

CLARK
UNIVERSITY



Faculty Guide

Fall 2020 COVID-19

Prepared by the Academic Subcommittee of the Clark Reopening Committee (CRC)

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The University Health Plan remains the definitive document, which outlines our safety protocols and policy adjustments in light of COVID-19 and is supported by the materials, information, and FAQ's available on the [Healthy Clark website](#).

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The Classroom Environment

Classroom Capacities, Set-ups, Departmentally Owned Spaces, and Alternative Spaces

The original approach in the Clark Health Plan was to de-densify classrooms by 50%. However, upon further review by the Chief Health Officer, we have determined that using a 45-50 square foot per person calculation is best. This standard is more generous than a 6-foot radius and allows us to take into account the addition of the instructor and the possibility of a TA, PLA, or classroom assistant. Fixed seat spaces will be evaluated individually and the rooms will be de-densified accordingly with seats marked where student can sit. We will have a reduction in the total number of available paces and a significant reduction in the total number of available seats per room.

- Once room capacities have been finalized the list will be posted, ideally by end of July.

Some of our currently used spaces will not be available this fall based on the square footage calculations. Therefore, we are assessing other non-traditional spaces for class use such as Dana Lounge, Grace Conference room, Daniel's Theatre, and the Kneller-Bickman Multipurpose room among others.

Many departmentally owned spaces are used for instruction and may have been measured to evaluate an appropriate social distancing capacity. It will also be helpful to include these spaces in your department's fall reopening plans. More information about submitting department reopening plans will be coming out soon.

- If a departmentally owned space does not appear on the published list, please contact the Registrar to ensure you are aware of its appropriate socially distancing capacity.

Student Conduct in the Classroom

As noted in the Health Plan (more information below for faculty) students will be required to wear face masks in class (as well as anytime they are outside of their room). Faculty will have the right to ask students to leave class if they do not have a mask. A small supply of masks will be made available throughout campus that you may direct students to. More details will be provided.

Students will be given an opportunity to learn and adapt their behaviors to the established health and safety measures. The University's conduct protocols will be used to review the behavior of students who blatantly disregard these requirements. Sanctions will escalate in intensity if student's behaviors do not change or if a student is disruptive or does not follow campus public-health expectations, including for social-distancing and mask-wearing. If you need help working with a student please reach out to the Dean of Student's Office at dos@clarku.edu .

Added Technology (Updated 7/18/2020)

ITS is working to provide an enhanced technology to all centrally scheduled spaces (including all alternative spaces we are using) to support new modalities of teaching and learning. If you are teaching in any modality, and need technology to do so, please contact the ITS Help Desk (helpdesk@clarku.edu) with your requests. If technology was noted on the June preference survey, we continue to work through that list and will reach out to you individually, but you can also feel free to reiterate or refine that request through an email to the Help Desk. The technology that existed a room pre-COVID (details at <https://apps.clarku.edu/classrooms/>) will still be accessible there. If you are scheduled in a new space added for social-distancing reasons, there will be a dedicated computer, projector, and laptop cable in those rooms. The following technology will be added in every centrally scheduled classroom:

360-degree smart camera with integrated microphone

This camera will be placed at the front of the room and is fixed; you will not need to adjust it. The camera will always show remote viewers the whole room (a 360-degree view), and will additionally, automatically, feature views of parts of the room based on where the person speaking in the room is. This will be particularly useful for faculty using the hybrid option when portions of the class are simultaneously in a room and connecting via Zoom.

The camera will allow you to walk around the room and not be stationary at the podium. In very large rooms like Johnson Auditorium, you may need to repeat a question if asked by a quiet speaker from the back of the room. In rooms with single chalk/whiteboards, the device will capture the board. See a demonstration here: <https://youtu.be/GJ4NYrk5hiU>

Virtual White/Chalk Board for Remote Students

To provide the best experience to your remote learners, we recommend not using the boards where possible and prepare your materials electronically ahead of time. We appreciate this is not always possible. In large rooms with multiple boards, we will install a touchscreen monitor with a stylus. This will allow you to use the whiteboard feature in Zoom with a stylus to capture your writing in real time, sharing it both with your in-person students (on the projector) and with your remote students (via Zoom).

If your class is not in one of the centrally scheduled spaces, then whatever technology existed in the space in Spring 2020 will be there for Fall 2020.

- If other arrangements need to be made, please reach out to the ITS Help Desk (helpdesk@clarku.edu) as soon as possible. The sooner we know about these needs, the higher the odds are that we will be able to accommodate them.

Zoom

All Clark faculty, staff and students will have access to a Licensed Zoom account (previously known as a Pro Account). All classroom computers will have Zoom installed.

Personal Portable Microphones (updated 7/18/2020)

Faculty that will be lecturing in classrooms and are concerned about being able to be heard through a mask or behind a face shield can request a small portable microphone and speaker be issued to them for the whole semester (something similar to <https://www.amazon.com/gp/product/B07FLV88J8>). This speaker can be clipped on a belt or worn with a strap. Please contact the ITS Help Desk at helpdesk@clarku.edu as soon as possible to request one.

Courses

Modalities (updated 7/18/2020)

For the fall semester, Clark will use three modalities to classify instruction:

Fully Online – may be either synchronous (day and time will be kept) or asynchronous (day and time will be removed). In both cases, room assignments will be deleted from the grid.

Hybrid (either synchronous or asynchronous) – day and time will remain (unless you are making a change). Rooms will be assigned in accordance with social distancing rules, room capacities, maximum gathering caps (for this modality, defined as no more than 50% of the max course cap). Students attend on any combination of the assigned days. Faculty will be responsible for developing the student groups and the rotation schedule for classroom attendance.

Fully In-Person – day and time will remain (unless you request a change) and rooms will be assigned in accordance with social distancing rules, room capacities, maximum gathering caps (for this modality defined as no more than 50 students). We cannot guarantee special requests and all room assignments are contingent on space/room availability.

Some have expressed the desire to allow students into their in-person or hybrid courses who are seeking a fully online experience. While we are investigating ways to represent this option, it will be choice of the faculty member to allow this option. This will not be a required option for faculty as you have may have developed your in-person or hybrid course in a way that requires the weekly presence of students. (updated 7/18/2020)

A special note concerning international students and modalities. There is much concern about supporting our international students in light of the most recent guidance released by SEVP. However, it is much too early in the SEVP review process to plan on changes. If necessary, we will be able to reclassify many of the independent courses as something other than “online” that was originally set a month ago.

Whether you are a student or faculty, looking at the “detail” schedule in your CUWeb account will show the courses “type” which we will use at Clark to indicate modality.

Notice both examples have “online” options; first sample is asynchronous (no day/time) where second sample is synchronous (with a day and time). Hybrids will always show all the days assigned to the course regardless of what approach or rotation you incorporate. This will give you flexibility without having to worry about student double booking their “off” time with another class.

This will help us communicate with students about expectations for each course and each meeting of that course.

| Type | Time | Days | Where | Date Range | Schedule Type | Instructors |
|-----------|-------------------|------|------------------------|-----------------------------|---------------|----------------------|
| In-Person | 4:15 pm - 5:30 pm | TR | Jonas Clark Hall JC001 | Aug 24, 2020 - Dec 15, 2020 | Lecture | John R Ohotnicky (P) |
| Online | TBA | | Online ONLINE | Aug 24, 2020 - Dec 15, 2020 | Lecture | John R Ohotnicky (P) |

Scheduled Meeting Times

| Type | Time | Days | Where | Date Range | Schedule Type | Instructors |
|-----------|--------------------|------|-----------------------------|-----------------------------|---------------|----------------------|
| Hybrid | 9:00 am - 10:15 am | MF | Sackler Science Center S321 | Aug 24, 2020 - Dec 15, 2020 | Lecture | John R Ohotnicky (P) |
| In-Person | 9:00 am - 10:15 am | W | Physics/Math BP310 | Aug 24, 2020 - Dec 15, 2020 | Lab | John R Ohotnicky (P) |
| Online | 9:00 am - 10:15 am | W | Online ONLINE | Aug 24, 2020 - Dec 15, 2020 | Lab | John R Ohotnicky (P) |

Scheduled Meeting Times

Classroom Assignments

Classrooms will be assigned based on the modality of the course selected and the designated course cap. Hybrid courses will be assigned a room where at least 50% of the students may gather with appropriate social distancing. In-person courses will be assigned a room where the entire class can gather with appropriate social distancing

- Due to the reduced amount of space and number of seats per room, special requests for classrooms will be particularly challenging. If you have specific needs, please contact the Registrar’s Office at regscheduling@clarku.edu.

Course Capacity Overloads

Faculty should be careful when granting capacity overloads into closed courses offered in-person or hybrid. Classroom assignments will be more important than ever this year to be compliant with social distancing needs. Our traditional approach of monitoring over enrolled courses and automatically reassigning rooms will be complicated using the limited spaces available. Obviously, for fully online courses the seat limitations don’t apply. However, for in-person and hybrid courses, adjusting classrooms may not be possible.

- We ask that you reach out to the Registrar’s Office at regscheduling@clarku.edu before any overloads are approved that may impact your room assignment.

Off Campus Experiences or Courses (Updated 7/18/2020)

A reminder that the Health Plan calls for the suspension of most off-campus experiences. HECCMA Consortium cross-registration will be limited to on-line courses this fall. Cross-registration for online courses is encouraged and we are currently discussing lifting the 1 course cap on HECCMA cross-registrations to allow for more opportunities. Clark will require external organizations offering internships or other off-campus engagement opportunities to provide a workplace safety plan that is broadly similar to Clark's. Absent such a plan, Clark will suspend non-virtual or remote internships and community engagement activities with these organizations for the fall semester.

Study abroad and away programs for the fall semester have also been suspended. A decision on study abroad and away for spring 2021 has not been made at this time.

- If you feel you cannot conduct your course without the off campus component, consider moving the course to the spring semester or request to request an exception contact the Registrar (jrohotnicky@clarku.edu). Your request should include details of the off campus requirements and your plans for remaining in compliance with safety protocols. The requests will be reviewed in consultation with the Dean and/or Provost. Please note that transportation will not be provided by Clark, and students should be discouraged from using public transportation. While they may drive themselves, care-pooling is not acceptable at this time.

Class Times

Please note that we have not deemed it necessary to alter class meeting times to accommodate the time it takes to move about campus. With the de-densification of classes through hybrid, online, and the use of alternatives spaces we expect a natural traffic reduction in hallways and buildings.

- Please observe your scheduled class end times so that students can vacate the room promptly without the need for the next class to congregate and wait outside of the room.

Open Classrooms

If you find an empty classroom (either before your scheduled classes or throughout the day), you are free to use that space for class preparation, recording, etc. Please remember to clean your workstation before leaving. More information about classroom cleaning is below.

Exams

Because two-hour final exam times will not be scheduled during the fall semester, faculty will need to utilize the days/times assigned to their courses if they require a final exam. More information can be found under "course completion week" in the academic policies sections.

Use of PLAs, TAs, and RAs

CETL along with the Dean of Faculty will be producing a document outlining clear policies, procedures, and expectations for the use of undergraduate PLAs in undergraduate courses. A

PLA should never be solely responsible for running an in-person, hybrid, or online course in absence of the faculty.

Graduate TAs who support undergraduate courses and/or are responsible for leading discussion or lab sections should be afforded the same opportunities as faculty to decide their own personal level of comfort being in a classroom setting. The same approach also applies to RAs. While TAs can sometimes be present in the classroom without the faculty, their role should be consistent with their historical use and should not be elevated during the fall semester as a substitution to faculty involvement.

The Provost has authorized creation of a new paid staff position (Instructors' Supervisory Assistant) to support courses where in-person modality has been assigned but faculty member cannot be physically present and the PLA or TA is not enough to support the student experience. There will be a process developed and shared for applying for an ISA.

Safety

Face Masks for Faculty

As indicated in the Clark Health plan, all students and faculty will be required to wear face coverings while on campus, which includes classrooms. The main idea behind wearing face masks is that if everyone does it, there will be fewer respiratory aerosols circulating, resulting in lower levels of virus exposure. It is thus a collective containment measure.

The CRC – Academic Subcommittee has determined that tight fitting face masks are the preferred option.

Since face coverings are intended to provide a barrier between you and aerosols, it is important that they fit well. For face masks, this means the covering should completely cover the nose and mouth and be tight to the skin. Fabric masks are available in a wide array of materials. Medical professionals are advised to use face masks with a N95 rating. N95 is a government efficiency rating that means the mask blocks about 95 percent of particles that are 0.3 microns in size or larger. There is currently a global shortage of N95 rated masks, so fabric face masks are recommended for non-medical uses.

The [CDC guidance on fabric masks](#) recommends the masks should be made of two layers of fabric and cover both the mouth and nose. There is some [recent American Chemical Society research that suggests some fabrics](#), and combinations thereof, might be more effective at filtering airborne droplets (see below). The research suggests hybrid fabric combinations (e.g. cotton and silk) and high thread counts (600 threads per inch) perform better, “likely due to the combined effect of mechanical and electrostatic-based filtration.”¹

Plexiglass barriers are not an adequate substitute for the protection offered by face coverings, because they do not restrict the release of airborne droplets. Such barriers are currently employed in spaces where adequate social distancing cannot be maintained. Plexiglass barriers also create new challenges for classroom sanitation. Therefore, we will not be installing barriers

in our classrooms as they offer no additional protection beyond the combined use of face masks and social distancing

- Should you feel you need an alternative to an opaque face mask, please contact John Ohotnicky, University Registrar (jrohotnicky@clarku.edu). We are in the process of purchasing masks with a clear front. Full face shields are not an adequate replacement for masks.

Classroom Cleaning (updated 7/19/2020)

Facilities Management will be conducting a thorough cleaning and sanitization of all classrooms daily. Once classrooms have been sanitized for the day, they will be locked until the next morning when the University will coordinate their unlocking. However, cleaning stations will be set-up at each location for students and faculty to wipe down all surfaces they use before class begins. Please plan for this added time during class (see note above about “Open Classrooms”). Depending on the solution used it may be necessary to leave the disinfectant on surfaces for a period of up to 5 minutes.

Building Ventilation

Leading up to the fall semester, we are assessing and optimizing the ventilation systems in our highest-traffic and highest-priority gathering spaces: classrooms, dining, and large common-use areas. Wherever possible, we are increasing levels of air flow and outside air, and ensuring filtration is within the specifications for each system. Spaces in which ventilation remains a concern will be designated as inappropriate for group activities.

Clark has hired outside firms to conduct this review, which is expensive and time consuming. We may not have all of the information we need before classroom assignments are issued. The Registrar's Office is aware of the possible need to re-assign or alter classrooms throughout the summer as ventilation information becomes available and we hope to use the early results to predict how rooms should be scheduled throughout many of our buildings. We learned from Facilities Management that all of our buildings have at least some kind of ventilation system, so no buildings have been ruled out at this time.

Advising and Academic Policies

Office Hours and Independent Coursework

In accordance with the University Health Plan, any meetings that can be conducted remotely should be done so. This would include advising appointments and courses that are more “independent” in nature, including, but not limited to directed studies, research based courses, and thesis/dissertation writing. However, if faculty have access to a large enough space (office or a departmentally owned room) that can ensure social distancing, they may offer this as an option to students, but not a requirement. **Students should feel free and safe to decline your offer if they are not comfortable.** We recognize it is difficult to balance safety with an excellent personalized experience that is Clark. As with all we do this semester, safety should be our first concern.

Students, Course Modalities, and Program Requirements

As students begin to see course modalities, many will have questions about their fall courses. Some will want to reconfigure their fall schedules to either reduce the number of online course or increase their online classes to remain home. As these questions come in, **we will direct continuing students who wish to change their fall course schedules to contact their faculty advisers first.** Faculty advisers who do major, minor, and concentration advising are best positioned to help students make informed decisions about course changes and requirement. **We ask that you respond to and assist your advisees as they reach out to you over the coming weeks.** The Academic Advising Office will continue to support students and faculty advisers alike, and will assist students who are unable to reach their faculty advisers. New first-year students will continue to work with their summer advisers and the Academic Advising Office.

There may also be cases in which students will inquire about **substitutions for requirements** if the courses they need to take are not offered in the modality they prefer or not offered at all. Faculty are encouraged to talk with department chairs and concentration directors about acceptable requirement substitutions for majors, minors, and concentrations for student cases that may necessitate them. Cases that involve requests for PLS substitutions should be reviewed by UAB. UAB will be discussing this matter along with other guidelines about policy and instructions for the upcoming year, and is aiming to issue a set of guidelines to the faculty in the coming weeks.

Some have expressed the desire to allow students into their in-person or hybrid courses who are seeking a fully online experience. While we are investigating ways to represent this option, it will be choice of the faculty member to allow this option. This will not be a required option for faculty as you have may have developed your in-person or hybrid course in a way that requires the weekly presence of students. (updated 7/18/2020)

Part-Time Students

Students always have the right to seek approval for part-time status (fewer than 3 units) every semester. We expect a slight increase this term. Please remember that students must submit a request for part-time status to Academic Advising. This year, we will ask that students submit that information by August 10 and students should contact Academic Advising at advising@clarku.edu.

Part-time status will impact financial aid awards and students should be encouraged to discuss these impacts with their Financial Aid counselor.

Intersession (January 4 – February 12, 2021)

As announced in the June 10 letter with our intent to reopen this fall, the academic calendar has been adjusted to allow for a robust intersession of online courses at both the graduate and undergraduate levels. We are in the beginning stages of planning and will share more information when available. However, it is important to realize that students should not count on intersession to plan their year as we don't yet know what courses will be offered. Intersession courses will be listed at the same time spring courses are posted in preparation for advising and registration.

Graduate students will continue to pay their per unit tuition rates for intersession while undergraduates A&S students who are full-time in the fall will not be charged. Undergraduates who are part-time in the fall will be charged a per unit rate. All undergraduate students will be limited to 1.5 units.

Add/Drop

There will be no alterations to the add/drop dates this fall semester. With classes beginning on Monday, August 24, the **last day of add/drop will be Wednesday, September 2**. As is current academic policy, faculty have the right to allow late adds to their courses by signing the add/drop form after September 2.

Grade Modes

We have returned to normal grading practices. Students still have the option to **request the pass/fail option by the September 11** deadline. Please remember when advising students of this option that many programs have restrictions on the number of pass/fail courses that can satisfy requirements. In the spring we had extended the pass/fail deadline and suspended any restrictions concerning the number of pass/fail courses that could apply to their declared programs. This fall we are returning the standard academic policies and regulations around pass/fail.

Course Completion Week (updated 7/22/2020)

The academic semester is intended to be 14 weeks, so all courses should plan on incorporating the course completion week in some way. To offer the greatest amount of flexibility, faculty are free to utilize course completion week as they see appropriate; however, the days and times assigned to courses should still be honored to avoid creating any potential conflicts for students. The University has decided to not schedule 2-hour exams blocks as it has traditionally done, as it is believed that keeping the regular weekly schedule will be more beneficial to the bulk of the offered courses. We recognize that not having longer exam blocks will be inconvenient to some, but we hope that most of the courses with final exams may be able to split the exam into two smaller exams that can each fit within a class period. Projects, papers, final lectures/class meetings, problem sets, multi-part exams and other activities that can be done effectively in a remote format will be especially well matched to this final week of the semester.

UAB and Graduate Board

UAB and Graduate Boards are currently meeting to discuss any alterations to academic policies for the fall semester and will communicate their recommendations separately.

Advising Resources

We recognize that faculty advisers often receive questions that they may not be able to answer. Please keep in mind the following resources

- Registrar: registrar@clarku.edu
- Financial Aid: finaid@clarku.edu
- Student Accounts: saccounts@clarku.edu
- International Students and Scholars: isso@clarku.edu
- Dean of Students: dos@clarku.edu
- Dean of the College: dean@clarku.edu

LEEP Student Success Network

The LEEP Student Success Network remains open, with the majority of services being offered in a virtual format. To get in touch with staff, please visit their websites for contact information or email the staff directly: <https://www.clarku.edu/offices/leep-student-success-network/meet-the-staff/>.

- Academic Advising: advising@clarku.edu
- Career Connections Center: mflint@clarku.edu
- Community Engagement and Volunteering: bgardner@clarku.edu
- Peer Success Advising and Tutoring: cbonin@clarku.edu
- Prestigious Fellowships and Scholarships: jrobert@clarku.edu
- Quantitative Skills Center: cbonin@clarku.edu
- Student Accessibility Services: tsawicki@clarku.edu
- Study Abroad and Away: studyabroad@clarku.edu
- Writing Center: jplante@clarku.edu

Private Student Spaces

The University recognizes that students may need private spaces outside of their residence halls to conduct personal business (telehealth appointments, conversations with faculty and administrative offices, etc....). While we do not yet have spaces designated for such use, we will shortly, along with a reservation system. These spaces may be classrooms that have been deemed too small for use, conference rooms across campus that have been taken offline, and/or other non-traditional spaces.

Consortium Cross-Registration - HECCMA (Updated 7/29/2020)

UAB and the Provost have made a request to the Higher Education Consortium of Central Massachusetts (HECCMA) to temporarily increase the number of consortium registrations that are allowed for each student. Normally it is 1 per semester, and we have requested an increase to 2 per semester. Consortium registrations have already been restricted to fully online courses. The goal of our request is to provide more options to students who cannot or choose not to attend in-person courses, and also to provide more options to students for whom a required course ends up being cancelled at Clark for whatever reason.

As of Tuesday, July 28, 2020, all HECCMA campuses have approved our proposal to expand cross-registration to TWO online courses, space permitting, for the Fall 2020 semester only.

Faculty Policies

Personal Travel

If faculty travel for personal reasons, it is expected that they will follow [MA State travel guidelines](#) for self-quarantine upon returning to Massachusetts.

COP Decisions that Have Clocks

The COVID-19 situation has had significant impacts on the ability of many faculty members to conduct and publish their research and creative activity. For this reason, COP advises the Administration to grant an extension of one year to the deadline for any faculty member who requests such an extension for his/her/their reappointment decision or tenure decision. COP encourages case writers and faculty members to contextualize any particular challenges due to the pandemic that may affect research beyond this semester, and/or to discuss particular research efforts and successes with these efforts during this time.

In the spring semester Faculty members with tenure or reappointment decisions scheduled for the AY2020/21 had until May 1, 2020 to request a one-year extension on their clocks. COP will continue to discuss the impacts of COVID-19 on tenure and promotion. Faculty members with decisions in future years—but not beyond the 2024/25 year—will have until May 1, 2021 to request a one-year extension.

COP will always be committed to fulfilling the responsibilities you have elected us to do: “maintenance of faculty morale as related to personnel problems” and “to guarantee ... for the individual faculty person a maximum degree of fairness.”

Childcare

The Dean of Faculty has convened a group of faculty to discuss the issue of childcare should state guidelines continue to limit access to day care and/or schools. As more information becomes available it will be shared with faculty.

The Library

Goddard Library will open 7-days per week beginning August 24, 2020. In addition, the Archives Reading Room, and the Science Library will be open to provide socially distanced seating for student study space. Please check the website for current hours for each facility.

Research services will be primarily online but open study spaces and stacks will be accessible as usual, with social distancing practices in place. Group study rooms will not be available for research use as those spaces will be used for telehealth appointments with students in need of private space.

The library is providing increased access to digital content through several new subscriptions: Academic Video Online (7,000 streaming videos across disciplines), Academic Complete EBook Collection (66,000+ fulltext electronic books across disciplines), and mediated access to Kanopy streaming video service (place requests for unlimited access directly through the Kanopy website).

Frequently asked questions about reserves, streaming video access, electronic books, and more may be found at <https://clarku.libguides.com/fall2020>. Please direct questions to library@clarku.edu or contact University Librarian, Laura Robinson, at larobinson@clarku.edu.

Research Activities

Research laboratories opened on a limited basis on June 1st for Biology, Chemistry, and Physics with each department submitting a departmental plan that incorporate physical and temporal distancing.

Student research spaces: Many departments have spaces dedicated to graduate and undergraduate students (e.g., graduate student offices). Use of these spaces is restricted over the summer.

- Each department must incorporate the planned usages (with physical and temporal distancing) as part of their departmental plan for the fall. .

Travel for professional purposes continues to be restricted until further notice. If you travel for personal reasons outside New England area, we ask you abide by the Commonwealth of Massachusetts guidelines, which may require you to self-quarantine for 14 days before returning to campus.

Face-to-face human subjects research continues to be restricted until further notice. If you have any questions, please contact the IRB office, humansubjects@clarku.edu.

Campus Events

In accordance with the University Health Plan, major fall events should be conducted remotely when possible or cancelled. It is possible, however, that select small internal events may be held. Additional guidelines and procedures are currently being developed and will be shared when approved.

Appendix

Frequently Asked Questions (updated 7/19/2020)

In-Person Classroom Management

Q: Am I required to wear a face mask or if teaching in person?

A: Yes. Our health plan requires face masks be used in the classroom for both faculty and students. Faculty who cannot wear face masks due to health issues should plan to teach online. While tight-fitting facemasks are the preferred option, faculty may contact the Registrar for possible alternatives. Masks and are intended to limit you inhaling respiratory aerosols and supplement social distancing.

Q: Will the university provide a face mask or other personal protective equipment for me if I am teaching in-person?

A: We expect faculty to provide their own face mask. However, Clark will have back-up face masks available on an as-needed basis and will provide one cloth mask.

Q: Can I go to the classroom early to prepare for the class?

A: Yes, but please minimize the time as much as possible to reduce overlaps.

Q: How will classrooms be arranged to enforce distancing with movable desks?

A: In some classrooms, chairs and tables will be removed and either stored or used in other spaces being pressed into service as classrooms. In classrooms with permanent furniture (e.g., Jefferson 320) seats will be taped off. Fixed seat spaces will be evaluated individually and the rooms will be de-densified accordingly with seats marked where student can sit. Once room capacities have been finalized the list will be posted and each room will have its capacity posted. Again, all will be asked to space themselves out.

Q: Can I keep the windows open in a classroom even if AC/heater is on?

A: We continue to move forward with a review of ventilation in our instructional spaces. We hope that the results of this investigation will inform which spaces can be scheduled in what ways, and what if anything can be done to increase ventilation where it is poor. Clark has hired outside firms to thoroughly measure and diagnose the fresh air delivery rate on a room by room basis and improve it with fine-tuned adjustments where possible. The work is expensive and time consuming and we may not have all of the information we need before classroom assignments are issued. The Registrar's Office is aware of the possible need to re-assign classrooms throughout the summer as ventilation information becomes available and we hope to use the early results to predict how rooms should be scheduled throughout many of our buildings. We learned from Facilities Management that all of our buildings have at least some kind of ventilation system, so no buildings have been ruled out at this time. If rooms need to come offline, we may be required to reevaluate the modalities or days/time of some courses.

Q: Who is responsible for cleaning equipment in class (e.g., computer)? Do I bring wipes from the department and wipe off before and after use?

A: Facilities Management will be conducting a thorough cleaning and sanitization of all classrooms daily. However, cleaning stations will be set-up at each location for students and

faculty to wipe down all surfaces they use before class begins. We recommend at the beginning of each class, the professor clean his/her space while students do the same for their spaces. Faculty should be aware that for this cleaning to be effective it is necessary to leave the disinfecting solution on surfaces for a period of time, which depends on the specific disinfectant. So, faculty and students need to plan for this process taking some time, perhaps as much as five minutes.

Q: Do I need to shorten my class to avoid overlaps with other classes?

A: No, but please avoid going over the allotted time slot to ensure that your class has ample time to exit before the next class comes in.

Q: Do we need to instruct students to stagger their entry/exit to/from the classroom?

A: Everyone—students, faculty and staff—will have to learn to move with greater distances between people. This will slow down movement. People will have to plan for the extra time needed.

Q: What if I have students who are not wearing a mask?

A: Every Clark student will have signed the Clark Commitment, and it states that masks are mandatory on campus. Thus, you are authorized to ask (nicely) the student to leave and return with a mask

Q: Do students need to social distance among themselves even during group discussion sessions?

A: Yes.

Q: I have a TA and/or PLA(s) assisting with my hybrid or in-person course. Can I use them to proctor the in-person sessions while I teach remotely?

A: For a variety of reasons, PLAs should not be left to run a class alone without the instructor of record, an equally credentialed substitute faculty member, or an Instructors' Professional Assistant (IPA) physically present in the room with them. IPAs are a new category created to assist with special circumstances in which it is not possible for the faculty to teach a course that requires an in-person modality. Please contact the Provost about the process for hiring an Instructors' Professional Assistant (IPA). Please refer to the Faculty Guide to Using PLAs handbook for more details about use of PLAs. Contact the Dean of Research & Graduate Studies about appropriate uses of TAs.

Q: What is the plan for library reserve reading and other resources? Can the library scan books over the summer? Are there copyright issues to keep in mind as we plan our syllabi? Can we get additional eBook licenses so that students can access reserves remotely? What about subscription services? Would it be possible to circulate a list of available resources?

A: Please refer to this [libguide created by Laura Robinson](https://clarku.libguides.com/fall2020) to learn about the most current information on library resources; this guide will evolve as additional decisions are made: <https://clarku.libguides.com/fall2020>

Comportment Outside of Class: (Meetings/Office Hours/Advising)

Q: Can I have face-to-face office hours/directed readings/consultation if we wear masks and social distance, provided both parties agree to do so and I have sufficient space to social distance?

A: In accordance with the University Health Plan, we recommend that any meetings that can be conducted remotely should be done so. However, we also recognize that it may be in a student's or a faculty member's interest to conduct meetings face-to-face. This is allowed provided university protocols requiring social distancing (6-foot separation) and use of masks are followed, and provided both parties are comfortable meeting face-to-face.

Q: Will students on campus be permitted to meet in small groups (beyond scheduled discussions) to do group work? May faculty include group work as part of a course syllabus?

A: Yes, so long as social distancing protocols are followed. Clark has secured a site license for both Zoom and Microsoft Teams so students will have that technology at their disposal to also meet, along with all the other consumer technology they use (Facebook, Google Meets, WhatsApp, etc...).

Q: Will there be sanitation stations positioned throughout the campus stocked with hand sanitizer and masks? Will we know before the start of classes (perhaps have a map) of where those sanitation stations are located if we need to refer students or others who have misplaced their masks?

A: Hand sanitizer stations have been installed in various locations on campus. However, please note that washing hands with soap and water is far more effective than using hand sanitizers. We purposely did not locate some hand sanitizers near restrooms for that reason – to encourage hand washing rather than resorting to hand sanitizers. Only use hand sanitizers when hand washing is not possible.

Academic Policies and Student Assessment

Q: Given the ongoing pandemic, are faculty expected to continue “radical sensitivity and flexibility” in our assessment of student performance?

A: As of the summer term, we have returned to our normal grading practices. Students still have the option to request the pass/fail option by the September 11 deadline. Please remember when advising students of this option that many programs have restrictions on the number of pass/fail courses that can satisfy requirements.

Q: Will large group exams be permitted during the semester if physical distribution of the students can be insured?

A: This depends on space availability and demand, so we do not have firm information on this yet. Currently the largest group we are allowing is 50 students.

Q: Will resources be made available to provide an alternative to un-proctored final exams during “course completion week”?

A: Clark does not have or recommend the use of proctored online exam services. These typically require the student be filmed for the time it takes to take the exam and can create issues around privacy. For assistance in thinking through alternatives to traditional exams to assess

knowledge, please contact the ITS Help Desk (helpdesk@clarku.edu) to be connected with Academic Technology, or contact CETL.

Q: Are we going to be able to change our class schedules even though students are already registered?

A: If we open on-campus, the hope and aim is for most classes to meet as scheduled with the students that have already registered for them. Some jiggering of the class schedule may be required, but we are trying to limit this.

Research On Campus

Q: Can I re-open my campus-based lab?

A: Research laboratories opened on a limited basis on June 1st for Biology, Chemistry, and Physics with each department submitting a departmental plan that incorporate physical and temporal distancing. If your lab has not gone through the process, please contact your department chair so that your laboratory is part of the departmental plan for the fall 2020.

Q: I have student researchers who will need to conduct research in spaces on campus; what is the protocol for this?

A: To allow graduate and undergraduate students to use their dedicated spaces (e.g., graduate student offices), each department must incorporate the planned usages (with physical and temporal distancing) as part of their departmental plan for the fall. Usage of these spaces are restricted over the summer.

Q: My research involves travel, and is funded by non-university sources. Do the travel restrictions still apply?

A: Travel for professional purposes (research, conferences, etc.) continues to be restricted until further notice, regardless of source of funding. If you travel for personal reasons outside the New England area, we ask you abide by the Commonwealth of Massachusetts guidelines, which may require you to self-quarantine for 14 days before returning to campus. This restriction is a moving target; always check [MA State travel guidelines](#).

Q: My research involves human subjects. Can I continue my face-to-face research if it is possible to do so following social distancing protocols?

A: Face-to-face human subjects research continues to be restricted until further notice. If you have any questions, please contact the IRB office.

Privacy Statement for Remote Learning (updated 7/22/2020)

Clark University Office of the Registrar¹

While this statement is specifically meant to address concerns relative to remote learning, engagement, and communications, it is important to remember that the University's [Appropriate Use](#) policy is always in effect.

Zoom meetings (or any other remote conferencing service), and their corresponding recordings, including transcripts of chats and discussions, are considered "education records" and therefore covered under FERPA (see below). Please note that when sessions are being recorded, all participants will see a notification on their screen. It is a best practice, however, to announce your intention to record your sessions. Students' participation in the session will be an assumed consent to the recording. Recordings may not be made available to a wider audience, other than those officially participating in the course, without prior consent from the student.

If recordings will be subsequently made available to the class for review or a later playback, the recording should be accessible only to the members of the class through a valid means of authentication. When recording Zoom class sessions, you will have two options – Record to your Computer or Record to the Cloud. ITS's recommendation is to record to the Cloud. This will save your recordings to Panopto – Clark's internal video streaming service. By default those recordings will be available only to you. However it will be easy to then move those recordings from your private Panopto folder, to your Course Panopto folder. This will allow us to protect our students' privacy by restricting these recordings to the students enrolled in your course, and will make them easily available in Moodle. [Click here for more information on how to move your recordings in Panopto.](#)

Restricting access to only those student registered applies for recordings that include student images and/or voice and written comments. Faculty are free to post videos of themselves on more public sites (Youtube, etc...) provided there is no reference, images, or comments by or about specific students. Faculty should take care to control who has permission to record the session. Recording should only be limited to the host of the session to ensure proper reposting. Students should not use any other forms of technologies to independently record remote sessions.

* * * * *

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records (20 USC § 1232g; 34 CFR Part 99). The law applies to all educational agencies and institutions that received funds under any program administered by the Secretary of Education and requires prior consent before any agency discloses PII from education records, unless an exception exists under the law. The applicable exceptions would be 1) the release of institutionally defined "directory information" or 2) releasing information to those who have a "legitimate educational interest." The term "education records" is defined, with certain exceptions, as those records that are: 1) directly related to a students; and 2) maintained by an educational agency or institution. The term "PII" refers to a student's name or identification number, as well as other information that can be used to distinguish or trace an individual's identity.²

¹ In consultation with Clark University Legal Counsel.

² Adapted from Student Privacy Policy Office, FERPA & Coronavirus Disease 2019 (COVID-10), Frequently Asked Questions (FAQs), March 2020.

Guiding Suggestions & Temporary Policy Adjustments
for Undergraduate Education
for the Upcoming 2020–2021 Academic Year

To the Clark Faculty
From UAB
July 26, 2020

Dear Colleagues,

We all realize that this coming year is going to be an unusual one. UAB has been following the situation through the summer, and would like to take this opportunity to announce some broad guidance for faculty as well as minor adjustments to undergraduate academic policy that will be implemented. Our goal in making these changes now is to try to get ahead of some potential issues and to reduce the amount of confusion and changes to policy during the semester.

We recognize that this is going to be a challenging year, and that it will be impossible to fully satisfy 100% of the members of the Clark community. We hope the items in this document can help the majority of faculty to find a good balance that will be most beneficial to most of their students without overwhelming the faculty members in the process. Grad board has also been considering similar questions about graduate courses, and will report separately.

Core Identity

Faculty–student interaction is a core aspect of Clark's undergraduate academic identity. It is an indispensable aspect of how people view Clark, and it is what students expect from their Clark education. Many students do not see asynchronous interaction as an acceptable way for classes to meet this expectation. To maintain our core Clark identity, all undergraduate courses should include some opportunity for synchronous interaction between the students and faculty.

Accommodation Request from Students in Exceptional Circumstances

We recognize that some students are not going to be able to take classes in an ideal, regular way this semester. We anticipate that students will request various accommodations from their professors this coming year. In assessing these requests, we can be guided by Clark's current policy, which states that accommodations "should not fundamentally alter the essential elements of your curriculum." We recommend that each department proactively articulate before the semester begins what are the essential elements of their courses that cannot be removed from the course by student accommodation requests. Having this work done ahead of time will enable faculty to apply these decisions uniformly and with the authority of the full department behind them.

Of course faculty should be prepared for the event that circumstances may force courses to become online-only, as happened last spring, but we should never the less be setting up our courses in ways that maintain their core elements for as much of the semester as possible.

We also recognize that some students may begin the semester with the intent of full in-person participation, but will then have to miss portions of the semester for quarantine or other reasons. For individual student absences, faculty should treat these situations the same way as they would in a regular semester. The results will depend on how much work was missed, how much can reasonable be made up, etc. If many students from an individual course end up having attendance issues, the faculty will have to decide when to stop considering these circumstances as individual student issues and when to consider adjusting how the full class is being offered.

In-Person Participation

For courses that are being offered fully or partially in-person, UAB believes that it is within the faculty member's discretion to say that in-person participation is an essential element of the course. While for some courses, it may be easy and academically acceptable for a student to participate exclusively virtually, for other course an absence of in-person participation may compromise the course. Faculty should not feel pressured to give students the option to take every course virtually.

Synchronous Participation

For courses that involve substantial discussion of material, UAB believes that it is within the faculty member's discretion to say that participation in synchronous portions of the course is an essential element of the course. For some courses, discussion is less critical, whereas for others it is the main part of the course.

Zoom Sessions

We anticipate that zoom-style synchronous distance interaction will be incorporated into a number of courses. The default should be for all students to have their video turned on during zoom sessions. Zoom class sessions should mimic in-person class sessions as much as possible, and video makes the zoom sessions feel more real and feel more legitimate as a class experience. Faculty will benefit from the visual clues of the audience and use that to make a better and more interactive experience. Students should be devoting their full attention to the class, and the video will hold them to that expectation. Of course there may be some moments when faculty decide it is better to have students turn off video, for example for technical reasons in large lecture classes, but students should still be ready to turn on their video if asked.

Some students may request ahead of time an accommodation to not have to use video, which may be reasonable for technical or personal reasons; however, this should be the exception rather than the norm. (For privacy, the rest of the class can be told that the student's reason is technical even if it is personal.) Students who are excused from using video should still be expected to be present, engaged, and ready to participate via audio or chat.

Recording Class Periods

In an effort to serve students who do not attend synchronous class sessions, many faculty are considering whether or not to record their classes. Similarly in an effort to serve students who cannot attend classes in-person, many faculty are considering whether or not to live-stream their in-person classes, which would then make it possible for those streams to be recorded from the stream.

We want to emphasize that a faculty member choosing to pre-record a lecture or record a lecture-only portion of a class in which only the faculty member is recorded is very different than choosing to record an interactive portion of class period in which students are also being recorded. Although the University has told us that it is allowed for educators to bypass Massachusetts's two-party consent laws and record students in their classes without consent, we want to make sure faculty are very cautious about doing this. We do not believe that students should be forced to be part of a class recording. Faculty should be aware of student privacy concerns and that some students will be very uncomfortable being recorded, especially in classes that involve discussing potentially sensitive topics, but also just in terms of showing enough vulnerability to ask a question and risk looking stupid on camera. Similar issues have been discussed this summer in regard to recording the faculty assembly meetings. Being forced to be recorded may even cause students to decrease their participation or even choose to skip class and just watch the recording of other students participating instead.

If students are being recorded, there should be a way for students to participate without being recorded, such as by submitting comments via anonymous chat. For recording that do include students, it is not allowed, by law, to make these recordings available to people outside of the class.

For any recordings being made during class, either including students or not, the students should be fully informed ahead of time that the recording will be happening so that they can have a chance to make their own decision about how / if to participate.

Exams

Last spring, after courses were moved to a distance learning format, many professors felt that they were not able to administer exams in an effective way and that a substantial amount of academic dishonesty resulted. UAB believes that it is within the faculty member's discretion to say that exams being taken in proctored formats is an essential element of the course. There are ways to administer exams in proctor formats to small numbers of off-campus students, such as monitoring via zoom, but student accommodation requests should not force exams to have to be administered in a non-proctored way.

Course Completion Week

The academic semester is intended to be 14 weeks, so all courses should plan on incorporating the course completion week in some way. To offer the greatest amount of flexibility, faculty are free to utilize the course completion week as they see appropriate; however, the days and times assigned to courses should still be honored to avoid creating any potential conflicts for students. The University has decided to not schedule 2-hour exams blocks as it has traditionally done, as it is believed that keeping the regular weekly schedule will be more beneficial to the bulk of the offered courses. We recognize that not having longer exam blocks will be inconvenient to some, but we hope that most of the courses with final exams may be able to split the exam into two smaller exams that can each fit within a class period. Projects, papers, final lectures/class meetings, problem sets, multi-part exams and other activities that can be done effectively in a remote format will be especially well matched to this final week of the semester.

Comprehensive Final Exams

Clark's normal policy states that "Final examinations are given at the end of most courses ... Approximately one week is set aside for each examination period ... Comprehensive final exams may not be given (or due) during the last week of class or during the scheduled reading period." Due to the

adjustments that have been made to the standard academic calendar, there is no longer an in-person final exam week. To allow faculty the opportunity to administer proctored, in-person final exams, which many faculty believe are more accurate assessments compared to take home or online exams, the prohibition against administering comprehensive final exams during the last week of classes will be suspended for this semester. If a course does administer a cumulative exam during the 13th week, the course should still utilize the course completion week for something instead of just ending after the 13th week.

Faculty choosing to administer final a final exam in this format will not be given a longer time block, but will have to make do with the scheduled class period. Students should not be skipping one class to take an exam in another. Requests for larger rooms or extra space cannot be guaranteed.

Reading Days

The Monday and Tuesday of the Thanksgiving week are currently scheduled as reading days. In general, reading days are intended to give some time between the last day of class and final exams, which students can use to prepare for the exam. If faculty do choose to administer a comprehensive exam during the end of the in-person portion of the semester, it is recommended to build a space into the curriculum to give some time between the last class of new content and the comprehensive exam day. For a MWF class, for example, this might mean having the Wednesday as a review day before the Friday exam.

Pass / Fail Grading

Last spring the University made an emergency transition to allow students to select pass / fail grading late in the semester. For the upcoming year, we will return to the normal pass / fail selection policy, which is copied below.

"The Pass/Fail Option: This option uses the symbols P and F. P indicates work at a level of C- or better. Neither the P grade nor its credit is included in the calculation of the grade-point average. Performance below a C- results in a Fail (F) grade. Students must choose this grading option within the first three weeks of the semester. Many departments will not permit students to complete major courses with a P grade. Students must consider this before electing a P/F grading option."

Flexibility for Graduation Requirements

We recognize that there will be some non-ideal outcomes during this coming year. We anticipate that College Board will be flexible and fair in terms of responding to student petitions. For example, if a student is unable to take a particular course that is needed for a PLS or major, because the class was cancelled or because the student could not attend it, then we hope that appropriate substitutes will be able to be approved by petition.

Consortium Enrollment

UAB and the Provost have made a request to the Higher Education Consortium of Central Massachusetts (HECCMA) to temporarily increase the number of consortium registrations that are allowed for each student. Normally it is 1 per semester, and we have requested an increase to 2 per semester. Consortium registrations have already been restricted to fully online courses. The goal of our request is to provide more options to students who cannot or choose not to attend in-person courses,

and also to provide more options to students for whom a required course ends up being cancelled at Clark for whatever reason.

The following HECCMA campuses have approved our proposal to expand cross-registration to TWO online courses, space permitting, for the Fall 2020 semester only:

Anna Maria College
Assumption University
Becker College
Clark University
College of the Holy Cross
Quinsigamond Community College
Worcester Polytechnic Institute (for the entire academic year, 2020-2021)
Worcester State University

Graduate Board Statement (Updated 8/2/2020)

To: Clark Faculty

From: Grad board

About: Temporary Policy Adjustments & Guidelines for the Upcoming 2020–2021 Academic Year

Date: July 21, 2020

Dear Colleagues,

Given the unusual circumstances and challenges of the incoming academic year, graduate board has developed guidance for faculty engaged in graduate-level teaching. Our goal in generating these guidelines now is to drive the implementation of a consistent set of practices and policies for the incoming academic year.

Modes of instruction, interaction and evaluation.

Graduate board recognizes and fully supports the individual Instructor's right to design and teach courses in ways they consider the most effective for achieving their learning outcomes. This includes managing and fostering interactions among peers and with the instructors in the format and timing that is most conducive to the specific goals of the course. This independence extends to the modes and timing of course evaluation. Given the space and schedule restrictions of the Fall 2020 semester, instructors should keep in mind the logistical restriction requiring that all proctored exams be confined to the scheduled time periods.

Course completion week

The academic semester is intended to include 14 weeks of engaged time, thus all courses can use the completion week as an active part of the course. Projects, papers, problem sets, and other activities that can be done effectively in a distanced format will be especially well-matched to this final week of the semester. No exam blocks will be scheduled beyond the assigned days and times for course. During the course completion week, faculty may continue to use their assigned time for instruction, or to complete multi-part final examinations. Maintaining the assigned days and times will avoid any undue conflicts on students' time.

Timeline for meeting graduate program's milestones and requirements

Given the unusual circumstances for AY 20/21, students may be unable to complete or enroll in the courses that are required by their specific graduate programs. During this time period, graduate programs may relax their departmental deadlines and time limits for completion of milestones and course requirements. University deadlines for submission of theses/dissertations and completion of degree requirements for conferral of degree remain the same as in other years. Enforcement of traditional deadlines of fulfillment of graduate program requirements would be expected to go back to University-approved standards once course availability and instruction modes have returned to normal.

Explicit guidelines on suitability of courses to be completed in completely remote format

Some courses may have been designed to require an in-person or synchronous discussion component that is not suitable for a remote asynchronous format. In those cases, the course's syllabus should describe in unambiguous terms the need for the synchronous component. This will allow both students and academic advisors to select the courses that are better suited for individual needs.

Accommodation requests

In the event of family- or health-related changes in their circumstances, students should be able to request reasonable accommodations to complete course work remotely. If a course is not compatible with fully remote completion, this should be clearly indicated in the syllabus and students should be advised accordingly during the registration period.

In assessing these requests, Clark's current policy states that accommodations "should not fundamentally alter the essential elements of your curriculum." We recommend that each department proactively articulate before the semester begins what are the essential elements of their courses that cannot be removed from the course by student accommodation requests.

For individual student absences, faculty should treat these situations the same way as they would in a regular semester. The results will depend on how much work was missed, how much can reasonable be made up, etc. If many students from an individual course end up having attendance issues, the faculty will have to decide when to stop considering these circumstances as individual student issues and when to consider adjusting how the full class is being offered.

Academic integrity

Should instances of academic integrity issues arise, please refer to the graduate policy in the academic catalog. Graduate Board will be developing a language for the process moving forward. For 2020-21, the process employed will be the program chairs forming a 3-faculty committee to evaluate the cases to make determinations. Any appeals should be made to the area dean/director.

(<http://catalog.clarku.edu/content.php?catoid=26&navoid=2179&hl=graduate+policy&returnto=search#academic-integrity>)