Faculty Guidelines and Expectations for Classroom Technology, Spring 2022

Office of the Dean of Faculty; Library and Information Technology Services (LITS);
and the Center for Teaching and Learning

Expectations for Accommodating Individual Students

- To ensure the most successful semester possible, courses meeting in-person are not expected to convert to hybrid to meet individual student requests. Nor are faculty obligated to create a remote version of a course for students who cannot attend class in person.

- To accommodate students who need to isolate or quarantine, faculty may choose to catch them up individually or to allow them to Zoom into class. It will be up to each faculty member to decide, based on pedagogical and curricular reasons, whether students can Zoom into class.

- Students should request an individual accommodation via Zoom only in the event of needing to isolate or quarantine due to Covid; they should not request to Zoom into a class for convenience.

- Faculty should support student learning during a COVID-related absence in ways that make sense for their course, as they would during non-COVID times. Students requiring more substantial accommodations should be directed to the Office of Student and Community Life to consider their options.

- Faculty should consider all contingencies proactively, including how they will accommodate students who miss class due to COVID. Ideally, course syllabi should include these expectations.

Classroom Technology Support

- Although all classrooms have some capacity to connect to Zoom, the setup in many smaller classrooms can make interactivity challenging for remote students.

- As classroom assignments are finalized, faculty should familiarize themselves with the available room technology prior to the start of the semester.

- Once the semester begins, for classrooms needing tech assistance, faculty should contact the classroom tech hotline at x4000.

- The classroom tech hotline (x4000) should also be used for troubleshooting classrooms that switch to a hybrid format on an ad hoc basis throughout the semester. Faculty planning to adopt hybrid formats on an informal, temporary basis should arrange training from LITS in advance by contacting John Dlugosz. Please note that while support for hybrid instruction is available with advance notice, last minute requests may be more difficult to fulfill.

- LITS can train teaching assistants to provide basic tech support for remote or hybrid instruction. Chairs of interested departments should contact Amy Harrell to arrange training before the start of the semester.

- Although it is not Covid-related, this is just a reminder to faculty to bring a second device (usually a smartphone) to class for multifactor authentication (MFA)!

- For more information on teaching remotely with Zoom, please visit this Research, Instruction, Technology page.