Dear College of Education and Human Development Students,

As the days of summer turn to thinking about returning back to a new academic semester, we each realize that things are a little bit different than usual this year. One thing I would like each of you to consider is affirming our commitment that as Aggies, we are all in this together. As you are aware, Fall 2020 Semester will begin on August 19, 2020. Please review the following information related to returning to classes which will be held in three modalities (taken from Provost Fierke’s email communication of 6-29-20). Once the schedule is posted on Friday, July 24, 2020, please review the type of class mode in which your course will be delivered. On Monday, July 27, 2020, registration will open for you to be able to make changes to your fall schedule if you wish to do so as in previous years. Please be sure to review the following information related to your courses, advising, and communications with your instructors. Also, please note that this is the most up-to-date information that we have. Please know that this information is subject to change if any additional guidance comes from the State or the University. A list of initial contacts related to any questions is provided at the end of the guidance protocol noted below.

Sincerely,

Dr. Joyce Alexander, Dean
College of Education and Human Development
Texas A&M University

Student Guidance Protocol

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1. Updates for Fall 2020 Courses, Registration, Distance Education Tuition, and Safety Procedures

It is very important for you to review the University guidelines for courses for Fall 2020, registration information, distance education tuition information, and above all—Safety Procedures and reporting.

https://provost.tamu.edu/Campus-Messages/Updates-for-Fall-2020-courses,-registration,-d-(1)

2. Modes of Course Delivery

At this time, Texas A&M University is planning to offer courses in three ways:

- Face to face which are also synchronously streamed remotely via ZOOM from the classroom
- Remote only (not face to face; instruction generally delivered synchronously during scheduled class time via ZOOM although asynchronous activities may be used)
- Online (not face to face; prepared specifically using principles for online learning; instruction may be delivered either synchronously during scheduled class time or asynchronously)

Face-to-Face Courses

*Instruction*

- A face-to-face class is generally defined as a class that allows students to attend in person in a classroom with a faculty member a minimum of one time a week.
- Only classrooms designated in the final course schedule may be used. For safety reasons, the location shall not be changed.
- In some classrooms, instructors will be asked to rotate students for face-to-face instruction in cohorts so that all students have the opportunity for a face-to-face class with an instructor at least once during the week while attending remotely the rest of the week. For example, an instructor teaching a Tuesday/Thursday class would assign half the class to come on Tuesday and the other half to come on Thursday. Or, a class scheduled for Monday/Wednesday/Friday class would have 1/3rd of the students attend each day of the week. All students would attend remotely on those days that they are not assigned to be in class. The decision on how to rotate students will be determined by the instructor *(Please check with your instructor on this arrangement)*. Our CEHD Departments will notify your instructors who are being asked to use cohorts to ensure that you receive one face-to-face class meeting each week.
All face-to-face classes will also be delivered in a synchronous, remote delivery. Instructors will provide a mechanism for your joining the class remotely to ask questions, such as using the chat function in Zoom.

With the exception of some professional programs, you may opt out of face-to-face instruction voluntarily. You cannot be required to be in the classroom. You are still expected to complete assignments by deadlines unless otherwise excused by the instructor. You may opt out at the start of the semester for the entire semester. You may need to opt out if you have been exposed to COVID-19 and need to self-isolate. If you become ill and need to quarantine until cleared by a medical professional, you may have to opt out. Therefore, attendance in a face-to-face classroom is likely to fluctuate considerably over the semester. However, given the concerns over illness, flexibility is the most practical approach, and you will need to keep in constant communication with your instructors. For the attendance policy in a course per the Provost, attendance will be allowed either in person or remotely.

If team projects are assigned, your instructor will facilitate this activity in a way that allows for participation by students electronically for those off campus as well as safe physical distancing for those students choosing to meet face to face.

Instructors may require that you turn on cameras during class and this should be stated clearly in the syllabus. The university’s new Bring Your Own Device policy requires that students have access to a webcam.

Local health care facilities are presently focused on testing and treatment. To prevent overload at local health care facilities, the Faculty Senate Executive Committee has approved the use of this form in lieu of a medical confirmation note as required in Student Rule 7. This form must be submitted within two calendar days of returning to class. An electronic version of this form will be available for Fall 2020, and once completed by a student, a notification will automatically route to the student’s instructors and the student’s dean. Additional details will be provided closer to the start of classes. Timelines, requirements for make-up work, and other types of absences described in Student Rule 7 are still applicable.

Instructors should end the class on time in order to facilitate the exit of students from the marked doors in a timely manner while maintaining physical distancing. Students should exit the building without delay and not congregate in hallways. Students should wait outside the building before the start of class and not congregate in the hallways.

Instructors should schedule an adequate amount of online office hours so that students attending remotely can get assistance. This semester will present unforeseen challenges, so we are encouraging your instructors to consider offering extra time for you to ask questions. Your instructor may hold office hours face-to-face at their discretion -- provided that face coverings, physical distancing, and other safety protocols are in place (such as no congregating in the hallway, as previously indicated above related to classes, waiting for the meeting).

Remote Course Instruction

Instruction
Synchronous remote courses allow instructors and students to meet at the assigned day and time on the schedule. Asynchronous activities may also be utilized as well although fully asynchronous courses are strongly discouraged.

Instructors teaching more than one section of the same course should deliver each the same way so that you are not disadvantaged by type of instruction.

The course syllabus should be clear on the instructor’s expectations for synchronous and asynchronous activities. Should you have any questions about this, please contact your instructor.

Instructors should establish regular office hours for you to engage and ask questions.

For non-professional school courses, if the instructor plans to administer a synchronous final exam, the assigned day/time slot for the course will be used to determine when the final exam may be conducted.

Online Course Instruction

Instruction

Courses identified by colleges and departments for online instruction will be delivered online, and faculty are already working on course design.

Development of online courses will follow best practices and be prepared using standard online principles, including accessibility considerations. Please discuss any questions about this with your instructor.

Online classes being converted from planned face-to-face instruction will have an assigned day and time to meet in order to accommodate synchronous course activities. However, asynchronous activities may be utilized as well. If synchronous delivery is selected by the faculty, the assigned day and time must be used.

For non-professional school courses, if the instructor plans to administer a synchronous final exam, the assigned day/time slot for the course will be used to determine when the final exam may be conducted.

Faculty should establish regular office hours for you to engage and ask questions.

Exams

During the regular semester, all of your non-professional school exams and other assessed projects or assignments must have a remote option. All non-professional school final exams and assessments will be administered online. Alternative methods of assessment are encouraged where possible. Work with your instructor on your exam options.

If the instructor plans to administer a synchronous final exam, the assigned day/time slot for the course will be used to determine when the final exam may be conducted.

Per university policy, proctored exam fees will not be passed along to students.

Additional details about exam proctoring are under development and will be forthcoming as it relates to your involvement.

While connectivity with our LMS and with Zoom to the university was generally reliable in the spring, internet connections in many off-campus locations can be unreliable at one time or another. In many cases, there isn’t anything you can do about these situations. Instructors should be as flexible as possible as you cannot guarantee reliable internet
connections. We encourage faculty to set up a mechanism for you to contact your instructor in the event that difficulty with technology prevents the student from accessing or completing the exam. While this is less than desirable, it acknowledges a technological component that is beyond either the instructor’s or the student’s control. The Provost’s Office is working to maximize study spaces and computer labs on campus while maintaining physical distancing. The Provost Office is considering ways to enhance the use of outdoor spaces for studying and internet access, but these spaces may not be suitable for taking exams.

4. **Clinical Teaching and Field Experiences**

This information is found under separate cover via https://education.tamu.edu/wp-content/uploads/2020/07/CEHD_RTTGuidance.ver2_.pdf

Should you have any further questions, please be sure to contact your CEHD Field Experience and Clinical Teaching Director or Educator Preparation Programs.

Please check with your specific program chair related to your internships or practicum experiences for guidelines.

5. **Advising in Gilchrist and in Harrington**

Please make an appointment with your Undergraduate Advisor through Navigate or with your Graduate Advisor via email or phone. Appointments will be held virtually via Zoom. Should face-to-face meetings be required, all safety regulations of the University must be followed. A limited number of face-to-face advisory meetings will be available weekly at least one day per week (the day may vary so that more students can have access). These meetings will take place in a conference room (not the advisor’s office) by appointment only (with some same day appointments available), scheduled through the EAB Navigate system. Student will wait outside the building and will be brought in directly to the space designated for the meeting. Students and advisors must wear face masks for in-person advising appointments. Students who choose not to wear a face mask will be referred back to a virtual appointment. Specific information about the face mask policy can be found in the Standard Administrative Procedure 34.99.99.M0.03. More information is available on the FAQ site or by writing facecovering@tamu.edu. Please contact your designated advisor or the advising office for any additional questions related to advising.

6. **Enhanced Classroom Safety Measures**

- Classrooms are equipped with a movable plexiglass shield that can be positioned in front of the instructor at the podium or place of instruction. Faculty should maintain a 6-foot physical distance from the students in the class to maximize safety (for all).
- Classroom occupancy capacity to maintain physical distancing is established by the university and will be clearly marked for each classroom. Occupancy for classrooms is set at approximately 33% of normal capacity unless the room configuration allows for a higher percentage. Seats will be clearly identified so that you maintain a safe physical
distance. In some classrooms, seats may be marked to minimize use by multiple students between cleanings. Please follow these guidelines to ensure everyone’s safety.

- The new face covering policy (SAP) is in effect for all on campus. Those without a face covering shall not enter the classroom unless they have a note indicating an approved exemption and communicate this information to the faculty member. Individuals with a TAMU-issued exemption should wear a face shield if consistent with ADA accommodations. Faculty may request a student without a face covering or exemption to put on a face covering or vacate the classroom and join the class virtually. If the student refuses to leave, the faculty member should notify the Student Conduct Office who will treat noncompliance as a conduct violation. Please help us in the CEHD to comply with this face covering policy.

- Your instructor may use a face shield in place of a face covering while lecturing, although face coverings are safer. More information is provided in the face covering FAQ. If the instructor can maintain at least 6 feet physical distance from the nearest member of the class and a plexiglass barrier is in place between the instructor and students, then a face shield may be used while your instructor is lecturing. Instructors should still wear a face covering when entering and exiting the classroom since face coverings provide more protection than a face shield.

- In most locations, the university is able to increase the amount of fresh air that will circulate through the ventilation systems in classrooms.

- For your information-- In most locations, classrooms will be cleaned twice a day – once at midday (45-minute passing time) and again either at the end of the day or the beginning of the next day before students and faculty arrive back into the room.

- Students and instructors exhibiting any symptoms of infection or who do not feel well should not attend class in person, only remotely. If you are not well, please do not come to campus.

- You are not being required to attend any face-to-face lecture class; you may arrange to attend remotely with your instructor. In general, you will not be required to be on campus, unless you are in a professional program that must meet strict accreditation and licensure requirements. Please speak to your instructor about this or your advisor.

7. Technology

- Cameras and microphones have been installed in all university-managed classrooms. The camera will be preset to capture broad area near front of the room; however, instructions for zooming and panning the camera to your instructors if they desire to change the settings.

- Recording synchronous lectures through ZOOM is encouraged so that you have an opportunity to revisit the class session. However, the following will be observed: (1) at the beginning of each class period, instructors will remind students that the session is being cloud recorded, and (2) the cloud recorded lecture may only be accessible to you who are enrolled in the course in the current semester through NetID and password. It is recommended that Course Instructors use the Zoom integration through the LMS (available in both eCampus and Canvas) to ensure access is limited to students enrolled in the course in the current semester. Because of FERPA, be aware that recordings of your class will not be allowed to be used in future semesters.
All courses will be pre-loaded in both eCampus and Canvas. The course syllabus should clearly identify which LMS you will use as both will be available for use during the next year. The Instructor of Record will be responsible for activating your course (in eCampus) or publishing the course (in Canvas), which will allow you to access content for your class.

The university has implemented a new Bring Your Own Device policy that requires that you have access to technology for online and remote delivery. This policy allows inclusion of the cost of this device as part of the financial aid calculation. Additionally, students can request emergency aid to help purchase the required technology. (You should have already received information from the Provost’s Office on June 26, 2020, related to having access to a computer. Here is the informational link. https://it.tamu.edu/services/academics-and-research/teaching-and-learning-tools/computer-requirements/)

8. Research Activities and Laboratory Activities

This information will come under separate cover via your CEHD Director of the Grants or Director/Instructor of the Laboratories. All research staff/student guidelines are being approved by the TAMU Vice President of Research.

9. Graduate Students Wishing to Use the EREL Laboratory

The EREL laboratory was made available online for all students to use in the CEHD so there is no reason to visit the physical location in Harrington. Please see the information at: https://epsy.tamu.edu/research/erel/ Please follow this link for further notice about any face-to-face opening. Until then, you can reach all information/software virtually, and you can also have assistance remotely with a coach.

FOR MORE INFORMATION

For more information, please contact your individual department in which your program is housed. You will be directed to the appropriate office related to your questions.

For any other questions, at the College level, please do not hesitate to contact Dr. Beverly Irby, Associate Dean for Academic Affairs at irbyb@tamu.edu, Dr. Chris Cherry, Assistant Dean for Undergraduate Programs, Academic Affairs at chrischerry@tamu.edu or Dr. Valerie Hill-Jackson, Assistant Dean for Educator Preparation, Academic Affairs at vhjackson@tamu.edu or Melanie Robideau, Administrative Assistant for Academic Affairs, mrobideau@tamu.edu

Please stay in touch with the website related to Coronavirus Updates for the University at https://www.tamu.edu/coronavirus/index.html and for the College of Education and Human Development at https://education.tamu.edu/covid-19/.