Happy Friday, Faculty Colleagues!

I hope you are healthy and have found a bit of time to enjoy some of the nice Northeast Ohio weather we've been experiencing.

I am writing with my sincere appreciation for all you are doing to prepare for our upcoming Fall 2020 semester and for your patience and fortitude with all of the changes we will undoubtedly experience as we implement new ways to teach, create, investigate, learn, and work together. I am also writing to update you on several issues as we prepare for the fall.

Fall 2020 Class Schedules
The revised course schedule will be published for student view on June 30th. At that time, your **Courses & Rosters** page will be updated in the **Flashline Faculty & Advisors** site. Please review your courses as quickly as possible to make sure the method of instruction listed (in-person, remote, hybrid) for all of your courses that were previously scheduled as in-person (your on-line courses have not changed) is accurate for how you have agreed to teach the course. **If your course is listed in a delivery format that you did not agree to, contact your academic unit administrator (e.g., campus dean, department chair, school director) immediately** and discuss how to resolve the issue.

If you are teaching an **in-person course**, please be aware of the modified capacity of your classroom given the 6-foot distancing guideline. To safely accommodate the number of students in a class, and to adhere to the [Flashes Safe Seven](), your room assignment may have changed. If you are teaching **remote or hybrid courses**, please communicate as soon as you can with your students—before the semester begins, if possible—to let them know what to expect (e.g., times they are required to be synchronously remote, days they are required to be on campus in the classroom). **Remember that you can only require students to be synchronous or in-person during their scheduled class time.** As you can imagine, students are very eager to understand what the specific requirements of your course are, as that information might determine whether they physically return to Kent or remain further away to

complete their courses remotely. I understand that you might not have all the details worked out, but any information about your course would be helpful to your students.

Textbooks
Just a quick reminder that if your textbook needs have changed, please edit your order at the **Adoptions & Insights Portal** through Flashline (located on the *Additional Employee Resource page* at the bottom left) or contact Curtis Lamb directly at clamb@kent.edu, 330-672-1589. Remember that textbook adoptions are tied to the section number and do not follow you when you change to a different class or section number of the same class. We want to make sure students can see the correct course materials online and do not purchase the incorrect textbook, so please do this as soon as possible.

Classroom Cleaning
We are working to outfit each instructional space with disinfectant wipe dispensers at the doorway so that, as students enter, they can take a wipe to clean their desk and any materials that they will touch. You will have your own equipment (e.g., squirt bottle with disinfectant, microfiber towel), as well as access to the classroom disinfectant wipes, so that you can clean your instructional space before class begins. Please know that twice-a-day all instructional spaces will have a thorough cleaning and that dispensers will be refilled at those times as needed.

Compliance with Health and Safety Protocols
Everyone on a Kent State campus must adhere to the Flashes Safe Seven principles. **Everyone** is included—all instructors, students, staff, and visitors. The Ad Hoc Academic Continuity Committee (ACC) provides recommendations for compliance with the health and safety protocols in all classrooms and instructional areas here. Among these recommendations are to include expectations of adherence to the Flashes Safe Seven principles within your syllabus and advice on how to request compliance from a student and how to respond if a student refuses to comply. Given the unique challenges to in-person interactions created by the COVID-19 pandemic, it is important that you read these recommendations and ask your academic unit administrator (e.g., campus dean, department chair, school director) to clarify any points that are unclear to you.

Remote Technology
In my message to you on June 9th, I let you know that we are working to equip classrooms with technology that will allow you options for instruction in various ways: to prerecord lectures, to deliver instruction in real time, or to teach in dual modes—both to those students in-person, as well as those who are remote. We are well underway with this effort. The classroom technology will allow you flexibility around your class structure as well as provide a way to accommodate students who may have underlying health conditions. **We realize that, even with our most**

diligent adherence to public health guidance, cases of COVID-19 likely will occur within the Kent State community. We may have students who are unable to attend class for several weeks at a time due to illness or required isolation. Being flexible in your requirements for attendance and using remote delivery in conjunction with in-person delivery, will be helpful. And, we need to be prepared if we have to, at any time, go to 100% remote instruction again. So, preparing now for those scenarios will be important.

I also let you know on June 9th that, in partnership with Information Technology, we would create a workflow that would allow you to request items or supports that are necessary to delivering your courses remotely. That workflow is ready and **you can now submit requests through this [site](#)**.

More *Remote Instruction* Workshops Available!
The Center for Teaching and Learning and the Office of Continuing and Distance Education have partnered to offer workshops on *[Remote Instruction](#)* to all full-time, part-time, and graduate student instructors. Topics covered will include synchronous and asynchronous engagement, communication, collaborative work, and student accountability strategies. Apply at the link available [here](#).

Office Hours
As always, your students must have the opportunity to meet with you to discuss any issues, concerns, or questions they may have (see [University Policy 6-18.101](#)). Although the policy specifies that instructors teaching in-person should hold in-person office hours, during the special circumstances related to COVID-19, the Ad Hoc Academic Continuity Committee (ACC) strongly recommends that you hold office hours remotely, and only offer office hours in-person if the [Flashes Safe Seven](#) principles can be followed. If you are teaching remotely, you should offer at least some remote office hours, given that your students may not be within driving distance to you and that some of your students may prefer that modality given their own physical and mental health needs. See ACC's FAQs for office hours [here](#).

Thank you again for all you are doing! I am proud of the work we are accomplishing together for our entire Golden Flash community. Continue to take care of yourselves and your loved ones and I hope to see you (from a distance!) soon!

My best,

Melody Tankersley, Ph.D.
Interim Senior Vice President and Provost