for your efforts during this time.

Our most important goal is for each person on campus to remain healthy and to prepare for students to return to campus. With everyone helping, we can do it!

Jay Morgan  
President