

School of Mathematical & Statistical Sciences
Faculty Meeting – July 30, 2020

- 1. Welcome:** Director Al Boggess welcomed everyone to the meeting. He expressed disappointment with the decision to go ahead with hybrid online/in-person classes. There seems to be a pattern of this at many colleges and universities across the nation. While he has many concerns about this strategy, the rationale by the upper admin is to keep the university afloat by retaining as many enrollments as possible and thus the need to adapt our modalities to the wide range of students we have. Currently, of the original schedule of on-ground classes this fall, about 50% have been moved online (including all sections with 100+ enrollments and the sections taught by instructors with approved risk factors). In the meantime, we need to proceed in the best way we can and be responsive to changes in the situation (such as converting to 100% online mode if there are campus outbreaks). He encouraged everyone to be flexible, as we are all learning as we go along.
- 2. Updates on Return of Staff:** Please see Erin and Joey's emails for updates and please continue to do most of your business with staff via email, Zoom, or phone. Some staff will continue working from home. PPE and cleaning equipment will be distributed soon.
- 3. Requests for Accommodation:** A significant number of instructors and TAs who are instructors of record have recently received notice of an accommodation to teach remotely due to risk factors. According to the deans, over 90% of these requests were approved. These changes require moving quite a few sections from hybrid to ASUSYNC, so the schedule is still evolving. It is not too late to submit a request if you missed the earlier deadline or if there's been a change of status in health or risk factors for family members. Anyone interested should email Director Boggess and he will send the link to the form. Keep in mind it is the upper administration that determines whether an accommodation will be approved. There will be an appeal process to Dean's office for those who have been turned down. Please let Director Boggess know if your request has been denied. As a related matter, classes must reach 100 enrollments before being automatically converted to ASUSYNC.
- 4. Staff and Non-teaching TA Requests for Accommodation for Work from Home:** All TA support roles (recitations, ECA lab help, MC²) will be handled on-line. For staff, the process of requesting accommodation to work online from home will be similar to the faculty accommodation request, however the dean's office will not be involved (decisions will be made in-house for those with risk factors).
- 5. Teaching Modalities:** Terminology:

- a. *On-Line Only*: There is no change to O-courses and I-courses this semester. These modalities will continue to be taught asynchronous and online only, as we have been doing in many classes for several years. These courses are designed for students spread out over many time zones.
- b. *ASUSYNC* – This new modality is for synchronous lectures via Zoom (as well as posted lectures for asynchronous delivery). All classes with 100+ students will be in this mode (unless they are O or I-courses) along with the sections taught by instructors with approved risk factors. The process is more or less automatic, and instructors don't need to do anything to convert the course modality. Some large classes may still be showing as on-ground, but all 100+ will be converted to ASUSYNC. ASUSYNC classes will not impact student visa status as they are considered in-person classes.
- c. *Immersion* – This is a hybrid mixture of in-class and ASUSYNC mode. In-person classes may have no more than 1/3 occupancy in class at any given time. Instructors get to choose how to divide up the class (alphabetically, random draw, etc.). Keep in mind that *students may opt to take the class 100% online via Zoom*. No students will be required to come to class (in fact, this helps thin the herd), but some students prefer in-person instruction.

No matter what the course modality is, **all faculty should email their class as soon as they have a syllabus to let them know how the class will be delivered**. This is especially important for the immersion classes that are being moved to *ASUSYNC*. Instructors teaching hybrid immersion classes should ask students who plans to take the course online only. It is important **to make sure students know which days they should come** to the classroom. Make sure you handle this in advance! Director Boggess recommends having the first class meeting entirely over Zoom to explain the ground rules to them. All faculty are encouraged to reach out in the next week.

Regarding exams, online only exams are encouraged. Instructors can't test all the students at one time, even utilizing 021. Some large classrooms may be available for testing, but will likely be very difficult to schedule. Protocol will be sent out about what to do if one of your students tests positive for COVID. Strategies for grading group work were shared.

Attendance in Immersion or ASUSYNC Classes: In Director Boggess' opinion, trying to take attendance is going to be pointless. There will be numerous absences for a variety of reasons. The university is allowing such absences to be excused without penalty and without documentation.

6. **Classroom Technology:** There are [COVID-19 teaching resources](#) links available on the intranet portion at the bottom of our web page. A link to a description of classroom equipment has been added. For those who doing immersion teaching, there are three

types of classrooms – A-level, B-level and C-level. Keep in mind, we have not actually seen any of this equipment, since it is still in the process of being installed.

- a. **A-level** rooms are equipped with two cameras that can be controlled by the instructor, an instructor terminal and a digital whiteboard on a podium to write content. Instructors can simultaneously project to the class and to Zoom. Instructors should be able to use their own iPad or waycom tablet (we are still checking on that). The camera can focus on the regular whiteboard at the front of class for a more traditional lecture, if desired.
- b. **B-level** rooms are equipped with one camera controlled by the instructor, but there is no electronic whiteboard. As with A-level rooms, the camera can focus on the regular whiteboard at the front of the class for a more traditional lecture, and the equipment interfaces with Zoom.
- c. **C-level** rooms are equipped with a single mobile camera unit. This unit cannot be controlled by the instructor and must be operated by a student worker (who would be needed if instructor uses a traditional whiteboard). Most C-level classrooms have ports for instructors to plug in laptops and iPads to display lecture content. For those who plan to lecture with an iPad or waycom tablet along with active learning problem solving in the classroom, the camera may be of limited use. If instructors want to capture content on a traditional whiteboard, then a camera will be necessary and must be operated by a student worker in the classroom. Set up and care of the mobile unit will be done by a student worker (although we are still ironing out many details on this). Director Boggess hopes that most faculty will want to give their lecture on a tablet, waycom or iPad since there may be logistical problems in the setup and delivery of the mobile unit.
- d. UTO has said it will do virtual demos of the equipment and more information will be provided as it becomes available.

Currently, UTO has installed equipment in 50% of the classrooms. Director Boggess doubts that all classrooms will be ready first day of class. In addition to the logistical challenges of outfitting all rooms, there is also a supply chain problem due to so many institutions ordering similar equipment for teaching online. **If your classroom is not ready – start the class on Zoom only** and then move to immersion when the room is ready. As mentioned before, there is lots of room shuffling happening, but at some point, faculty will be asked how they plan to use the technology this fall. SoMSS will try very hard to get enough student workers to meet everyone's needs.

Instructors were encouraged to reach out to Renate Mittelman with any equipment requests or questions.

7. **Instructional Challenges:** Immersion instructors will have two simultaneous audiences to teach (one in-class and the other over Zoom). This is going to be tricky to manage. Instructors can request an IA for in-class help to help with operating the

camera and/or to keep track of the questions that come from the Zoom audience. We will also organize some sessions on best practices for use of Zoom in a math lecture. We will seek to provide as much help as we can for instructors doing immersion classes. Be aware that some student worker (IAs) will be hired to handle equipment only and will not be able to answer mathematical questions. Office hours must be done virtually or in large rooms to accommodate social distancing.

8. Other Issues and Answers to Questions Posed.

- a. Small graduate classes will be up to the instructor's discretion for course modality.
- b. TA "lab" sections for MAT 275, 343 will be done remotely. 27X TA recitations will also done remotely via Zoom.
- c. MC² and other help sessions will be done remotely via Zoom.
- d. Masks must be worn on campus. If you are in the office alone with the door closed, you may take it off. Faculty with shared offices are encouraged to coordinate office times with office mates to maintain social distancing.
- e. Students must also wear masks. Not doing so goes against the academic code of conduct and can result in an administrative withdrawal. All instructors should let SoMSS admin know about students who refuse to wear masks.
- f. There is no good news to share on proctoring. Options continue to be the Respondus lockdown browser or Zoom, but not both. Most faculty chose Zoom last spring. Utilizing both options is not possible (except for MAT 117/142, which use the ALEKS lockdown browser, which is compatible with Zoom).
- g. Y grades may be given, and essentially count as a pass with a C or better. How Y grades impact downstream courses with minimum grade requirements continues to be an issue. Students are encouraged to consult with their advisors before requesting to be graded on a Y-basis. Suggested language for your syllabus will be sent out soon.
- h. Fall break has been cancelled. Otherwise, the academic schedule is the same and has been updated on the ASU website.
- i. Nothing is set in stone at this point. Classes could be called back entirely in-person if the virus disappears, or put entirely online if cases skyrocket.

9. Resources: Please see the [Covid-19 teaching resources](#) at the bottom of our webpage. We will be organizing some demos in the use of Zoom in math classes over the next couple of weeks, so stay tuned. We will also inform you as to when you can get a look inside your own classroom.

10. SoMSS will have regular meetings moving forward to give updates.