

Faculty and Teaching Staff,

As I mentioned during Convocation yesterday, I wanted to send a final Academic Affairs update/communication before August 17th and the beginning of the 2020 fall semester. Please note the following in your final preparations for the fall semester:

- Because the fall semester will end before Thanksgiving Break (November 24) and to ensure that we meet the minimum number of contact hours needed for a 3-credit hour course, it will be necessary for faculty to add 2.5 hours of instruction at some point during the fall semester. Recall that this issue was communicated many weeks ago when we first decided to end the semester earlier than normal (an approach used by most universities this year). I would ask that you not extend your class sessions, rather be creative in finding other ways (online lecture, outside reading, project, etc.) to add 2.5 hours of instruction.
- The July 31st Academic Affairs communication provided several reasons that students might be a minute or two late to their classes, all of which are related to COVID-19 safeguarding/guidance from the CDC and Governor's office. I won't repeat the list of potential student delays here, but wanted to remind you of another "layer of protection" we will be employing which could cause slight delays. During yesterday's convocation, President Morgan referenced that Nursing students will be conducting random temperature checks at various locations on the campus. While these checks will require little time, we are trying to ensure that students do not enter academic buildings if they have a temperature above 100.4, thus there could be a slight delay as they checks are administered.
- Please dismiss class sessions on time so that students can navigate the various safeguards in our buildings.
- Face mask/covering update: In President Morgan's August 11 communication to students, he noted that students are required to wear masks in buildings and that if they did not it would cause an attendance problem. He also stated that students need to move to an online schedule if they cannot wear a face covering due to a health condition.
- For those teaching in ADUC and/or Button this semester:
 - These spaces will have a laptop computer with network access, microphone, and projector.
 - Many of the rooms will have a webcam for streaming/recording lectures.
 - ADUC staff will turn on the equipment in ADUC and Button each morning at 7am.
 - Faculty should have their teaching files on a flash drive or on One Drive, so that they simply can be opened upon arrival. We ask that those using the room not adjust/tweak any of the equipment, and do not save materials on the hard drive.

- A whiteboard has been placed in Button Auditorium, Button Drill Room, and several rooms in ADUC. Faculty should bring their own markers and erasers to ensure they have what they need. Please use **BLACK** markers only if you will be streaming/recording your lectures (or maximum contrast) as other colors do not transmit well through the webcams.
- We are trying to control student flow in ADUC due to the number of classes being offered on the 3rd floor of that building, so be aware that there is signage to indicate entrances and exits for classrooms.
- We are also trying to control student flow in Button as well. There is signage in this space to indicate entrances/exits, but note the following:
 - Students will enter Button Auditorium using the double doors on the right.
 - Students WILL NOT exit Button Auditorium through the double entrance doors, instead through the exit doors stage left and right, and the exit door at the top of the auditorium opposite the entrance doors.
 - For Button Drill Room, students will enter and exit in the same location (no other options), but will use one set of doors to enter and the other to exit. Signage and roping is in place to indicate appropriate flow in/out of that room.
- For those teaching in the 3rd Street Eats building this semester:
 - Equipment available: laptop computer with network access, microphone, projector, webcam for streaming/recording lectures.
 - Faculty should have their teaching files on a flash drive or on One Drive, so that they simply can be opened upon arrival. We ask that those using the room not adjust/tweak any of the equipment, and do not save materials on the hard drive.
 - A whiteboard is in place. Faculty should bring their own markers and erasers to ensure they have what they need. Please use **BLACK** markers only if you will be streaming/recording your lectures (or maximum contrast) as other colors do not transmit well through the webcams.
 - Students will enter through one set of doors and exit through the other. Signage will indicate entrance/exit.
- For those who will be teaching hybrid courses this semester and want to stream/record their lectures, classroom technology has been installed in over 90 classrooms on the campus. A wonderful "how-to" information document has been developed by Xavier Scott and David Flora (Distance Education/Instructional Design), with assistance from David Campbell, Eric McCarty, Tony Glover, and Jason Stepp (IT and IT Support Staff). This document (attached) provides guidance to faculty for using the technology and accessing WebEx. I am very appreciative for those who developed this document and I know you will find it to be very user-friendly and helpful.

- Should you encounter any basic problems in using the equipment, a one-page troubleshooting document has also been developed and is attached to this email.
- David Flora and his Distance Education/Instructional Design staff have created an **Online Teaching Resources** shell in Blackboard that contains the content (but not assessments) from the online teaching workshops this summer. All faculty who participated in these workshops will be enrolled and thus will appear in their list of Blackboard courses. Here's how I describe it in the opening announcement.
- The Distance Education/Instructional (DEID) office is offering a series of virtual office hours at the start of the fall semester. From 9:00 am to 12:00 pm, August 12th through August 21st, a DEID staff member will be present to answer your questions using this [WebEx Meeting and Office Hours Link](#).
- Lastly, I would ask for your patience as we open the fall semester in a few days. While we have tried to think and plan for all facets of your instructional needs in this new version of how we offer our classes this semester, we may have overlooked an element that you need. Please let your department chair/associate dean or dean know if there is something you need and we will quickly respond.

Thank you for all that you do for our students. Stay safe and healthy.

Greg

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