Dear Faculty Colleagues,

We are preparing to offer a mix of online and hybrid courses with social distancing in place for the fall 2020 semester. The academic calendar was updated and recently approved by cabinet. In the updated academic calendar, all on campus or in person components of courses will conclude by Friday, November 20. No instruction is to be conducted during the week of Thanksgiving (November 23-27). Instruction will resume for the week of November 30-December 4, and must be conducted remotely. Monday December 7 will be a scheduled reading day; no instructional activities may be scheduled. The final exam period will run from Tuesday December 8-Friday December 11. No in person final examinations will be held, and students are not required to return to campus after November 20. Any assessment scheduled after November 20 must be conducted remotely.

While this is our plan, the nature of COVID-19 may cause us to pivot with only a moment's notice. While we are expecting to complete the semester as planned, circumstances may require us to move to fully remote modalities. I strongly recommend that all faculty be prepared for this eventuality, and to develop contingency plans to move all of your instructional activities to fully remoted modalities. It is my expectation that all faculty members will build your fall courses in D2L in preparation for this eventuality, so that we are prepared to offer our students a high quality educational experience should circumstances require us to adopt fully remote instructional modalities.

In order to help you prepare, the Center for Academic Excellence (CAE) and the Instructional Design Team will be offering training from July 7 – August 7. The training is composed of the following elements: self-study, live training, Q&A with Instructional Designers, and a CAE hallway chat. A dynamic landing page has been specifically designed to keep you informed of upcoming trainings. The first two weeks of training have been designed, while weeks 3-5 will be built out based on participant needs or new developments. The live training sessions will include a link to the live session so that faculty can connect remotely. Once the live session has been delivered, it will be updated with a link to the recording for anyone who was unable to attend the training. Please visit the following link to learn more about these sessions.

[Schedule of Preparation Sessions.docx](#)

In order to assist you with decision making about your courses and how to communicate with students, the following operational definitions are being shared in order to develop a common language at Millersville.

	Online Delivery		Multi-Modal (MM) Delivery	
Types	Asynchronous	Synchronous	Hybrid – Flex Delivery	Livestreamed Delivery
Operational Definition	Students have flexibility to enter the course when they are able, to complete the necessary assignments in accordance with set deadlines outlined in the syllabus. The faculty may post recordings, readings, and other course activities to engage students. No synchronous meetings are required.	Students are required to be present on specific dates/times for synchronous sessions identified by the faculty member. Additional asynchronous work may be required by the faculty member. Recording synchronous sessions is recommended.	These courses will have some face-to-face component and some online components. Social distancing must be upheld for your classroom space. Recording sessions is not recommended due to privacy issues.	The face-to-face component is LIVESTREAMED and has students present in the classroom and online simultaneously. Recording sessions is not recommended due to privacy issues.
Technology	- Computer with Internet - Webcam - Microphone - Headset (optional) - D2L Course Shell	- Computer with Internet - Webcam - Microphone - Headset (optional) - D2L Course Shell - Zoom - Kaltura	- Computer with Internet - Webcam - Microphone - Headset (optional) - D2L Course Shell - Standard Classroom Technology	- Computer with Internet - Webcam - Microphone - Headset (optional) - D2L Course Shell - MM Classroom Setup* - Zoom - Person to monitor chat and questions in Zoom session.
Other		Must announce synchronous dates and times on the web schedule so students are aware of expectations.	Need to address how many students will be in physical space (smaller groups to maintain social distancing) at a time and how that will be handled.	Clickers or other interactive classroom technology will not work effectively in this environment because the students who are online will not have access to participate.

*Sixty (60) classrooms have been identified by IT and will be outfitted with special technology to enable livestreaming.

I would like to reiterate my recommendation to attend the training and build your class to be ready for remote delivery to lessen any disruption that will be caused by an immediate need to continue our fall semester online. If you build your course for online delivery, you can scale back elements of it for multi-modal delivery.

In closing, I want to remind you that everything will be online after Thanksgiving. Using our learning management system (D2L) will provide a space where students can access course materials, engage with you and their classmates, and access grades.

Together we will be prepared for fall semester!

Stay Healthy and Safe,

Vilas A. Prabhu
Provost and Vice President for Academic Affairs