

**AY 2020–21 ACADEMIC INSTRUCTION:  
GUIDANCE FOR COLLEGES, SCHOOLS, DEPARTMENTS, AND PROGRAMS  
FROM THE ACADEMIC INSTRUCTION IMPLEMENTATION TEAM**

**Edition 4: July 16, 2020**

**Topics: Class Scheduling & Registration; Pass/Fail; International Students; Office Hours and Advising; Field Classes & Field Work; Internships; OIT Updates**

**Relevant Due Dates for Chairs and Directors: None in This Edition**

**Update from the Academic Instruction implementation team**

Academic scheduling for fall 2020 is almost complete, and other efforts to support and guide fall 2020 instruction continue. The [Academic Instruction implementation team](#) is grateful to chairs and directors and the administrative leadership of the colleges and schools for leadership and partnership in this process.

Please continue to send questions, requests for clarification, and requests for further guidance. Your communications are welcome and help shape our decisions about instruction and instructional support for fall 2020 and beyond and our recommendations to campus leadership. Individual faculty and other instructional personnel should direct questions to their chairs and directors. Chairs, directors and school/college administrators should send all queries and requests regarding Academic Instruction implementation to Katherine Eggert, Senior Vice Provost for Academic Planning and Assessment, at [katherine.eggert@colorado.edu](mailto:katherine.eggert@colorado.edu).

*Feel free to email this entire edition of guidance to your faculty, your graduate students with teaching appointments, and your academic support staff.*

**Past and current guidance editions are now available on SharePoint**

Past and current editions of Academic Instruction guidance are now available on SharePoint at <https://o365coloradoedu.sharepoint.com/sites/VCAA-Academic-Instruction-team>. Those who are on the email list for these guidance editions will be given access to this SharePoint site; check your email inbox for notification. If additional members of your administrative teams need access, please contact Darren Chavez, Executive Aide to the Provost, at [darren.chavez@colorado.edu](mailto:darren.chavez@colorado.edu).

## What's in this edition of guidance, and what's coming soon

This edition includes updates on classroom space and scheduling; student class registration; pass/fail and “No Credit” changes; and OIT services. It also includes new guidance about international student travel enrollment; office hours and advising; field classes, field work, and internships; and an FAQ about students’ class schedules.

Future editions will address topics including:

- Identifying and advising students who are taking all their courses remotely
- Administering midterm and final exams, including proctoring advice
- Building access for students
- Availability of campus space for student study and collaboration, and for faculty-student meetings
- Syllabus statement on student behavior related to COVID-19 mitigation and the classroom
- Fall 2020 FCQs
- Class attendance policies in the COVID-19 era

## Update: classroom space and classroom scheduling

The Facilities Task Force is completing its evaluation of non-traditional spaces on campus that can be converted to classroom use in fall 2020. Working with the Facilities Task Force and the departments and programs, the Office of the Registrar is completing revisions to the class schedule that include these new classroom options. These new classroom spaces will make it possible for CU Boulder to offer the in-person and hybrid in-person classes that departments and programs planned. The campus is still evaluating whether, in addition to these new indoor spaces, outdoor tents will be necessary to add further classroom capacity. Outdoor tents used for classes are a costly and resource-intensive option because they must be equipped with HVAC systems, wifi, and power sources, so they are being considered as a last resort if additions to interior classroom spaces are needed.

## Update: student class registration

The Office of the Registrar, in conjunction with the schools and colleges and the Program in Exploratory Studies, is completing fall semester schedule updates as well as pre-registration of first-year students in selected courses within their first-year academic cohorts. First-year cohorting is new this year, and creating processes for academic cohorting has taken time and enormous effort on the part of colleges, schools and the Office of the Registrar.

Beginning this Thursday, advisors and academic administrators will have access to make changes to first-year students’ schedules (enrollment appointment overrides). **We stress that because the cohorts were thoughtfully planned by colleges and schools, changes to cohorted class enrollments should not be made until they have been carefully reviewed, with appropriate college- or school-level input.**

New student enrollment windows open this week, beginning with transfer students. Starting next week, first-year students will be able to enroll in additional classes and make minor adjustments to cohorted

classes. All new and continuing students will be able to enroll and further modify their class schedules in early August. The full timeline is as follows:

- Transfer and Transfer Summer-to-Fall Enrollment:
  - Begins July 16th (remains open)
- First-Year and First-Year summer-to-fall Enrollment Windows (by assignment):
  - July 20-21
  - July 23-24
  - July 27-28
  - July 30-31
- Continuing and New Student Schedule Adjustments:
  - Begins August 3rd
- Open Enrollment:
  - Begins August 10<sup>th</sup>

### **Tell your faculty, students and academic support staff: pass/fail and “No Credit” option changes**

After consultation with the Deans Council and with the Boulder Faculty Assembly Executive Committee, Provost Moore has accepted three recommendations from the Office of the Registrar in collaboration with the Undergraduate Student Success Committee led by Mary Kraus, Vice Provost for Undergraduate Education:

- The Grading Basis Change deadline by which students may choose to take a course pass/fail has been permanently changed from week 3 to week 10 of the standard semester (prorated for special session and summer classes). This deadline now aligns with the Grade Replacement and Class Drop deadlines and will offer students and their advisors more time to evaluate students’ academic progress and determine if a P/F option is right for them.
- New Colorado Department of Higher Education (CDHE) requirements in spring 2020 led CU Boulder to adopt the new grade of P+, indicating a C- or above, in addition to the grade of P, which represents a D+, D, or D-. For the time being, the P+/P/F grading schema will remain in place until/unless the university, based on broad faculty input, approves other changes.
- Students will no longer be able to choose the No Credit (NC/Audit) option themselves as part of online registration. Instead, they will submit an online form on which the No Credit option is further explained.

### **Tell your faculty, students and academic support staff: international student enrollment**

*Federal rules on international students taking in-person classes*

On July 14, the federal government rescinded [the guidance for fall 2020](#) that was released last week regarding the need for international students to take in-person classes. Our understanding at this time is that the federal government’s [guidance](#) released in March of 2020 will apply for the fall 2020 semester.

Due to these new developments, the International Students and Scholars Services office (ISSS) has canceled the town hall for international students, planned for July 16.

*Travel requirements for international students arriving in the U.S.*

ISSS has learned that [the U.S. Department of State on Twitter](#) has indicated that some embassies and consulates may begin the phased resumption of routine visa services on July 15, 2020. Each specific [embassy/consulate](#) will announce the status of their services on their websites. ISSS has communicated with international students to keep in mind the following factors if they are returning from outside of the United States:

- The current entry restrictions to the United States, if they are arriving from certain countries;
- The [university's recommendation to voluntarily self-quarantine](#) for 14 days before arrival on campus; and
- The U.S. Centers for Disease Control and Prevention's [voluntary 14-day self-quarantine recommendation](#).

International students should continue to check the [ISSS website](#) regularly for updates as the situation may change between now and the start of the fall semester.

*International students arriving in the U.S. after the start of classes*

Returning international students unable to arrive in the United States before classes begin on August 24 must communicate with their professors and academic advisors in advance. Undergraduate international students who arrive later than the fall census date, September 11, 2020, will not be able to begin classes until spring. Returning graduate students must work with their sponsoring departments to determine the latest date that they may arrive on campus for the fall 2020 semester.

*International students enrolled remotely from outside the U.S.*

In fall 2020, some international students will be enrolled and taking classes entirely remotely from outside the U.S. This guidance applies to all categories of international students, including undergraduates (new and returning) and graduate students (new and returning). In addition, ISSS and the Graduate School have prepared detailed guidance for each of these categories, included with this edition as a separate document.

- Faculty should understand that international students may be in various time zones and should consider allowing students to participate asynchronously.
- Depending on their country of residence, students may have challenges with internet connectivity and access to certain applications and/or websites. Faculty should provide alternatives for students to meet the academic requirements if the student raises such issues.
- Students unable to enroll in particular courses needed for graduation because they are in person should work with their advisor(s) and dean's office. Deans' offices should make exceptions and substitutions as needed to ensure students can complete degree requirements.
- If courses require small group projects in which students must interact via video conferencing, faculty should offer to place students with others in similar time zones if that is their preference.
- For additional guidance and more detailed information, please see the [International Student Academic Success website](#) and the [Graduate School's COVID-19 Information website](#).

## Tell your faculty, students and academic support staff: office hours and advising

### *Office hours*

Edition #2 of guidance from the Academic Instruction implementation team included this advice:

*Office-hour meetings should follow physical distancing guidelines, and most faculty offices are too small to do so. We recommend that office hours be held remotely. The campus is working on identifying classroom space that can be used for in-person faculty-student meetings when needed.*

Since this advice was published, we have determined that the use of faculty offices should also take ventilation into account, in line with [campus efforts to mitigate COVID-19](#). However, the Facilities team does not have the time or resources to evaluate faculty offices for airflow before the fall 2020 semester begins because analysis of classrooms, research labs, staff offices, and other spaces used by groups and teams takes precedence. Therefore, **we are revising our guidance: instructional personnel should not hold office hours in their offices in fall 2020. This includes both individual and shared offices and cubicle spaces**. In almost all cases, this means that office hours must be held remotely.

The campus is still working on identifying classroom space that can be used for in-person faculty-student meetings when needed, and a future edition of guidance will include an update.

Instructional personnel who hold office hours via Zoom will likely find it helpful to use [the Waiting Room feature of Zoom](#), which allows the meeting host to invite participants into a meeting one at a time or in selected groups. This feature maintains student privacy when needed and also supports keeping scheduled appointments.

### *Undergraduate advising*

Academic advising and coaching support for undergraduate students will continue remotely throughout the fall 2020 semester. Advising programs believe this will offer the best student experience given the requirements to wear masks and comply with social distancing guidelines and the inherent challenges and barriers those requirements pose to developing rapport with students. It is also common for advisors to share computer screens with students, and in limited and confined office spaces that would not be feasible. Colleges and schools may have requirements for office spaces to be open, which may result in advisors and peer advisors being physically present on a rotating basis, but advising activities and services will be held via Zoom. Similarly, weekly open hours for advising (Mondays, 1:00-3:00 pm) will continue in a remote capacity. Advising staff who wish to come to campus and offer remote advising support from their office rather than from their home should work with their individual unit/college/school to be cleared for approval.

### *Graduate advising*

Academic advising and support for graduate students are by nature very decentralized, with much advising provided by faculty and staff in departments or graduate programs. Modes of advising may vary by unit, and students should communicate directly with their faculty advisor and graduate program to determine whether advising should happen remotely or in-person. However, advising must comply with

campus social distancing guidelines, including not holding in-person office hours in faculty offices in fall 2020 (see above). All faculty advisors and other graduate student advisors should be mindful of the fact that students may have reservations about meeting in person and should offer remote advising options. Graduate advising staff who wish to work on campus should work with their individual unit/college/school to be cleared for approval. Staff in the Graduate School will continue to provide assistance, support, and resources remotely throughout the fall 2020 semester.

## **Tell your faculty, students and academic support staff: field classes, field work, and research/creative work involving interpersonal interaction**

### *Field classes and teacher licensure field experiences*

For many field classes scheduled for fall 2020, instructors have discovered that transporting student groups to off-campus field sites in university-provided vehicles while following State Public Health orders is difficult to implement and cost-prohibitive. Most of these classes have been revised as necessary so that field exercises involve only local day trips. However, these trips will require that most students transport themselves to field sites, which highlights the fact that even day trips this fall will require additional planning and care.

In order to ensure that instructors are following campus, local, and state health orders, and to aid with potential contact tracing of students or instructors who test positive for COVID-19, CU Boulder will be requiring that field class instructors complete a one-page questionnaire pertaining to their field activities (course name, transport plan, location[s] of field exercises, etc.). The questionnaire is currently being reviewed for approval and, when available later in July, will be issued to field instructors via their department chairs. Additional instructions will be included with the questionnaire. At the same time, the University of Colorado System Office of Risk Management is updating their [“Participant Notice of Risk and Waiver” form](#) so that it is more appropriate for field courses operating this fall.

For School of Education teacher licensure programs, candidates in field experiences will follow the health and safety protocols and expectations determined by the school district and supported at the building level. These school district health and safety waivers and protocols are *in addition* to any university-level and School of Education guidelines laid out specifically for CU Boulder students.

Any instructor (faculty, graduate student, lecturer) planning on a fall 2020 class that includes overnight field trips should contact their department chair and appropriate college Associate Dean in order to assess the feasibility of their trip plans.

### *Field work and research/creative work involving human contact and interpersonal interaction*

As of Monday, July 13, CU Boulder’s research enterprise is entering [“expanded work on campus and in the field” \(Phase 2\)](#), with up to 50% resumption of work on campus. Note: Only work that requires an on-site presence for work purposes is permitted to be carried out on-site. For guidelines on the considerations for field work and for other research and creative work that involves human contact and

interpersonal interaction, please refer to the [Return to Research and Creative Work Plan with Addendum for Fieldwork](#) document published on the Research and Innovation Office (RIO) web site.

## **Tell your faculty, students and academic support staff: internships**

In-person internships sponsored by CU Boulder departments and programs were suspended in March 2020 when in-person instruction was suspended. In-person internships may resume for fall 2020 as long as the campus is maintaining operations that include in-person instruction, and as long as those internships adhere to campus travel restrictions (domestic and international). If CU Boulder moves to remote-only instruction at any point during the semester, then in-person internships must also be suspended, whether or not they are attached to course credit. It is also permissible for employers to conduct an internship entirely remotely or move an internship from in-person to remote participation at any time.

## **Tell your faculty and academic support staff: OIT updates & new services**

At any time, the [IT Road Map to Fall 2020 page](#) is the starting point for information and guidance about technology available to support all instructional personnel and staff.

*Reminder: identify instructors who need laptops*

Chairs, department heads and deans received an email invitation to identify instructors who would benefit from receiving laptop computers to address unmet technology needs for fall 2020. At the time of this publication, OIT has heard from only one-third of those surveyed. If you haven't responded, please look for an email with the subject line *Action Needed - Nominate instructors for new laptops* and click the personalized link to complete the short Qualtrics survey.

*Departmental technology requests and needs*

Leaders from OIT are responding to requests and questions received through the Technology Needs and Resources Survey. As you likely know, CU Boulder's Resource Alignment Implementation Team (RAIT) is responsible for allocating one-time funding associated with responding to COVID-19. RAIT's statement on funding priorities is as follows:

*The priority for spending decisions is first and foremost ensuring that health and safety precautions are addressed for our students, faculty and staff for a successful fall semester. The continuity of academic instruction and access to the curriculum is the next priority, delivering solutions that provide the greatest good and impact across campus.*

Some of the departmental requests for information technology are unique while others are common needs across all schools and colleges. OIT has identified, is procuring, and will distribute certain information technology and audio-visual and other peripherals that are considered common. These items will be paid for with one-time funding associated with responding to COVID-19, and units will not be responsible for the expenses. A list of these items as well as details regarding how to request them will be provided in a future edition of guidance.

A common question is if departments can be reimbursed for technology purchases. If a department has a unique IT need, please login with your IdentiKey to access OIT's [Fall 2020 Technology Request form](#). The request will be considered for inclusion in the list of common needs. However, not all items can be accommodated. The department should proceed with the unique purchase if they think it is critical, but should not expect a reimbursement at this time.

#### *Individual faculty and staff technology requests and needs*

An OIT working group will assess and document requests for technology from individual faculty, instructors and staff as we approach the fall semester, and will respond in order based upon the urgency. Requests that do not currently have a solution will be shared with campus leadership teams that are addressing campus needs for the upcoming semester. Login with your IdentiKey to access OIT's [Fall 2020 Technology Request form](#).

#### *Requests for Meeting Owls and voice amplification devices*

Many departments have expressed interest in Meeting Owls, an all-in-one device that features a 360° camera, mic, and speaker system. OIT has evaluated this device and does not recommend it for instructional purposes. The device is best suited to small spaces, there are no management capabilities, and security requires a separate mount. Support for these devices is not simple or scalable. Departments that wish to purchase and use Meeting Owls should do so with those considerations in mind.

OIT is responding to the request for personal voice amplification devices. Since pre-existing voice amplification capabilities vary across classrooms and teaching spaces, several devices are being evaluated. Once an appropriate device or devices are selected, OIT will purchase these devices on behalf of departments and distribute them.

#### *New service: record your lectures with Personal Capture*

Now CU Boulder instructors can create high-quality videos, screencasts, and slideshows at home or wherever they may be. An alternative to Camtasia, [Personal Capture](#) is an all-in-one software application that allows you to record, edit and share your content by pairing your lecture content with webcam video or simply a voice-over. Personal Capture synchronizes everything an instructor says and shows without requiring video production skills and gives instructors the ability to incorporate in-video quizzes, basic video editing and other interactive features. Personal Capture utilizes My Mediasite, the software version of the Mediasite [Classroom Capture service](#) that has been used in CU Boulder's remote-capable classrooms for a number of years. Those who have used Classroom Capture will find Personal Capture intuitive and familiar.

#### *Remote-capable classroom update*

As mentioned in Academic Instruction Implementation Guidance Edition #3, OIT is significantly increasing the number of remote-capable classrooms by installing an in-room system, based on [Crestron Mercury X](#) technology, that allows for in-person instruction to happen synchronously with remote participants. These units will be installed in up to 350 classrooms to augment the existing 42 classrooms that already have this hybrid capability. OIT has started installing these units in 165 identified classrooms and continues collaborate with the Academic Instruction implementation team and the



deans to prioritize other classrooms. Rooms scheduled for the addition of remote capable technology will be posted on the [Technology Equipped Classrooms page](#) when they are confirmed.

Recording classes with Zoom and uploading to Canvas remains a fully available option with this technology. CU Boulder's School of Education, which helped test the technology, reported that "hookup and Crestron panel controls seemed simple" and that "Zoom integrated seamlessly." See Academic Instruction Implementation Guidance Edition #3 for further details on using Zoom to record.

[Click here for a 2-minute video demonstration of the Crestron Mercury system.](#) Further video demonstrations will be made available soon. OIT is also developing a process for instructors to schedule a time to evaluate and familiarize themselves with the technology in a campus classroom prior to the start of the semester.

#### *Tech Copilots to assist with hybrid instruction*

OIT is developing a support model for student "Tech Copilots" to assist instructors teaching in remote-capable classrooms. These students would be available during class to quickly troubleshoot problems for remote students and help instructors facilitate remote student participation. OIT is also developing tech copilot training that will be available to Learning Assistants and Teaching Assistants.

## **Tell your faculty and students: new instruction-related FAQs**

The following FAQ has arisen since the June 29, 2020 edition of guidance to deans, chairs and directors:

- ***When, exactly, will students know their class schedules and the modality of all their classes (in-person, remote, etc.)?*** The Office of the Registrar has been updating class meeting times and class modalities in response to department/program requests, and has nearly completed this extensive and complex project. New and continuing students should have an accurate picture of their class schedules and the modality of all their classes when class enrollment opens for them (see schedule above). However, we know that departments/programs will continue to adjust modalities and add sections. In addition, classroom assignments may change as new classroom spaces become available before classes begin. As a result, students' schedules and class modalities may change. The Office of the Registrar and OIT are working together to give students frequent reminders on Buff Portal to check their schedules for changes.