

**University of Puget Sound Staff Senate
Agenda for January 14, 2021, 12pm
Via Zoom**

I. Call to Order and Welcome

II. Consideration of Minutes from December 9, 2020

III. Announcements – Shannon Carr, others?

IV. Questions of Officer, Committee, and Representative Reports

- Chair
- Faculty Senate liaison
- ASUPS president
- Human Resources representative
- Vice Chair
- Treasurer
- Secretary
- Human Resources Policies and Practices
- Elections and Governance
- Special Events
- Staff Recognition
- Public Relations
- Compensation

V. Old Business

- Bylaws review ad hoc committee update

VI. New Business

- Educational Technology presentation on Spring '21 Course Modes (see appendices for information)
- Staff Recognition event
- BTF presentation on Wednesday, February 3, 9-10 am

VII. Other Business

VIII. Adjournment

Appendix A: Guide to Spring 2021 Teaching Options

Members of the Senate subcommittee on Spring 2021 scheduling have created this document to more clearly articulate the teaching modalities available in the Spring 2021 semester. We hope that this document can assist faculty as they decide on their teaching preferences for the spring semester. These suggestions are in no way intended to limit creativity and pedagogy, but rather to clarify and provide more information about each option. Please feel free to reach out to your senators with any questions or concerns.

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General information:

- The Office of the Registrar intends to have the course schedule visible to students by October 28th, 2020. Registration for undergraduates will begin on November 9th.
- While each faculty member may request a particular option, the best course of action is for departments to work together to ensure that all students can complete their degree requirements on time and to provide students with a range of options for instruction, particularly for required courses.

Course modalities, as described in the Registrar's email (full descriptions follow the numbered list):

1. Fully in-person

2. Fully remote/online

3. Hybrid A (Partial attendance)

4. Hybrid B (Classroom Timeshare)

1. Fully in-person: Traditional class format. *This option is limited based on room availability. SSI, studio art, labs, music performance and advising sections are given priority for in-person instruction.*

- Even though class meetings are in person, offer some or all office hours virtually via Google Meet or Zoom. If you need a whiteboard during office hours, options exist for Google Meet and Zoom.
- Whenever possible, make course documents available electronically, have students make coursework submissions electronically and distribute feedback electronically via Canvas.
- Plan on how you want to accommodate students who may be under quarantine or working remotely during the semester.
- Be prepared to move class online in the event that a campus closure is necessary.

2. Fully remote/on-online: No classroom is assigned.

- Synchronous class meetings should be part of all remote classes, including at least some regular, synchronous office hours. For synchronous activities use Google Meet or Zoom.
- An up-to-date Canvas site for each online course should be maintained.
- Asynchronous activities could include recording and sharing videos, discussion boards, student collaborations using google docs and google slides, or individual students answering or taking quizzes using Google Forms or Canvas surveys and quizzes.

Hybrid: Two hybrid options are available. These modalities combine some in-class and some remote meetings. The following modalities limit in-person attendance in different ways based upon space limitations and social distancing guidelines.

3. Hybrid A: Partial Attendance. You will meet with sub-groups of students in-person on different days at your assigned class time and location. The rest of the class will be engaged online. Decisions about course design and pedagogy are up to the individual instructor. Examples of instructional models within this Hybrid A course structure are listed below:

a. In-person meetings occur with alternating groups of students, wherein each group has the same experience or lecture throughout the week, (e.g. students come in on their designated day to complete a given activity or participate in an in-person discussion, with the same activity occurring each day with different groups of students). On the day(s) that students do not meet in-person, they will engage in a different activity online without the instructor present (e.g. recorded lectures, online discussions with classmates, discussion boards, reflections, problem sets).

i. In order to meet accreditation requirements regarding contact hours for students, the online/remote activities that faculty provide for students during “remote learning days” must be monitored in some way to meet the minimum requirement for contact hours. For example, students could check in on Canvas, add a comment to a discussion board, or turn in a set of questions related to their asynchronous work. For synchronous group work, students could record the session, turn in a collaborative google doc, etc.

ii. To accommodate students who must take all classes fully-remote for health or other reasons, one of the class meeting days could be used to meet synchronously with just your remote students. For example, in a M/W/F class, in-person students would meet on Monday or Wednesday for an in person discussion and the Friday meeting would be reserved for a discussion between students who are working remotely.

b. A unique, synchronous class meeting occurs each day (e.g. a new lecture or activity each day). Part of the class meets in person and the other part of the class participates or watches virtually. The in person meeting is streamed online to make it available for students who are not present.

i. Refer to the email from the Provost about camera availability for live-streaming options.

ii. Faculty may also elect to use a digital whiteboard (e.g. jamboard, wacom tablet, ipad) to stream class notes. These notes can be simultaneously shown on the projector and broadcasted online. Jamboards and tablets are available for checkout with media services.

4. Hybrid B: Classroom Timeshare: In this model, the entire enrollment of a course meets in a room only one or two days each week. For example, a math course meeting at 9am on MTThF might meet in-person in a room on M/Th. The courses would meet virtually on their “off” days (in the previous example, the math course might meet synchronously online on T/F or the course could include asynchronous videos on the other two days). *This option is limited, based on room availability.*

- Smaller classes will be easier to accommodate in this model than larger classes, but it is certainly not impossible! Spreading out class times will increase the chances that this model will be available for larger classes. Departments are encouraged to keep this in mind when ranking preferences.

Educational Tech Reps and Contact information:

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Student Technology

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Media Services offers classroom support across campus. Classroom support includes on-site troubleshooting, training on classroom technology, and repairs in the event of classroom equipment failure. Please check the Classroom Technology page for more information regarding the equipment and capabilities of supported rooms on campus. If you are in need of immediate assistance, please contact Media Services at 253-879-3963 or media@pugetsound.edu. Please be prepared to describe the issue in detail and include accurate location information.

If students are in need of computing support, they should call or email Student Technology Support Services - 253.879-8585 #3 or servicedesk@pugetsound.edu

Appendix B: Student Guide to Course Modes

Classes will be conducted in different ways this spring as we shift to a modified in-person semester. Courses may be taught in several different modes, fully in-person, fully remote, or combinations of both. Courses on my.pugetsound.edu denote the type of mode that is being used in a course. The following descriptions will give you more information about each mode to help you choose your spring courses.

Please note that if state guidelines change, all instruction may be required to switch to fully-remote for an unknown amount of time.

Fully in-person: Classes will meet in traditional classrooms in person.

Fully remote/on-online: Classes will meet virtually. Class will have synchronous meetings, conducted via Google Meet or Zoom.

Hybrid A: Partial Attendance. This mode includes some in-person meetings. You will meet with some, but not all, of your classmates in-person during your assigned class time on a designated day or day(s). When not meeting in-person, you will engage in synchronous or asynchronous online coursework. The nature of the in-person and remote work will vary depending on the course and instructor. You must be available to meet at all of your assigned class times.

Hybrid B: Classroom Timeshare: This mode includes some in-person meetings. In this model, you will meet with all of your classmates on campus, in person but only one or two days each week. The course will meet virtually during the other scheduled class times. The nature of the in-person and remote work will vary depending on the course and instructor. You must be available to meet at all of your assigned class times.

Hybrid C: Studio and Rehearsal Spaces: Students will have access to on campus studio and rehearsal spaces. Instruction will be conducted remotely and/or in person. Students are encouraged to contact the instructor of a Hybrid C course to better understand what, if any in-person meetings are required.

Some courses with in person class meetings will be available remotely through broadcasting. If a course does not indicate that it will be broadcast some in-person attendance is required