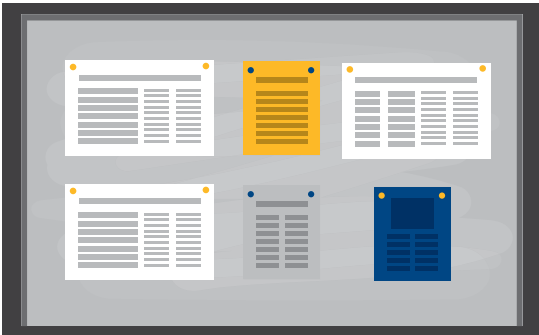


# FALL 2020 FACULTY/STAFF CONTINUITY OF TEACHING AND LEARNING SUPPORT DOCUMENT



**NORTH CAROLINA  
AGRICULTURAL AND TECHNICAL  
STATE UNIVERSITY**

# I. PROVOST'S STATEMENT

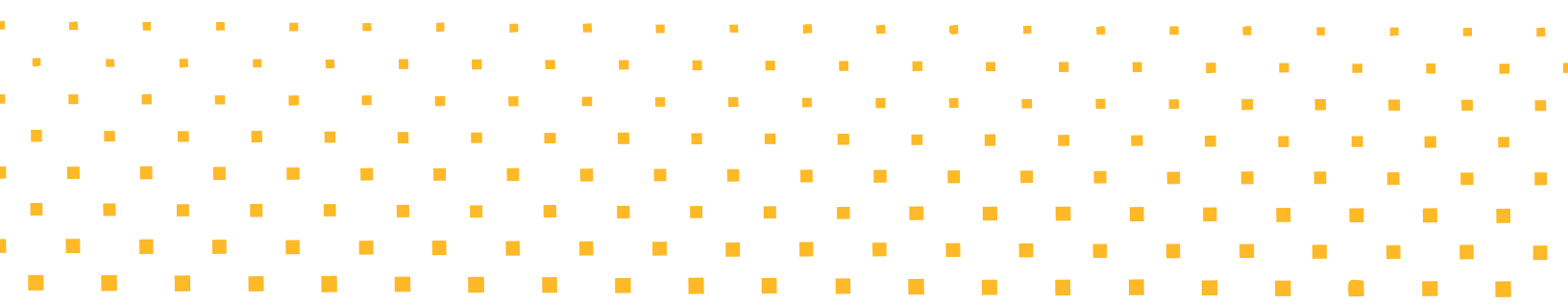
## OUR SHARED RESPONSIBILITY AND CORE VALUES

Since spring 2020, we have faced and continue to overcome unprecedented challenges brought on by the COVID-19 pandemic and socio-historical events. These challenges shine an even brighter light on the importance of the mission and role of North Carolina Agricultural and Technical State University. We are stronger because of these challenges, and our strategic goals communicated in *A&T Preeminence: Taking the Momentum to 2023* will continue to guide our progress as we move forward (<https://www.ncat.edu/about/initiatives/index.php>).

We have been preparing for the 2020-21 academic year well before COVID-19, but much has changed because of the need to adjust and adapt to these uncertain times. The faculty and staff are essential to the success of our Aggie students. Your continued dedication and hard work made a significant difference these past few months. You have shown a willingness to adapt, a passion to learn new ways of teaching and engaging students, and you have remained open to the changing environment in support of student success. But now we must prepare for a different environment and re-commit to our shared responsibility to facilitate continuity of high-quality, student-centered teaching and learning. We have a shared responsibility to perform at our very best to facilitate the success of our student population. We remain committed to our core values of responsibility, excellence, integrity, inclusiveness and learning.

This document focuses on teaching and learning in support of student success. Information provided in this document supplements some of the information found in the Aggies Care Blueprint for re-opening, which provides easy-to-access links to information: <https://www.ncat.edu/coronavirus/aggies-care/index.php>. We have also provided many communications throughout the spring semester and summer through emails and at <https://www.ncat.edu/coronavirus/>. Links to helpful information are also included at the end of this document. It is important that you continue to monitor your emails and check the website for important announcements on a daily basis. Deans and department chairs are expected to maintain frequent communications within their academic units.

Beryl C. McEwen, Ph.D.  
Provost and Executive Vice Chancellor for Academic Affairs



## I. RETURNING TO CAMPUS

Information regarding a **phased return** of all employees was provided in early June. All employees must practice daily **self-monitoring**. Employees must complete mandatory safety training before returning to work. Training sessions via Zoom are offered as follows:

**EVERY TUESDAY, 10:30-11:30 A.M.**

**EVERY THURSDAY, 2:00-3:00 P.M.**

**Staying Healthy and Safe in the Workplace**

For more information regarding registering for training sessions, please see the employee section at <https://www.ncat.edu/coronavirus/>. The website for employees contains forms for faculty and staff who wish to request approval to continue teleworking. Requests to telework must be approved by the immediate supervisor. In June, deans sent a memo to allow faculty facing circumstances that placed them at significant risk to request to teach only online courses. Human Resources reviewed and approved some of these faculty requests.

Please read the return-to-work guidelines posted May 22, 2020 very carefully before returning to work. Classroom health and safety is also very important. Each classroom and faculty and staff workspaces will have supplies for those who wish to wipe down surfaces. The information is found here:

[https://www.ncat.edu/coronavirus/returntowork\\_guidelines\\_final.pdf](https://www.ncat.edu/coronavirus/returntowork_guidelines_final.pdf).

## III. CONTINUITY OF TEACHING AND LEARNING

Faculty and staff provide high-quality teaching and educational services to uphold the university's mission and ensure student success. This commitment continues. However, the classroom environment and class scheduling have been adapted to continue to support high-quality teaching and learning in response to the pandemic.

### A. Student Population

Based on space analyses, number of classrooms, social distancing constraints and type of course, it was determined that we could service half of the student population with instruction on campus. Students were given the opportunity to select their instructional preference, either on-campus, online or a combination. Registration re-opened July 3rd and will remain open until July 7th. It will open once more in August to allow continuing students to modify schedules as needed and make selections regarding the type of courses they wish to take (online, on-campus or a combination).

Some students who chose to learn on campus will reside in university residence halls; however, some may reside in Greensboro and the surrounding areas and will commute to campus. Additionally, some students choosing all online courses may use campus resources, such as Bluford Library, while others will remain remote in their hometowns or other locations.

## III. CONTINUITY OF TEACHING AND LEARNING

### B. Class Scheduling

Students may select and register for different modes of teaching and learning.

1. On campus (code M) with a meeting pattern (days/times)
2. Online, asynchronous (code DL) with no meeting pattern
3. Online, with synchronous elements (coded DL) with a meeting pattern (days/times)

Classes will be scheduled in 2.5-hour blocks, Monday through Saturday, with each class meeting once per week. To meet varying student needs, faculty are asked to use these models for class delivery shown here. Faculty and staff supporting teaching and learning should use creative solutions to maintain high-quality and help students be successful.

### FALL 2020 COURSE MODEL

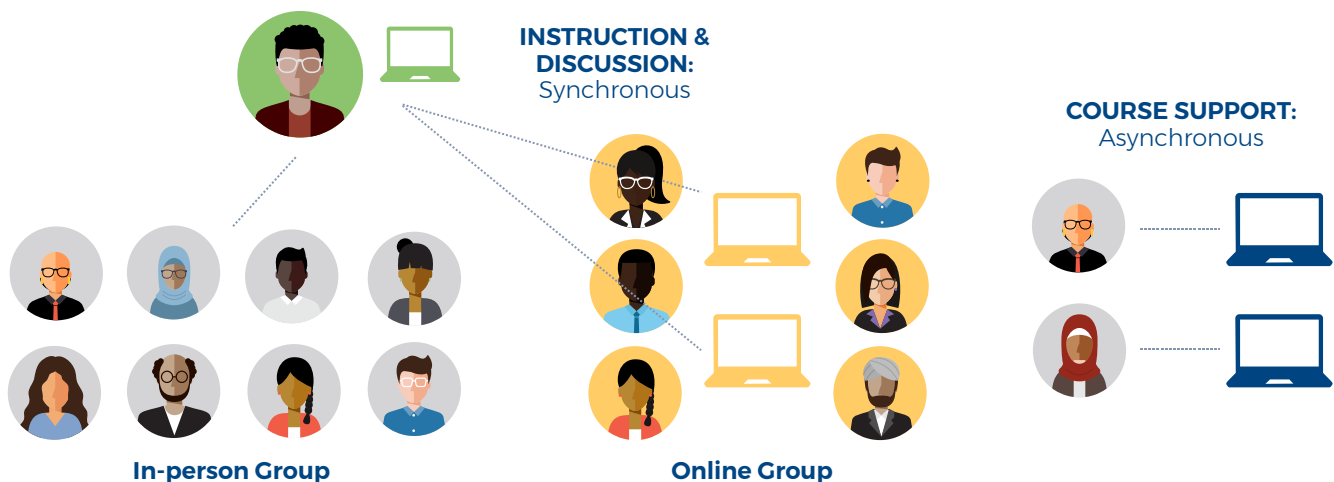
This fall, classes will be scheduled in 2.5-hour blocks, Monday through Saturday, with each class meeting once per week. Most of the on-campus classes will use a hybrid model (i.e., some mix of on-campus and virtual strategies). Distance Learning courses will use a completely online model for courses. Distance education can be synchronous (i.e., real-time instruction, scheduled discourse) or asynchronous (i.e., self-paced instruction, unscheduled discourse). All course models require course content and grade delivery via Blackboard.

#### On-campus

On-campus is designated with an “M” and has a meeting pattern (days/times). These classes will use a hybrid model for instruction. Two examples of hybrid course models can be seen below. These classes use a hybrid model...

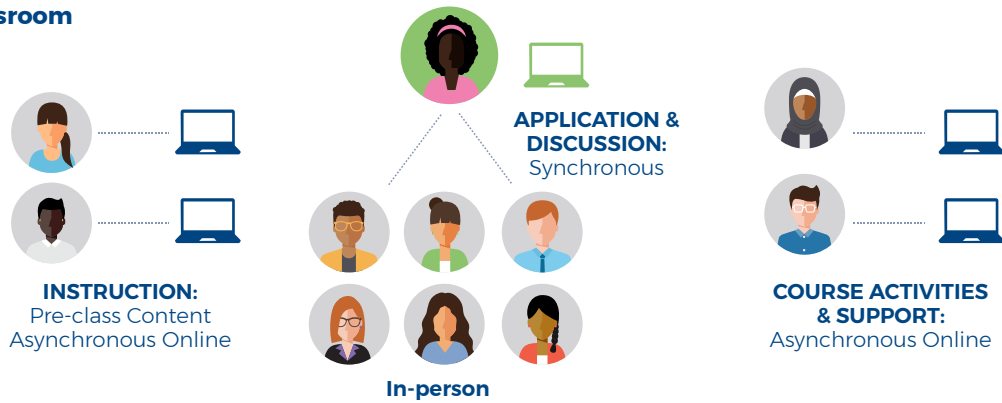
#### Blended Synchronous

One group of students attends class in-person, while the remaining students are joining in virtually. Faculty provide simultaneous delivery of course content and activities to in-person and online groups through web conferencing such as Zoom.



## FALL 2020 COURSE MODEL

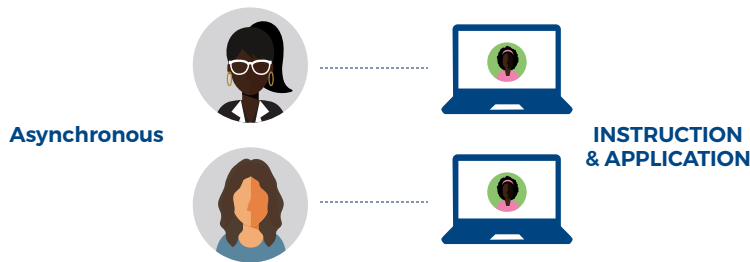
### Flipped Classroom



Faculty provide asynchronous, online delivery of pre-class content (e.g., videos, readings, podcasts, etc.) then in-person delivery of interactive/application according to an assigned schedule.

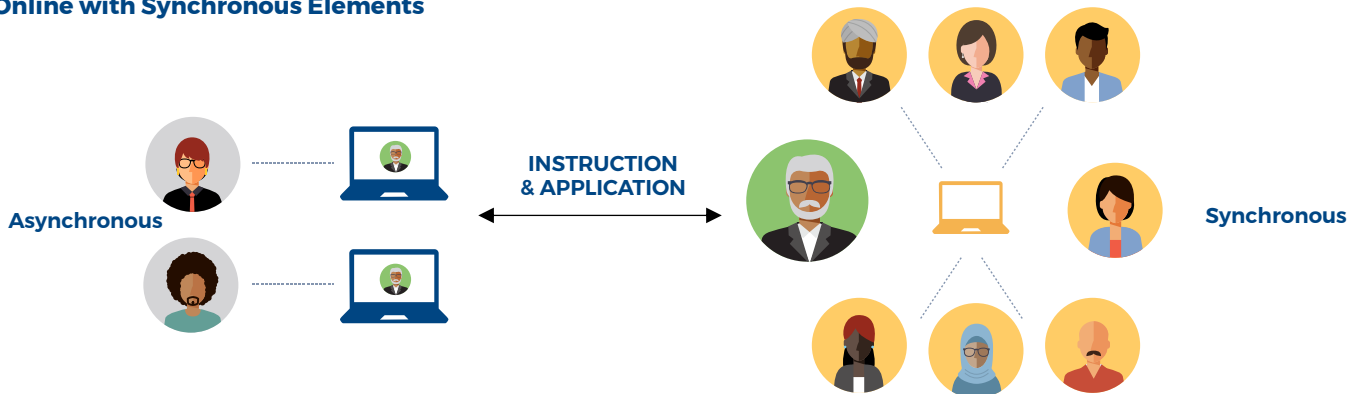
### COMPLETELY ONLINE MODELS

#### Online, Asynchronous



These courses are designated with a "DL" and DO NOT include a meeting pattern. These are Distance Learning courses and are 100% asynchronous online in Blackboard.

#### Online with Synchronous Elements



These courses are designated with a "DL" and DO include a meeting pattern (days/times). All remote teaching activities are online. These classes are primarily synchronous through web conferencing, but up to one-third of the course must be provided asynchronously on Blackboard.

### III. CONTINUITY OF TEACHING AND LEARNING

It is important to use active learning during the 2.5-hour blocks. Continuous lecture in a 2.5 hour block should be avoided. We expect faculty to use pedagogical methods that support high quality teaching, learning and engagement. Flexibility and creative solutions may be implemented within the framework and models provided here. These adaptations should be discussed with department chairs before implementing. Deans and department chairs are expected to ensure that faculty provide flexibility to meet the instructional needs of on-campus and online students. Center for Teaching Excellence (CTE) will continue to provide workshops and other information to assist.

Attendance should be checked daily to ensure the capacity requirements are not exceeded in any given class. Students must not be allowed in face-to-face classes without face masks. Similar to employee acknowledgement, students must also affirm their commitment to practice the COVID-19 mitigation guidelines. Students who enter a class without face masks or refuse to wear a face mask should be reported immediately to Dean of Students Marc Williams at 336-334-7791 (after 5 p.m., 202-270-3095). The Office of Accessibility Resources (OARs) should be contacted for any questions and arrangements to meet accommodations for students with disabilities.

#### C. Classroom Design

General classrooms will operate at 33% capacity, auditoriums at 20%, and laboratory spaces will vary based on room configuration and use. This capacity allows social distancing. Classrooms will be cleaned each day. Supplies will be provided in each classroom for those who desire to wipe down surfaces of learning stations. All faculty and students must wear face masks. Faculty and students cannot roam the classroom. Faculty are expected to minimize movement for two reasons:

1. To maintain social distancing
2. To ensure cameras and microphones can provide consistent viewing and recording

Seats that should not be used will be clearly marked or removed from the classrooms. Signage will be installed on floors, doors and/or walls to control the direction of traffic flow and to minimize the possibility of congregating.

We are asking faculty and staff to provide information to students in multiple ways including department announcements, classroom announcements and course syllabi. Please use this information on your communications and remind students regularly.

*Every member of our North Carolina Agricultural and Technical State University community lives by the core values of responsibility, excellence, integrity, inclusiveness and learning. Responsibility requires all of us to align our behavior with the best available science and current guidance from the Centers for Disease Control and Prevention. Members of the Aggie family are expected to act responsibly by wearing a face covering, covering mouth and nose when sneezing or coughing, washing hands well and often, and adhering to the space buffers, assembly rules, hygiene actions and signage for prevention and control. Students who do not have a face mask or other infection control materials may get assistance by contacting **their department chair**, who will be working with building managers in each College. For more information, please go to: <https://www.ncat.edu/coronavirus/>.*

### III. CONTINUITY OF TEACHING AND LEARNING

Classroom technology will be available to capture teaching in on-campus courses to support students participating virtually and to record teaching for those participating asynchronously. Many classrooms will be equipped with a camera and microphone to support blended learning as synchronous or asynchronous. Faculty members should continue to use Zoom and to record their classes to support learning. All faculty must use Blackboard for learning management. Graduate students and Digital Faculty Fellows will be available to assist as needed.

More details will be provided regarding technology and classroom set-up. Please contact the Office of Accessibility Resources (OARS) for information regarding accommodations for students at [accessibilityresources@ncat.edu](mailto:accessibilityresources@ncat.edu).

#### D. Resources and Training

The university has four support units for teaching, learning and advising:

- Center for Academic Excellence (CAE), Dr. Dawn Nail, interim director, [cae@ncat.edu](mailto:cae@ncat.edu)
- Center for Teaching Excellence (CTE), Dr. Audrey Dentith, director, [amentith@ncat.edu](mailto:amentith@ncat.edu)
- Distance Education and Extended Learning (DEEL), Dr. Tonya Amankwatia, assistant vice provost, [extendedcampus@ncat.edu](mailto:extendedcampus@ncat.edu)
- Information Technology Training and Development (ITTD), Dr. Tracie Lewis, director, [tolewis@ncat.edu](mailto:tolewis@ncat.edu)

Additionally, Bluford Library is available to assist by providing access to academic resources that support teaching and learning.

A quick reference guide will be provided soon by CAE and will be posted in the [Learner Support Commons](#) and in the [Faculty Commons](#). Links are provided at the end of this document. The gateway to access all resources associated with online or on-campus teaching and learning may be found in the Faculty Commons and Student Learner Commons. Please review the memo released by the Provost on March 5, 2020, located here, with links to the Faculty Commons and Student Learner Commons:

<https://www.ncat.edu/coronavirus/march-5-2020---continuity-guidance-for-faculty.pdf>

Please email DEEL ([extendedcampus@ncat.edu](mailto:extendedcampus@ncat.edu)) if you are unable to log in or if you are a new faculty member who needs to be registered to access the Commons. We are continuing to provide information and resources through the Faculty Commons and the Student Learner Commons.

A number of resources have been provided throughout spring and summer to use for the fall semester. Several courses delivered remotely are now under development for fully online delivery. These are referred to as master courses. Each master course is being developed using a partnership between a faculty course coordinator serving as a subject matter expert and content provider, and a vendor who will be building the online course. All sections of a course will use the master course as the general design, but customization is possible. If you have questions about your department's master courses, please contact the department chair.

Many training sessions have been ongoing since spring semester. Faculty and staff should take advantage of the training. Please see links at the end of this document.

## IV. | IMPORTANT DATES AND REMINDERS

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### A. Academic Calendar

The adjusted academic calendar can be found here:

<https://www.ncat.edu/registrar/academic-calendar-pdfs/fall-2020-academic-calendar-revised-06252020.pdf>

IMPORTANT: The Virtual Faculty/Staff Institute date has been changed to Aug. 4, 2020 at 9 a.m. Details will be shared as they become available.

The virtual town hall meetings for faculty, staff, and administrators held several weeks ago are also posted at <https://www.ncat.edu/coronavirus/>. Please review these videos if you did not attend the virtual town halls.

### B. New Faculty

New Faculty Orientation is Aug. 3, 2020. Please contact your department chair if you have other questions. New Staff Orientations are held the first Monday of each month. Please contact the Division of Human Resources if you have questions. Note there are several FAQs posted on the university website for employees, managers, students and researchers. See <https://www.ncat.edu/coronavirus/>.

#### Key Dates

- Aug. 3 – New Hire Faculty Orientation:  
Expected to have 25+ full-time faculty and about 45 part-time faculty
- Aug. 5 – Professional Development Day
- Aug. 6 – New Faculty Orientation



## Helpful Links:

Center for Teaching Excellence and Information Technology Training and Development Register for training

- <https://ncat.neolms.com/>

## Faculty Commons

- Promotional Flyer  
<https://drive.google.com/file/d/1ttH8gcerYYAKPOpIpo0KAg5GucIXWBv/view?usp=sharing>
- How to Enroll  
<https://drive.google.com/file/d/1Ukrz2Py1e5lbgXRwFbXYMtSxxH1wWxr/view?usp=sharing>

## New Online Faculty Orientation

- Promotional Flyer  
[https://drive.google.com/file/d/1GP-MpeVPiVethTAuoywfdBxTxBJpNZ\\_/view](https://drive.google.com/file/d/1GP-MpeVPiVethTAuoywfdBxTxBJpNZ_/view)

## Student Online Learning Orientation

- Flyer for Faculty  
<https://drive.google.com/file/d/1nWry0op9dw0WujFZwYroFQtXOhF2-jO/view>  
<https://drive.google.com/file/d/1nWry0op9dw0WujFZwYroFQtXOhF2-jO/view?usp=sharing>
- Flyer for Students  
[https://drive.google.com/file/d/1QU2qb2yVGWmJguLc\\_wg4BDeSVdatWUt/view](https://drive.google.com/file/d/1QU2qb2yVGWmJguLc_wg4BDeSVdatWUt/view)  
[https://drive.google.com/file/d/1QU2qb2yVGWmJguLc\\_wg4BDeSVdatWUt/view?usp=sharing](https://drive.google.com/file/d/1QU2qb2yVGWmJguLc_wg4BDeSVdatWUt/view?usp=sharing)
- How to Enroll  
[https://drive.google.com/file/d/1eksCs7tVHvpLsZsW47qw1gerJ8MPRW\\_/view](https://drive.google.com/file/d/1eksCs7tVHvpLsZsW47qw1gerJ8MPRW_/view)  
[https://drive.google.com/file/d/1eksCs7tVHvpLsZsW47qw1gerJ8MPRW\\_/view?usp=sharing](https://drive.google.com/file/d/1eksCs7tVHvpLsZsW47qw1gerJ8MPRW_/view?usp=sharing)

## Online Learner Support Commons

- Promotional Flyer  
[https://drive.google.com/file/d/18Uo\\_eK4-9u-KNvzhAA6ZklOgUcQ5fF5u/view?usp=sharing](https://drive.google.com/file/d/18Uo_eK4-9u-KNvzhAA6ZklOgUcQ5fF5u/view?usp=sharing)
- How to Enroll  
[https://drive.google.com/file/d/1aK6Yl-h5\\_y36YITWxcAzRnPYxuw9B-jB/view?usp=sharing](https://drive.google.com/file/d/1aK6Yl-h5_y36YITWxcAzRnPYxuw9B-jB/view?usp=sharing)
- Thursday Learner Check-Ins  
<https://us.bbcollab.com/collab/ui/session/guest/b6cbfa7aec2c4977b9fd8392201ec13a>

## Digital Learning Faculty Fellows

- Promotional Flyer with Contact Info  
[https://drive.google.com/file/d/1lc-qn\\_iORgD\\_V49G9zNcBvByL-MOPwGb/view?usp=sharing](https://drive.google.com/file/d/1lc-qn_iORgD_V49G9zNcBvByL-MOPwGb/view?usp=sharing)
- Fellow Biographies and Contacts  
[https://drive.google.com/file/d/1kN81VV237n-BgvSMtH\\_Ob8mCLIf34CYa/view?usp=sharing](https://drive.google.com/file/d/1kN81VV237n-BgvSMtH_Ob8mCLIf34CYa/view?usp=sharing)

## Aggies Virtual Connect Initiative

- Informational Flyer  
<https://drive.google.com/file/d/1WEUwI6rUrSEFcQ8MQ1Qf0hfVTZXpiAS/view?usp=sharing>
- Engagement Survey Link  
[https://ncat.az1.qualtrics.com/jfe/form/SV\\_9zB6ey5jyTspNkN](https://ncat.az1.qualtrics.com/jfe/form/SV_9zB6ey5jyTspNkN)

## Office of Accessibility Resources (OARS)

- <https://www.ncat.edu/provost/academic-affairs/accessibility-resources/index.php>

## Student Complaint Process

- Informational Flyer  
[https://drive.google.com/file/d/1BtOF-ZKHfj3XD\\_qI2B0dAdq8crkhzJqk/view?usp=sharing](https://drive.google.com/file/d/1BtOF-ZKHfj3XD_qI2B0dAdq8crkhzJqk/view?usp=sharing)