FALL 2020 SEMESTER UNM-MAIN CAMPUS INSTRUCTION – MULTIPLE OPTIONS FOR DELIVERY AND TEACHING SUPPORT

Note: This document is intended for UNM-Main Campus chairs and faculty considering what modalities to use for Fall 2020 teaching, and how to prepare for those classes. It addresses options for courses that are normally taught in person. Departments should plan to offer existing UNM Online-approved courses as usual.

UNM is preparing for a return to on-campus instruction for the Fall semester, with the expectation that state directives will restrict class size and require various methods of social distancing. This is the instructional environment we hope for, so we must plan for it, but we cannot be fully sure we will achieve it until closer to the fall term. So, at the same time, UNM must do contingency planning for an entirely remote semester should state public health orders later in the summer require this, or should conditions during fall term change and require reducing or eliminating in-person instruction during the term. In planning for a fall term reduction in overall numbers of people in classrooms and buildings, and to accommodate faculty who need to take extra precautions against COVID-19, we expect to deliver roughly half of instruction remotely if we can return to on-campus instruction. Planning for in-person instruction is appropriate for seminars, small lectures, studio and lab courses, internships and clinics and other skills-based courses. All instructors of in-person courses will need to prepare, however, to provide instruction to individual students who may have to isolate or quarantine. Instructors of larger lecture courses (≥50) should plan to move to partially or fully remote instruction (see categories below). Existing online courses will of course continue. Instructors who need to take extra precautions according to criteria published by the US Centers for Disease Control (https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html) should consult their department chairs about teaching remotely, regardless of class size.

Many faculty will need help in making in-person course designs more resilient, and in moving courses to remote delivery modalities. The Center for Teaching and Learning (CTL) https://ctl.unm.edu is the umbrella organization at UNM for faculty development for teaching. It includes the Center for Digital Learning (CDL) https://cdl.unm.edu, which specializes in remote teaching; the Center for Teaching Excellence (https://cte.unm.edu/), which supports all teaching including face-to-face and hybrid; and Writing Across the Curriculum (https://unmwac.unm.edu/), which helps faculty develop effective writing assignments. CTL will be offering several forms of support this summer: these are listed at the end of this document along with estimates of the time commitment for each type of training. They include 3 tiers of faculty development courses, as well as webinars, Open Lab remote drop-in sessions, and 1:1 consultations. Offerings are scalable according to individual instructors’ needs. Because of the need to use existing training and design capacity to help move many courses to remote or partially remote delivery for Fall 2020, no additional fully online course development projects can be undertaken for Fall 2020, and UNM Online (https://online.unm.edu) may prioritize among those currently under development based on likely enrollments and other considerations. Please note that while faculty and students commonly refer to courses that are delivered remotely using digital technology as “online,” the term “online” has a specific meaning within the UNM main campus curriculum (and within much of higher education), referring at UNM to courses that have been scheduled by UNM Online and undergone a comprehensive course design and review process with Center for Digital Learning (CDL). Courses labeled as “hybrid” combine remote and in-person elements. All courses being converted to digital delivery (either synchronous, asynchronous, or a combination) are referred to here as “remote.” Courses developed for “remote arranged” delivery may be eligible in subsequent semesters for further development and review to become regular UNM Online courses, in accordance with priorities set by UNM Online.

Development Financial Support: Academic Affairs will be offering a one-time non-standard payment of $100 for instructors completing the self-paced Remote Fundamentals course (all courses are described in the Training and Support table below, follow the hyperlinks to the CTL site); a one-time non-standard payment of $500 for those who complete the one-week asynchronous Course Design Institute (CDI); and a one-time non-standard payment of $1,500 for those who complete the 6-week Evidence Based Practices for Teaching Online (EBPTO) course and complete a baseline course design review with CDL. Individuals may complete both the Remote Fundamentals course and Course Design Institute and receive a one-time payment for each; those completing EBPTO and the accompanying design review will receive only the one-time payment of $1500. Combined
Individuals may complete both the Remote Fundamentals course and Course Design Institute and receive a one-time payment for each; those completing EBPTO and the accompanying design review will receive only the one-time payment of $1500. Combined capacity in the two EBPTO 6-week sessions this summer is 140, and only those instructors willing to prepare a course design for review with CDL should enroll for EBPTO. Course Design Institute capacity is approximately 200 across multiple weekly sessions planned for June and July; the Remote Fundamentals course capacity is unlimited. All instructors of fall 2020 courses (tenure-track, lecturers, term instructors, part-time instructors, and graduate teaching assistants) are eligible for training and support. One-time payments to graduate students completing trainings will be authorized and processed by Graduate Studies.

As you select your mode of teaching, consider the following questions:

- Do you plan to teach on campus, with a means for moving to remote instruction if necessary? **Consider row(s): 1-2**
- Do you plan to move some or all of your course to remote instruction? **Consider row(s): 2-4**
- Is it necessary for you to schedule some live group sessions with your students (synchronous meeting) either remotely or in person? **Consider row(s): 2, 3, 4**
- Do you have a large course (n ≥ 50 students)? **Consider row(s): 2, 3, 4**

### DELIVERY OPTIONS FOR COURSES

<table>
<thead>
<tr>
<th>Row</th>
<th>Scheduling Classification</th>
<th>Option for Delivery</th>
<th>Considerations</th>
<th>Center for Teaching and Learning Support</th>
</tr>
</thead>
</table>
| 1   | Fully In-Person          | Face-To-Face *(f2f)* | • Appropriate for:  
  - Small classes or seminars  
  - Art classes, studio work  
  - Labs  
  - Internships or clinics  
  - Other skills-based needs
  
  • **NOTE:** Instructors should still be prepared to move effectively to remote delivery if required (and take Remote Fundamentals course). |
|     |                          | All course components are delivered in person, on campus. | • Open Labs  
  • Webinars on teaching strategies  
  • 1:1 Consultations  
  • Learn Support  
  • Remote Fundamentals |
| 2   | Partially In-Person      | Hybrid              | • Appropriate for:  
  - Classes or seminars of any size  
  - Discussion-based classes  
  - Classes that are inquiry or project based  
  - 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 course components are delivered remotely.  
  Some regularly scheduled group meetings in person.  
  Depending on size of class, in-person regular meetings may be in small groups or as a whole class.  
  For larger classes with scheduled times, in-person small group settings can be used for active learning for smaller groups.  
  For open labs, remote delivery is provided. |
|     |                          |                      | • Summer Course Design Institute (CDI) – strategies for creating welcoming and interactive remote learning environments  
  • Open Labs  
  • Webinars on teaching strategies  
  • 1:1 Consultations  
  • Learn Support |
<table>
<thead>
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<th>3</th>
<th>Fully Remote</th>
<th><strong>Remote Scheduled</strong></th>
<th>All course components are delivered remotely.</th>
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<td>Some or all regularly scheduled group meetings held remotely.</td>
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<td>Remote regular group meetings may be in small groups or as a whole class.</td>
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<td>Best practice: include some arranged (asynchronous) elements; faculty specify required synchronous meeting times on schedule and syllabus.</td>
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<td>4</td>
<td>Remote Arranged</td>
<td>All course components are delivered remotely.</td>
<td>• Much like a traditional, fully online course BUT allows for synchronous meetings (students in online courses typically do not meet regularly in small groups or as a whole class).</td>
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<td>• May be appropriate for:</td>
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<td>o Classes w/ multiple sections with flexibility</td>
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<td>o Classes taught by faculty member requiring additional health precautions</td>
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<td>5</td>
<td>accepted by UNM</td>
<td><strong>Online Max</strong></td>
<td>Listed in the course schedule with $100 ONL MAX course fee (excluding courses in Managed Online Programs (MOPs)); asynchronous and/or synchronous.</td>
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<td>Online prior to April 2020, incl MOPs</td>
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<td>• Fully developed and reviewed online courses proposed by departments including those for MOPs.</td>
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<td>• Evidence Based Practices for Teaching Online (EBPTO) – Strategies for creating a high quality, fully remote course.</td>
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<td>• Base-line review with CDL</td>
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**Training and Support**

- Summer Course Design Institute (CDI) – strategies for creating welcoming and interactive remote learning environments
- Open Labs
- Webinars on teaching strategies
- 1:1 Consultations
- Learn Support
### Open Labs
Center for Digital Learning (CDL) “drop in” sessions, bring your challenges, let the designers help!
Click on “LMS Open Lab” Tab.

### Webinars
Center for Teaching and Learning (CTL) scheduled webinars on course design, using Learn effectively, and more.
Click on “Teaching and Learning” Tab.

### Consultations
One-on-one half-hour consultations with CTL teaching specialists. Bring your challenges and questions!
LINK (Help with questions related to general teaching strategies)
LINK (Help with writing activities, alternative assessments and effective feedback, academic integrity/plagiarism).

### Remote Fundamentals
$100 one-time payment
Self-paced, asynchronous modules. Least time commitment.

### Course Design Institute
$500 one-time payment
4 asynchronous modules address resilient design; creating a welcoming course environment; wise feedback; and collaborative approaches online. Modules can be taken separately.
Multiple 1-week courses, 10-15 hours.

### Evidence-Based Practices for Teaching Online (EBPTO) + Prepare Course Design for CDL “baseline review.”
$1,500 one-time payment
6-week, online course, 2-3 hours per week plus additional time to build out your remote course(s) design.

| F2F | X | X | X | X | X | X | X | X |
| Hybrid | X | X | X | X | X | X | X | X |
| Remote Arranged | X | X | X | X | X | X | X | X |
| Remote Scheduled | X | X | X | X | X | X | X | X |
| Online Max | | | | | | | | |