TROY STRONG Faculty Protocols for Fall 2020

In-Class Protocols

1. **Face-covering and Social Distancing** – Face coverings and social distancing are not optional for faculty, staff, or students in classrooms and buildings. Accommodations will be made for those with medical needs and these should be worked out with the department chair. Troy faculty will be supported by the chairs, deans, and administration in enforcing social distancing and face-covering compliance in the classrooms and academic buildings where people tend to gather (hallways, common areas, etc.). Students will be expected to abide by the student code of conduct.

   Note: Statewide requirements are likely to be in place when classes start, likewise city-based requirements in Montgomery.

2. **Syllabi** –Faculty should include the following in their syllabi:
   A. The following statement regarding student behavior during the semester/term:

      Troy University is committed to the health and safety of our students, faculty, and staff during the Covid-19 pandemic. To work towards this goal, TROY is requiring the wearing of face coverings in class and for students to adhere to social distancing parameters in classrooms. Non-compliance will result in removal from the classroom and the student may be referred to the academic Dean as well as the Dean of Students for University adjudication.

      The Trojan Way calls students to be responsible and kind and following appropriate public health guidelines demonstrates not only personal responsibility, but also kindness to others.

      ***The Oracle* Code also notes "any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn" is not appropriate and so it is important to adhere to the public health policies of the University.**

      Faculty will have the right to ask non-compliant students to leave class, and to report the incident to the Chair and Dean.

   B. Students who have been exposed to the COVID-19 virus or who are ill (even with mild symptoms), should not attend class and should immediately contact the course instructor to determine next steps.
   C. Explanation of the post-Thanksgiving changes to delivering final exams via the Canvas platform, with a corresponding statement about student responsibility for securing Internet connectivity for the transition to Canvas in November (see below for details).
   D. Faculty should indicate in their syllabi how course content will be provided to students who cannot attend class due to COVID-19-related absences. Faculty should

reference the university's Policy on Class Attendance to arrange for students to complete missed work and/or major examinations.

E. Contingency plans for a full shift to delivering course content via Canvas should be included in the syllabus (or a contingency syllabus should be provided).

Faculty are asked to include this statement in their syllabi: "If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation (such as a COVID-19 outbreak), the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials."

3. **The use of "pods" for face-to-face classes** – When necessary (based on enrollment and classroom seating) to maintain social distancing, Face-to-Face (F2F) classes will be broken into "pods" so as to alternate groups of students who attend class with additional instruction being delivered via Canvas in a flipped format. Faculty should work closely with their department chair/dean regarding the utilization for class "pods." This will be based on the space allowed for social distancing within the classroom assigned. When using "pod" instruction, faculty members will communicate this to the students via the course syllabus prior to the start of the semester and monitor who is in the class each day in order to ensure social distancing requirements are met. Students are not allowed to switch days they attend face-to-face. If a classroom can accommodate enrollees and still maintain social distancing, breaking down into pods will not be necessary.

4. **First Day of Class** – Faculty should clearly explain the policies and procedures concerning face coverings, social distancing, and expected student behavior for the semester/term to the students. Faculty should take full advantage of the first day of class to cover specific instructional and behavioral expectations of the course, it is recommended that faculty spend time talking about the challenges and expectations of the semester in order to head off problems before they arise.

As much as possible, first day information MUST to be pre-loaded into Canvas. Students will need to be contacted in advance to avoid full classrooms on day one. Indeed, as much as is practicable, first day actions should be done in Canvas, including providing students with information on pods.

Note: Keep track of late adds.

5. **Canvas** – Faculty members will have a Canvas shell for each class. It is expected that Canvas will be utilized, in particular when pod instruction is in place. A robust Canvas shell will be necessary for flipped classes with pods and as a potential offramp to full online instruction should an instructor be quarantined (e.g., waiting for test results) or if a course has to be shifted to online-only instruction. We have to be mindful, also, that individual students may have to self-isolate for varies reason throughout the semester.

6. **Moving to full online delivery** -- Faculty must be prepared for classes to be moved online during the semester. While we do not anticipate that at this point, all faculty should have a plan in place for the transition to online if needed. The syllabus should reflect this possibility.

7. **Possible student quarantine** – There is a high probability that a number of students will have to quarantine/isolate due to waiting on test results and will need to be able to continue class online. As a result, it is essential that faculty have a robust Canvas shell for the course.

8. **Starting/Ending class on time** – In order to prevent students from crowding together in the hallways, it is incumbent on faculty to end their classes on time, if not a few minutes early. This will provide time for students to clear the classrooms and exit the building quickly. Conversely, it is important to begin classes on time.

9. **Absentee policies** – Faculty need to take into consideration the potential for students to be quarantined or ill. It is recommended that faculty be flexible due to student absences.

10. **Course assignments** – Be mindful when scheduling assignments during the semester that assignments should not all be towards the end of the term/semester, but rather spread out throughout the term/semester so that students can keep up should they have to miss days due to illness or quarantine.

11. **Post-Thanksgiving exam schedule** – Students on all campuses will not attend F2F classes after the Thanksgiving holidays, and all instruction and final exams being conducted via Canvas. For the Troy Campus, the posted final exam schedule should be adhered to in terms of scheduling finals and due dates for final assessments. Finals will be due no later than their originally assigned time.

12. **Proctored exams** – Due to the heavy reliance on proctors, and the anticipated limited availability of open testing centers, it is recommended that non-proctored final assessments be used in Fall and T2.

13. **The Academic Calendar** – Deadlines, such as add/drop and withdrawal, will not be altered this Fall as they were in the Spring. Please make students aware of this in both the syllabi and in your first class meeting (see below for dates).

Out-of-class Protocols

1. **Office hours** – Faculty office hours and faculty presence on campus will be determined by the department/college. However, all individual meetings are to be conducted virtually in order to ensure adequate distancing. Faculty should conduct individual meetings with students online using Microsoft Teams whenever possible to maintain social distancing. Zoom is not supported by Troy IT.

2. **Advising** – Advising will be conducted virtually.

3. **Communication with students** – Given the emphasis on social distancing and virtual office hours/advising, faculty are expected to be extra vigilant in holding office hours, answering emails, and responding to students.

4. **Faculty Health Issues** – Faculty who have been exposed to Covid-19 or who become ill should notify their department chair immediately to determine next steps.

5. Students who do not have access to technology should be referred to the Troy Campus Library regarding the availability of Chrome Books and computer labs.

Additional details and protocols can be found at the following locations:

- The Troy Strong Plan
- The Coronavirus TaskForce Report
- Troy Coronavirus (COVID019) Information Center

Helpful information for faculty and students can also be found at the following locations:

- Mental Health Resources

Important Dates to include in syllabi:
- August 17 - Deadline to add/drop classes and receive 100% refund for T1 and Fall Semester
- August 24 - Deadline to drop and receive 50% refund for T1
- September 18 - Last day to drop/withdraw from T1
- October 13 - Grades due for T1
- October 19 - Deadline to add/drop classes and receive 100% refund for T2
- October 19 - Last day to drop/withdraw from Fall Semester
- October 26 - Deadline to drop and receive 50% refund for T2
- November 20 - Last day to drop/withdraw from T2
- November 23 - Thanksgiving Break begins. All instruction virtual after the break.
- December 10 - Grades due for Troy Campus
- December 14 - Grades due for T2