

# Planning Approach at UNM:

June 1 – mid-July

Fall planning; limited in-person presence; 7 standing university committees **develop** guidelines on health, research, instruction, operations....



mid-July – Aug 17

Controlled return to limited in-person activity on campus;  
specific health and facilities protocols published



Aug 17 – Nov 25

If health conditions permit: **Hybrid** instruction and presence on campus limited to 1/3 of normal with strong health protocols



Nov 26 – Dec 12

If this is the best calendar to support public health: **Remote** completion of instruction for the final two weeks of the semester

All planning and activity is based on and observant of State of New Mexico guidelines and regulations

# Fall Instructional Schedule\*

Monday, August 17: first day of hybrid Fall course delivery and semester

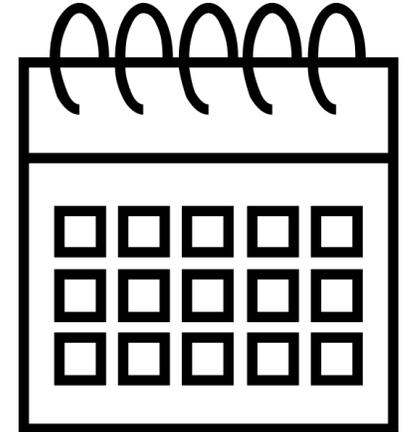
Wednesday, October 7: Fall Break Day

Tuesday, November 3: Election Day and Fall Break Day

Wednesday, November 25: in-person instruction ends

Monday, November 31-December 12: remote instruction begins & finals week

*\*Certain Health Sciences Fields may follow a different instructional calendar.*



# 2020 Scheduling and Modalities

Departmental Administrators (DAs) are placing your modality requests into the Fall schedule and are minimizing "Cancel/Reschedule."

DAs can enter special contingencies into the request sheet so that health and operations groups can find solutions.

The most flexible modalities are hybrid ones because if a class has a scheduled classroom, it can meet in-person or it can meet remotely.

Every instructor needs to be prepared for the contingency of addressing health concerns by moving to fully remote delivery.

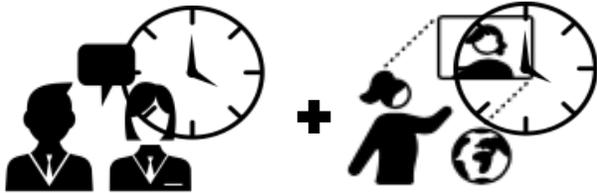
*Ad hoc* decisions to hold class outside or change classrooms can endanger public health by throwing off the balance of presence in public spaces; please plan use of space with scheduling.

Full plan of required health measures/established cleaning protocols will be published in July.

# 2020 Scheduling and Modalities/some F2F

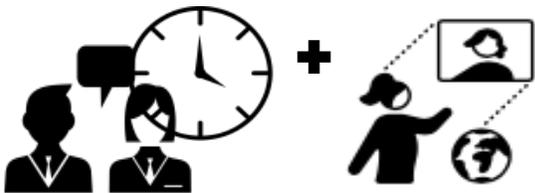


**100% face-to-face:** all course components are delivered in person and on campus; Appropriate for: Small classes or seminars, art classes, studio work, labs, internships, clinics, other skills-based needs.



**face-to-face + remote scheduled:** courses meet in person at a scheduled time and meet remotely at a scheduled time (instructors may organize successive in-person meetings with sub-groups of students). Appropriate for: Classes or seminars, discussion-based, inquiry- or project- based classes, large classes for which scheduled class times can be used for active learning for smaller groups, other lab, studio, internship, or skills-based classes.

*Some courses developed with UNM Online prior to April 2020 are called "Hybrid."*

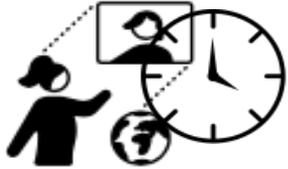


**face-to-face + remote arranged:** courses meet in person at a scheduled time and remote instruction is also offered. Appropriate for: Classes or seminars, discussion-based, inquiry- or project- based classes, large classes for which scheduled class times can be used for active learning for smaller groups, other lab, studio, internship, or skills-based classes.

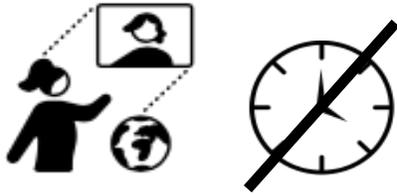
*Some courses developed with UNM Online prior to April 2020 are called "Hybrid."*

These modalities have a face-to-face component. Faculty need to communicate clearly to scheduling and to students how and where face-to-face and remote components will be delivered.

# 2020 Scheduling and Modalities/no F2F



**remote scheduled:** All course components are delivered remotely and some or all regularly scheduled group meetings occur remotely. Appropriate for: classes and seminars of any size, discussion-, inquiry, project- based, classes w/multiple sections with flexibility, or classes taught by faculty member requiring additional health precautions.



**remote arranged:** Much like a traditional, fully online course. Appropriate to consider for: classes or seminars of any size, discussion-based classes, classes w/ multiple sections with flexibility, classes taught by faculty member requiring additional health precautions.



**online MAX:** Listed in the course schedule with \$100 ONL MAX course fee [excluding courses in Managed Online Programs (MOPs)]; asynchronous and/or synchronous; fully developed before April 2020.

These modalities do not have a face-to-face (F2F) component. Among these remote modalities, only “remote scheduled” allows for remote meetings at specific scheduled times.

# The Center for Teaching and Learning is offering three tiers of Summer Faculty Development in preparation for Fall 2020

[http://cte.unm.edu/professional-development/fall2020-  
prep.php](http://cte.unm.edu/professional-development/fall2020-prep.php)

- Tier 1. **Remote Fundamentals** – self-paced, asynchronous, least time commitment (\$100 stipend).  
Register at: [https://forms.unm.edu/forms/summer\\_level\\_1\\_remote\\_fundamentals](https://forms.unm.edu/forms/summer_level_1_remote_fundamentals)
- Tier 2. **Course Design Institute** – 1-week, online, 10-15 hours of \*mostly\* asynchronous activities (\$500 stipend, capacity limited) Register at:  
[https://forms.unm.edu/forms/summer\\_level\\_2\\_course\\_design\\_institute](https://forms.unm.edu/forms/summer_level_2_course_design_institute)
- Tier 3. **Evidence Based Practices for Teaching Online** – 6 week, asynchronous, 2-3 hours per week plus work with Center for Digital Learning course designer to review course design. (\$1,500 stipend with design review, capacity limited).  
Register at:  
[https://forms.unm.edu/forms/registration\\_evidence\\_based\\_practices\\_for\\_teaching\\_online](https://forms.unm.edu/forms/registration_evidence_based_practices_for_teaching_online)

Center for Teaching and Learning  
offers additional support  
including webinars and one-on-one  
consultations

- **Webinars** -- on such topics as how to use Learn, Microsoft Teams, and Microsoft Groups. To see the schedule, click on the “Teaching & Learning” tab at:  
<http://cte.unm.edu/professional-development/workshops/upcoming-workshops.php>
- **Open Labs** – bring your specific questions and challenges to the experts. To see the schedule, click on the “LMS Open Labs” tab at:  
<http://cte.unm.edu/professional-development/workshops/upcoming-workshops.php>
- **One-on-One Consultations** — schedule a half-hour personal session about:
  - **General teaching strategies:** [https://calendly.com/kimfournier\\_cte](https://calendly.com/kimfournier_cte)
  - **Writing, effective feedback, academic integrity:**  
<https://calendly.com/celderunm/cris-office-hours-sp-2020-sign-up?month=2020-06>

## 4. QUICK Q & A

**What health protocols should I expect in Fall 2020?** Please read “Bring Back the Pack” <https://bringbackthepack.unm.edu>, expect fuller guidelines in July.

**Who is taking care of cleaning and screening?** Please read “Bring Back the Pack” <https://bringbackthepack.unm.edu> and also expect fuller guidelines in July. In general, the university is responsible for public spaces such as classrooms and individuals and units are responsible for their immediate workspaces. President Stokes’ Operations Committee and her Health Protocols Committee are coordinating on additional protocols.

**Will the university provide me with a face covering?** Individuals are responsible for their own face coverings, both on campus and in public in New Mexico, and some face coverings may be available from units for those who forget to bring them to a university space.

**Who has responsibility for addressing my specific instructional delivery needs?** Work with your Chair and departmental scheduler to record these in the Fall scheduling information sent on June 3 to depts. In general, a unit is responsible for communicating any complex instructional needs that require an academic technology or institutional solution, and this will be addressed by President Stokes’ Operations Committee and her Instructional Continuity and Student Support Committee. Departments are responsible for resolving simple instructional needs on their own.

**Can I just hold class outside?** Outside “classrooms” are being scheduled on a limited basis for courses with specific instructional needs. Please don’t hold class outside on an *ad hoc* basis, since this can put the community at risk by compromising social distancing plans.

**What do I do about attendance?** We do want to encourage faculty and students to stay home when they are sick, but we don't want to create a situation in which students aren't responsible for completing course work. Expect fuller guidelines in July developed by a University-level Instructional Continuity and Student Success Committee in coordination with Dean of Students and Faculty Senate. Start thinking creatively about providing students who have legitimate health-related absences with alternative assignments.

**What do I do about proctoring exams?** Provide a face-to-face proctored exam before the remote final weeks of the semester, or plan to use Respondus, which is incorporated into UNMLearn, or select Proctorio and have students purchase it for your course at the beginning of the semester at the bookstore, or design an alternative assessment.

**Will this be another CR/NC semester?** We will probably be addressing COVID-19 concerns for multiple semesters. So, providing CR/NC in the same way that we did under Spring 2020 circumstances is unlikely to benefit students.

**Do I have to provide an entirely separate remote delivery class for a student with health concerns?** Instructors are asked to provide reasonable accommodations to students with diagnosed health concerns. Creating an entirely separate class does not fall under reasonable accommodation.

**Will the semester end early or what happens if we have a shift in health conditions?** Faculty need to be prepared to shift to entirely remote delivery in case there is a significant shift in health conditions and to do so in a controlled and communicative way.

**What is happening with the end of the Fall semester?** The last week of instruction and finals week (everything after Thanksgiving, November 26) will be remote delivery only.