The Academic Delivery Committee of the CLAS Fall 2020 Reopening Process met April 30.

The committee reviewed the planning document that the co-chairs prepared for this meeting and discussed with the DEOs. It is a summary of known issues and a starting point for discussions.

The committee is working with the understanding that departments and faculty need information before the current semester ends.

The committee is working closely with central UI leadership and teams. It is critical that the guidelines and policies of the UI, CLAS, and the other colleges are in alignment.

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**Top-Level Summary**

- **Instruction modalities in Fall 2020 will primarily be a hybrid of face-to-face and online.** These modalities will differ across the college. Every discipline, and every course within that discipline, has different needs, so **flexibility** is of paramount importance. This committee is working in tandem with an Office of the Provost committee that is considering these same issues.

- **Instructors and staff are deeply concerned for their personal safety.** Many faculty and staff members have expressed urgent concern about their personal safety in face-to-face teaching. This committee and CLAS leadership share those concerns.
  - We understand that each individual has legitimate and unique needs for performing their jobs, and CLAS is committed to ensuring that our employees have the **equipment and support** necessary to do their jobs.
  - Central UI leaders and teams are working to develop health and safety guidelines and policies with respect to **social-distancing standards; classroom/building maintenance and sanitization; and provision of personal safety and workplace equipment.** These UI guidelines and policies will be adopted and implemented by CLAS. This committee will communicate the concerns shared by the CLAS community and ensure that UI decisions and CLAS implementation policies are clearly and promptly communicated to faculty and staff.

- **Training in online teaching:** Instructors have been heroic in quickly moving classes online during the spring 2020 semester. However, many wish to improve their online teaching skills. Accordingly, the Division of Continuing Education is preparing **workshops for instructors** focused on online instruction techniques and best practices. This committee will ensure that information about the dates of those workshops is distributed to all CLAS instructors as soon as they are finalized.

- **Access for online teaching and learning:** CLAS IT is partnering with central UI ITS to determine what gaps there are in computer and internet access for both students and instructors.
• **We urgently need input and ideas from CLAS faculty and staff.** DEOs/Administrators: Please encourage input from your instructors about the issues they are facing with regard to online teaching. Everyone has a unique perspective, and we want to be sure we are not excluding anyone from their needs and concerns being heard and addressed. **Please share this request immediately with faculty and staff, and ask them to contact a committee member or email clas-strategic-communications@uiowa.edu.** Please also feel free to summarize for this committee your departmental faculty discussions about Fall 2020 instruction.

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**Topics Discussed**

- **Safety concerns** (see above)
  - CLAS is working closely with UI
  - Classrooms and hallways—how to minimize contact and ensure sanitization?
  - Social distancing—how can it work in classrooms and buildings?

- **Availability of faculty to students**
  - Faculty and/or their assistants should be available to their students during specified times, whether in a face-to-face or online context.
  - Students need a reliable structure to avoid feelings of isolation and problems keeping up with the work.
  - Asynchronous online teaching can lead to student isolation and frustration, but some big lecture courses are impossible to do synchronously.
  - Instructors and assistants should always be available to students during the scheduled time slot for the class, as well as regular office hours.

- **Use of ICON**
  - All organized courses that require a syllabus also should have an active ICON site ready for online teaching. Students are confused by the use of multiple platforms for their courses. They know and can more easily access ICON.

- **Use of Graduate Teaching Assistants**
  - Lead instructors should work with their graduate teaching assistants to equitably share the burdens of teaching and leading discussion sections in a hybrid face-to-face and online teaching model.
  - CLAS should revise its guidelines for TA orientation and supervision in accordance with the new modes of instruction.

- **Technology and other equipment requirements**
  - CLAS needs to learn more about the equipment and software needs of faculty. A call will be going out to learn as much as possible about how to address the needs of our instructors and students.
  - On-campus internet access capacity is very high. The problems come with remote working, given the variability of home computers and internet connections.

- **Student assessment and academic integrity**
- CLAS should determine best practices and guidelines for exams and other assessment activities.
- CLAS should revise its academic integrity rules and expectations to reflect the much higher amount of online instruction.