

Guidance for Preparing for the Fall Term

Given the difficulty of predicting changes in health and safety policies that could be enacted once the Fall semester begins and in the interest of creating the best possible learning opportunities for the students we serve, ***all faculty are strongly encouraged to consider/prepare potential online and hybrid alternative assignments, assessments, ways of accessing content, and communication strategies for their fall courses.*** Doing so will be useful not only should we have another COVID-related disruption, as we did in the Spring term of 2020, but also in any other unexpected disruption to instruction.

Resources and services are available to help you with this preparation

- Attending [CELT Brightspace workshops and/or open \(online\) labs](#) to better understand what's possible in our new LMS
- Scheduling a [One-on-One CELT or ITS Consultation](#)
- Creating a disciplinary/department group to share ideas for alternative assignments to meet similar learning objectives
- Taking a “course” about teaching online (see online webpage below for suggested vendors - Academic Affairs will supplement department funding up to \$200 per instructor)
- Accessing information about teaching online at:
 - <https://www.pfw.edu/movingonline/>: Originally developed to help faculty transition quickly in the Spring to remote/online teaching. This site continues to be updated to include long-term effective online course design and planning.
 - <https://speech.pfw.edu/online/goodteaching.html>: Provides a host of useful external sources for you to consider as you prepare for online teaching
 - <https://speech.pfw.edu/online/>: Suggestions provided by our faculty who transitioned to remote or online teaching in the Spring

Also, please do consult with your liaison librarian to acquaint yourself with online resources that are available to support your online teaching, including alternatives for physical reserves and/or materials viewed or handed out in class. In addition to digital books, articles, and streaming video, the library has launched Credo, an interactive, online information literacy program, that may be embedded in Brightspace classes and include assessments that interface with gradebooks

The University, and I personally, are deeply appreciative of all the efforts to make Spring 2020 a success and I wish to express my sincere thanks for all the planning and thought that will go into providing an outstanding learning experience for our students this fall. This is not easy work and your dedication, professionalism, and creative flexibility are a testament to your commitment to learning.

While faculty are encouraged to undertake the steps outlined above, this should not be understood as an indication a decision has been made to move fall online. As you know, the University is undertaking a comprehensive planning process to evaluate institutional responses to various potential scenarios for the 2020-2021 academic year. At this time, we expect to return to on-campus instruction in some form for the fall 2020 term.

With gratitude for your extraordinary efforts,



Carl N. Drummond
Vice Chancellor for Academic Affairs