AGENDA

• PREPARING FOR AN EMERGENCY
• ACTION STEPS
• IMPORTANT ITEMS TO MENTION
• Q&A
PREPARING FOR AN EMERGENCY:

WHAT YOU NEED TO DO TO BE READY FOR COMPLETING COURSES IF AN EMERGENCY IS DECLARED.
SCENARIO 1: REDUCTION IN CLASSROOM DENSITY

In Scenario 1, reduction in classroom density, central will provide guidance on maximum number of people allowed in a lecture hall or lab. We will provide suggestions on how to continue teaching.

For now, you need to know that this might happen.

Further guidance on this will come soon.

Suggestions:

• Divide lecture hours into two mini-lectures, each lecture taught to ½ of the enrolled students
• Divide the enrolled students into two groups, and alternate lecture hours between these two groups
• Push more work to be conducted outside of the class (e.g. a flipped class)
In Scenario 2, no students will be allowed to attend courses or labs; nor take exams (including finals) in the university’s physical teaching spaces.

Department chairs and school directors must help faculty submit plans describing how they will deliver the remainder of the semester’s teaching without lecture rooms.

This is especially important in the event that classes end abruptly with an inability to deliver exams.

Additional Notes:

• Please have a conversation with instructors on specific plans they would implement. We need to know, by this Friday, what you would do if Scenario 2 played out.

• If Scenario 2 takes place, the effective date would be announced by University leadership.
STEPS TO TAKE NOW

1. Work with the instructor of record on a plan to teach if **Scenario 2** occurs and doors are locked. **Instructors** will be expected to provide plans to department chairs. **Associate Deans** will be responsible for overseeing this process.

DEM0 ON ACADEMIC CONTINUITY PROTOCOL TOOL
STEPS TO TAKE NOW

2. University Relations is developing communication for faculty, staff and students. Please share these messages for consistency when communicating updates on continuity. Please also share any questions you are getting with University Relations so they can help you with communications. Messaging is being developed right now for the use in a call center to come.

3. Visit the Knowledge Center and Resource Page for information and guidance such as: available training and resources, a “menu of possibilities” for teaching online, guidance for exams, guidance for labs, etc.

DEMO ON RESOURCES
IMPORTANT ITEMS TO MENTION

Assessments: There are several ways of delivering online assessments that have levels of security.

• Academic Integrity Options with Exams:
  1. Respondus Monitor with LockDown Browser
  2. Remote Proctor Now (additional fees for student)

• If you want to explore alternatives to your existing final exam, consider these options:
  1. Final Paper using Turnitin
  2. Recorded Project Presentation
IMPORTANT ITEMS TO MENTION

Teaching Labs: Teaching lab managers or directors of lab/practical materials prep and GTA coordinators should be engaged in planning for delivery in alternate modes. To consider: can lab activities be doubled-up and accelerated now such that writing or online activities can conclude the course objectives and learning outcomes, in anticipation of closures later in the semester?

Research Labs: Research Labs: Consider providing a summary guide describing how to plan short and long term experiments and research materials for faculty with research labs in your unit. An example has been provided to the OADC group in their Canvas working group. Email APFA@clemson.edu if you want this sent directly.
IMPORTANT ITEMS TO MENTION

Undergraduate Commencement: Debra Sparacino and Bob Jones

Graduate Student Degree Completion: To graduate May 2020, students should have applied to graduate by January 29 and have other important deadlines approaching. For more information on requirements that may be impacted: https://www.clemson.edu/graduate/students/deadlines.html.
IMPORTANT ITEMS TO MENTION

**Communications:** The University will:

- Keep students and faculty aware of the current situation
- Assure people that we WILL complete the academic semester
- Give guidance on density reduction strategies (if implemented), and status of extracurricular events

**Travel:** The University will:

- Shore up the High-risk international travel approval process to speed up processing and decisions
HERE TO ANSWER QUESTIONS

• Bob Jones, Provost
• Sharon Nagy, Office of Global Engagement
• Debra Sparacino, Registrar
• University Relations Team
• Anne Marie Rogers and Team, Clemson Online
• David Knox, Feedback from February 19 Exercise
• Dustin Atkins and Lee Currington, CCIT
• Constancio Nakuma, Phil Landreth and Amy Lawton-Rauh, Academic Continuity and the Provost’s Office