

Date: September 30, 2020

From: Chuck Taber, Provost and Executive Vice President

To: University Leadership, Faculty, and Staff

RE: Guidance on Faculty Flexibility to Temporarily Shift Classes Online

Dear Colleagues,

A number of faculty have inquired about the ability to temporarily shift to fully online instruction for in-person and hybrid courses. The number of students completing isolation and quarantine periods is creating class dynamics that can make in-person class meetings difficult for some classes. We trust faculty to make the best decisions to manage the learning experience and create the environment that best meets the learning objectives of the course. The guidance in this message provides faculty with some flexibility to temporarily shift classes online.

If a faculty member believes that a temporary move to fully online instruction better supports student learning, they must do the following:

- Consult with their department head to obtain approval.
- Communicate the temporary move to online instruction to the students with a clear start and end date.
- If a high isolation/quarantine rate persists after the designated end date of the temporary move to online instruction, the period may be extended with department head approval.

Department heads must do the following:

- Track any approved temporary shifts to remote instruction on the attached reporting spreadsheet and provide the documentation to the Registrar's Office at the end of the semester. The Registrar's Office will need the course subject, course number, start and end date of temporary remote option, date of student communication, reason, approval department head name and approval date.

Early in our response to pandemic, we identified guiding principles to help support decision making. Decisions about our academic instruction during the pandemic are guided by the need to:

- Continue to protect the health and safety of students, faculty, GTAs, staff and our communities.
- Maintain high quality learning environments for our students.
- Balance the needs of students and of faculty/GTAs.
- Be adaptable to respond to changing conditions related to COVID-19.

It is important to note that it would not be appropriate to declare the shift of an in-person class to fully online instruction for the entirety of the semester unless there are extenuating circumstances,

such as a faculty member unable to teach in person. In those cases, Dean and Provost approval is required.

Thank you for your continued efforts to provide high quality teaching and learning experiences while adapting to our changing conditions.

Stay safe and be well,

Chuck

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Charles Taber

Provost and Executive Vice President

Professor of Political Science

Kansas State University

Temporary Shift of Course to Online/Remote Teaching Option

Course Subject	Course Number	Start Date of Remote Option	End Date of Remote Option	Date of Student Communication	Reason	Approval Date	Approved By
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