

MEMORANDUM

TO: Purdue Fort Wayne Vice Chancellor of Academic Affairs (VCAA) and Executive Committee

FROM: Steven A. Hanke, Chair of the Education Policy Subcommittee

DATE: 7/13/20

SUBJ: Designated Seating Arrangements and Recording of Attendance

The VCAA asked the EPC to consider the creation of an attendance policy for face-to-face classes to assist in COVID-19 contact tracing. During our analysis we did not find any guidance thus far being provided from the State of Indiana regarding COVID-19 contact tracing on higher education campuses.

Nonetheless, designated seating arrangements and recording attendance could be beneficial to students and faculty if either tests positive for COVID-19. It could also be helpful to raise awareness of designated seating arrangements and recording attendance, as well as provide faculty with related suggestions resources.

Our recommendations on the following pages (for designated seating charts and recording attendance) are solely intended to assist in the contact tracing of those who contract COVID-19. As such, our intention is not to provide recommendations that would apply after the end of the COVID-19 pandemic.

Approved	Opposed	Abstention	Absent	Non-Voting
Hosni Abu-mulaweh				Cheryl Hine
Stacy Betz				Teri Swim
Steven Hanke				
Donna Holland				
Shannon Johnson				
Kate White				

Recommendations for Designated Seating Arrangements and Recording of Attendance

- I. Potential benefits of designated seating arrangements and recording of attendance
 - A. Having a designated seating arrangement can help students learn the names of the students sitting nearest them. This will be beneficial to them if they test positive with COVID-19 and participate in a contact tracing interview. The reason being that they will be asked for the names of anyone they were within six feet of for more than 15 minutes. Knowing the names of the students sitting nearest them will allow them to answer this question quickly and accurately.
 - B. A designated seating arrangement and a record of attendance could benefit faculty that test positive for COVID-19. They would be more likely to be able to provide the contact tracers with the names of the students sitting nearest to where they lecture. Faculty who move throughout the room while teaching and therefore are in closer contact to more students in the class might need to use a seating chart in conjunction with attendance data to determine who they were in contact with on certain days.
- II. Attendance data
 - A. Collection of attendance data should be done in a manner that will not increase the likelihood of transferring COVID-19.
 1. The following should therefore not be used: a sign-in area where students might have to stand close to each other while waiting to sign in or passing a sign-in sheet around the classroom.
 2. The instructor should therefore either record the attendance or utilize electronic attendance taking tools. Examples of electronic tools are provided below in Section III.A.
 - B. Instructors will not be asked to submit attendance records to university administrators or contact tracers.
 1. The university is restricted from sharing such information with State of Indiana contact tracers due to HIPAA/FERPA privacy of the other students in class.
 2. The State of Indiana will not contact the university if a student tests positive for COVID-19 because they will not reveal the identity of the infected person to remain HIPAA compliant.
 - C. The recommendation to collect attendance data:
 1. Does not need to occur for students attending on-line courses given they are not within a six-foot distance of fellow students or the instructor.
 2. Does not need to have an impact on students' grades. That is a separate pedagogical decision which these recommendations do not address.
 3. Because students will not have access to the attendance data, attendance tracking will primarily assist faculty with providing information to contact tracers should the faculty member test positive.

III. Available resources

A. There are several electronic options for collecting of attendance and/or seating chart data. The following is a list of some options that were found with a brief search. Before adopting any resource, it is recommended that the faculty do a more thorough analysis to see which option will work best for them:

1. Assessment apps such as Kahoot!, Poll Everywhere, or Vote UP can be used to collect attendance data by having students respond to a question at the beginning of class. Qualtrics can also be utilized by making the link available to students during class.
2. Apps which include option of Seating Charts: TeacherKit, Teacher Aid Pro, Smart Seat, Student-Centered: Classroom Assistant.
3. An IClicker question posed at the beginning of a class as a quiz can be used to record attendance within Brightspace. However, if a faculty member does not want attendance to impact a student's grade, they will need to construct the quiz accordingly within Brightspace.
4. The instructor can manually enter attendance each day into the Brightspace attendance function.

IV. These recommendations should be modified if the guidelines and procedures by the State or County for contact tracing change.