

# FALL 2020 REOPENING



**OLD DOMINION**  
UNIVERSITY

# ODU BLUEPRINT FOR FALL REOPENING

Dear Colleagues:

I am writing this letter on behalf of the ODU Steering Committee on Academic and Student Involvement. Our committee was formed in late April and was charged by President Broderick with developing guidelines for course delivery and student success for the fall semester. We met daily over the past month to fulfill this important mission, drawing on feedback we received from a variety of sources, including department chairs, deans, vice presidents, the Faculty Senate Executive Committee and other relevant constituencies inside and outside ODU. Based on the information we gathered, we developed the attached proposal.

The proposal has three key purposes:

- It demonstrates the University's commitment to the health and safety of its students and employees.
- It provides a plan for the successful delivery of instruction in the face of the COVID-19 pandemic. Given current knowledge about COVID-19 transmission, we believe that instructors and students can safely engage in teaching and learning if they abide by the guidance provided in this proposal.
- It offers a flexible approach to course delivery that will enable departments and programs to meet the unique learning needs and requirements of their students.

We recognize that the proposal may not address every question or concern you have pertaining to instruction and safety when the campus reopens in the fall.

If you have specific questions about the proposal or the reopening of campus, go to [www.odu.edu/blueprint](http://www.odu.edu/blueprint) or [www.odu.edu/covid19](http://www.odu.edu/covid19) or email [Openfall2020@odu.edu](mailto:Openfall2020@odu.edu).

Sincerely,

Kent Sandstrom  
Chair, Academic and Student Involvement Committee





## EXECUTIVE SUMMARY

The following proposal contains guidelines for instruction during the fall semester from Old Dominion University's Steering Committee on Academic and Student Involvement. Fall classes will begin on August 29, and final examinations will end on November 25. The University will hold classes during what traditionally would have been Fall Break to accommodate the compressed fall semester.

### **Proposal for Instructional Delivery in Fall 2020 Steering Committee on Academic and Student Involvement Old Dominion University June 3, 2020**

The ODU Steering Committee on Academic and Student Involvement has developed guidelines for course delivery and student success for the fall semester of 2020. They are informed by the following principles and assumptions:

- 1.** Old Dominion is mindful of the health and safety of its students and employees.
- 2.** The University will continue to follow COVID-19 guidelines provided by the Centers for Disease Control and Prevention, the Virginia Department of Health and the Governor's Office. Physical distancing and other recommended protective measures will be implemented across campus, including in classrooms, office areas and all buildings. Facilities will be cleaned and disinfected.
- 3.** Old Dominion will employ campus-wide COVID-19 testing procedures.
- 4.** Instructional faculty will continue to provide quality learning opportunities for students.
- 5.** Fall classes will begin on August 15, and final examinations will end on November 25. The University will hold classes during what traditionally would have been Fall Break to accommodate the compressed fall semester.
- 6.** Some courses, such as additional lab sections, may be scheduled on weekends because of physical distancing requirements and the need to reduce student density in smaller instructional spaces. Programs will be given flexibility to accommodate their students and design approaches more tailored to their needs.
- 7.** Some students will seek on-campus courses and "normal" classroom learning experiences, while others will prefer to study online. The University plans to continue providing in-person and online instruction to as many students as possible, while following state and federal guidelines for health and safety.
- 8.** The academic testing center will be available, with some modification in hours and capacity. Students will also have access to the Writing Center, tutoring services, maker spaces and computer labs, with modifications in hours and capacity.
- 9.** Department computer labs with specialized software, such as Adobe Creative Cloud, will be available.
- 10.** Technology to support both synchronous web course delivery and course recording (lecture capture) will be added to classrooms. Departments will identify classrooms where the technology is needed and send their requests to ITS.
- 11.** Faculty members who want to teach online courses will be accommodated when possible. Chairs and deans will work with faculty to establish their teaching responsibilities and modes of course delivery.



# IMPLEMENTATION

The implementation of the modes of course delivery described above will require close coordination among many entities on campus. F2f courses will be identified and necessary scheduling changes initiated. Courses that are moving online will also be identified, and the classrooms scheduled for those courses will be released. Classes that need more f2f capacity may be moved to available larger spaces on campus. Additional facilities will be utilized as needed and as available, subject to prior scheduling. These changes will be implemented starting with the largest classes so that smaller classes may be moved into newly vacated spaces. The cap on the number of f2f students in flexible delivery courses will depend on the COVID-19

capacities of the classrooms in which they will be taught. Students should be provided with appropriate explanations when changes occur.

Departments will need to report changes in the delivery mode of courses as soon as possible because students are now registering for f2f courses. Students enrolled in flexible delivery courses that are over the COVID-19 limit and unable to move to bigger spaces will be asked to voluntarily move to the remote-viewing CRN. The attached instructions (see appendix on instructional workflow) are a guide for chairs in implementing the necessary changes.

# SAFETY PRECAUTIONS

The University remains committed to the health and safety of the campus learning and working environment for our community. To better prepare for the opening of the fall semester, a task force has been charged with identifying COVID-19 mitigation strategies. It will be working in collaboration with the Virginia Department of Health and following CDC guidelines in assessing campus infrastructure, equipment, policies, educational programs, population density and our community social norms. Additionally, equipment has been purchased and protocols

are being developed for enhanced cleaning and disinfecting of buildings and facilities. Processes are also being developed for testing, contact tracing and self-isolation protocols. The University will continue to rely on our Emergency Operations and Recovery plans, maintaining a proactive approach or “preparedness posture,” with formal strategies to be implemented before, during and after potential positive cases or exposures are identified.

## List of Steering Committee Members

### Nina Brown

Faculty Senate Vice Chair and Professor of Counseling and Human Services

### Andy Casiello

Associate Vice President for Distance Learning

### Jane Dané

Associate Vice President for Enrollment Management

### Gail Dodge

Dean of the College of Sciences

### Kate Hawkins

Vice Provost of Faculty Affairs and Strategic Initiatives

### Rhonda Harris

Assistant Vice President for Public Safety

### Adam Rubenstein

Assistant Vice President for Research Compliance

### Kent Sandstrom

Committee Chair and Dean of the College of Arts and Letters

### John Sokolowski

Faculty Senate Chair and Associate Professor of Modeling, Simulation and Visualization Engineering

### Bonnie Van Lunen

Dean of the College of Health Sciences

### Rusty Waterfield

Associate Vice President for University Services and Chief Information Officer

### JaRena Whitehead

Director of Human Resources for Employee Relations and Strategic Initiatives

### Robert Wojtowicz

Vice Provost and Dean of the Graduate College

\*Note: Karen Cobb provided staff support for the committee. She is the Business Manager for the ODU Police Department.

**Old Dominion University cannot guarantee immunity from sickness, we will endeavor to provide a healthy environment, as directed by the Governor’s guidelines and the guidance of health officials.**

# INSTRUCTIONAL NEEDS WORKFLOW – FALL 2020

## F2F Instruction

- Chair identifies course that must meet F2F in specialized instructional space; other F2F courses placed in remaining instructional spaces
- Chair confirms which faculty will teach course F2F
- Working with revamped max occupancy, chair determines whether larger/additional space and/or meeting times are needed to reach capacity
- If no suitable space can be identified, course is moved to hybrid mode (see below)
- Chair requests new CRNs from registrar if/when needed for labs, recitations, etc.
- PPE and other safety measures are introduced and enforced
- Faculty teach course F2F, while developing completely remote contingency plan in case of shutdown

## Online Instruction

- Established online, asynchronous courses remain unaffected
- Chair identifies faculty wishing to convert F2F course to online format and directs faculty to CLT and other campus resources as soon as possible
- Regardless of how course is structured, course capture and other tools allow students to participate asynchronously
- Registrar releases hold on instructional space previously scheduled
- Faculty teaches course online

## Hybrid Instruction

- Chair confirms which faculty will teach in hybrid format that combines F2F and remote learning.
- If chair determines revamped occupancy of scheduled space to be inadequate, chair seeks larger instructional space to maximize F2F seats
- Chair works with registrar to create parallel CRN for additional remote learning students, while setting firm cap for existing F2F section
- Registrar presents already enrolled students with option of moving from F2F CRN to remote CRN; additional registrants placed in remote CRN
- Where appropriate, course capture and other tools allow students to participate asynchronously
- Faculty teaches course in hybrid format, while developing completely remote contingency plan in case of shutdown

