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**SPHTM FALL 2020 Reopening Academic Plan**

Tulane University is striving to provide students with as much in-person classroom time as possible for Fall 2020. SPHTM will offer its full schedule of courses for the Fall 2020 semester using COVID-19 guidance for physical distancing. While the courses will continue as usual, **how we do them** will change, and faculty, students, and staff will need to be flexible. SPHTM is following the university guidelines that have been established with details on SPHTM implementation.

**1. Locations:**

- a. The elevators present a major barrier for moving people to the upper floors in a timely manner during peak times, so space on the first floor will be converted to classroom space. These spaces include Diboll Auditorium, the Gallery, Room #105, and the Grab and Geaux seating area.
  - b. These spaces will be fully equipped with technology that will support teaching and allow students to Zoom into the in-person classes.
  - c. Desks/seating will be spread out to maintain 6-ft social distancing among students and faculty.
- 2. SPHTM is committed to an on-campus academic experience.** We expect students to attend scheduled classes. Students will have the option of “attending” the in-person/real-time classes via Zoom. This flexibility is provided to accommodate those who are unable to attend in person.
- 3. The hybrid model** (Tulane Option 1 flipped classroom) will be used for fall courses. SPHTM follows university guidance to provide students with in-person classroom time, while making classes available to those who are not able to participate in-person classes. The hybrid approach will help decrease density within the building and allow classes to continue during a hurricane or if there is a spike of cases in the fall.
- a. The hybrid model uses a blend of real-time (synchronous) and asynchronous learning. The real-time/synchronous component may be in-person or via Zoom. Instructors will determine the blend of real-time (in-person & Zoom) to asynchronous instruction for their courses and teaching styles.
  - b. Instructional time (student learning time) consists of the total hours for in-person class meetings, Zoom real-time class meetings, and asynchronous instruction and must fulfill the amount of time required to award course credits: 15 hours/credit; 45 hours for 3 credits.
  - c. Hybrid Flipped Classroom: A “flipped” classroom provides students with the resources needed before the real-time course (e.g. readings, exercises, online lectures) to be done asynchronously (on their own). This reserves real-time classes for more engagement, problem solving, discussion, and application of knowledge.
    1. In this option, faculty members will provide course materials/assignments (e.g. readings, recorded lectures, power points, etc.) to students via Canvas. This includes traditional lectures which would be recorded for student to view prior to class.

2. Students complete the assignments prior to the real-time class to increase the effectiveness of instruction.
  3. During real-time classes, instructors will focus on the application of knowledge or building skills using interactive exercises, discussions, case studies, small groups, working through problems sets, etc. Faculty should not use real-time class periods for lecture style classes.
  4. All real-time classes will be recorded through Zoom and posted on Canvas.
- d. Most foundational courses (largest enrollments), courses using the computer labs, and a few other courses will be fully online and may use a hybrid blend of real-time class meetings via Zoom and asynchronous instructional time.
4. **Scheduling:**
- a. Courses (in-person and zoom) will meet during their existing scheduled times.
  - b. SPHTM courses typically meet twice a week. Courses will hold one in-person meeting per week which will also be presented via Zoom for attendance by students who are unable to attend in-person. The second weekly class meeting may be real-time Zoom or asynchronous instruction.
  - c. Class meetings will be shortened to 60 minutes (from 75 minutes). This change is needed to allow for one group of students to leave a room, the room to be cleaned, and the next group of students to enter the room. The 15 minutes will be made up using asynchronous assignments.
  - d. Courses that meet for 2 or 3 hours once a week will have 1-hour in-person/Zoom meetings and the remaining time will be met by using real-time Zoom and/or asynchronous instruction.
5. **Enhanced Tech** to support the hybrid model: Substantial classroom technology and tech support is being added on the first-floor spaces:
- a. The first-floor space is being fully equipped with teaching technology including computers, screens, microphones, and cameras.
  - b. SPHTM IT will assign a tech to each course to provide tech support to faculty.
  - c. Additional TAs will be trained in Canvas and Zoom to support the hybrid classes.
6. **Faculty support** – (in addition to tech above)
- a. Faculty should complete the *Online Teaching Training* offered by CELT/ILC to learn about best practices for online teaching and, with the help of Instructional Designers, develop course modules and materials that are most appropriate for their courses and teaching styles. Sign up here: <https://airtable.com/shrNQPva7hUzo4Bld>. You must register for the next session by Friday June 19<sup>th</sup> and the course will begin on June 29, 2020.
  - b. In addition, SPHTM has built a Canvas site with substantial resources for faculty to assist with course preparation, Canvas, Zoom, Yuja (lecture capture for recording lectures), and other technology. The SPHTM Canvas template for fall is available for download from this Canvas site. <https://tulane.instructure.com/enroll/WKMATJ>
  - c. Faculty may contact SPHTM IT for help at [Sphhelp@tulane.edu](mailto:Sphhelp@tulane.edu) or 504-988- 2685.
  - d. Teaching to students who are in a classroom and also attending via Zoom will be challenging. To assist, courses will have access to TAs, who can handle the technology while faculty focus on the content. (Smaller classes may share a TA to help with the real-time sessions.

**7. Students:**

- a. Resources to prepare students is available at:  
<https://tulane.instructure.com/courses/2217104>
- b. The resources include:
  - i. Preparing before class: What is expected before class in the hybrid model
  - ii. Using Canvas effectively
  - iii. Tips for online learning.
  - iv. Completing asynchronous work.