



Instructional Guidelines for Summer 2020

Following USG guidance, Columbus State will continue to offer all courses fully online during the Summer 2020 academic term. The COVID-19 environment continues to be unpredictable. The following guidelines are designed to make sure students can move forward with their education even if the pandemic causes partial, intermittent, or full disruptions, and the FAQ section below should clarify the guidelines further.

- **Fully Online Summer.** All courses scheduled for Summer 2020 must be offered in a fully online format in Cougarview.
- **Asynchronous Delivery.** Instructors are encouraged to avoid synchronous class activities (that students are required to attend). Any synchronous class activities must be approved by the department chair; those that do occur must be recorded and offered for later access. This is to prevent disadvantaging students who have limited or unreliable access to computers, internet, and spaces conducive to study.
- **Office and Lounge Hours.** Instructors are encouraged to offer online office hours and discussion boards to serve as virtual student lounges.
- **Communication Plan.** Instructors are encouraged to post a communication plan to maintain regular contact with students.
- **Accommodation and Access.** Students with disabilities can normally be accommodated within Cougarview. The Center for Accommodation and Access can facilitate accommodation requests, and the Center of Online Learning can facilitate accessible course materials.
- **Tests and Exams.** All tests and exams must be conducted asynchronously and without live proctoring. Respondus Monitor with Respondus lockdown browser will continue to be available. Note that Respondus does have limitations: it is not compatible with Chromebooks, iPads, Android devices, or smartphones; instructors are asked to provide some flexibility for students who do not have access to a compatible device.
- **Course materials.** Instructors are encouraged to use Open Educational Resources (OERs) whenever possible or to order through the CSU Bookstore, which remains open on a limited but daily schedule and encourages students to buy online from their website.
- **Meeting Student Demand.** Because the reduced tuition and fee structure will be favorable to students, departments should make every effort to provide enough sections to meet student demand.

FREQUENTLY ASKED QUESTIONS

Why is CSU offering all courses online this summer?

CSU will offer all courses online this summer in order to reduce the risk of COVID-19 exposure to faculty, staff, and students. This decision was made in accordance with USG guidance.

Can I require students to meet online at a certain time?



With many students having uncertain access to computers and to the internet, this is not a recommended mode of delivery. Instructors who wish to include synchronous elements in a course should get advance approval of their chairs and make certain that those elements are also available later for students who could not log in at a prescribed time.

What do I need to post in Cougarview?

According to current policy, instructors, at minimum, should post the syllabus, tentative course schedule, gradebook, major assignments, a statement of accommodation and access, and a statement on Title IX. A communication plan, virtual office hours, and a student discussion lounge are highly recommended, as well as other items covered in the Quick Start Course (see next FAQ).

Where is the Quick Start Course and how can it help me?

The faculty in each college have access to a Quick Start Course in CougarVIEW, which is packed with strategies, support, discussion, and ideas for effective online teaching. To find your college's Quick Start Course, click the waffle icon at the top of the CougarVIEW landing page.

What tools and resources are available to help me make all aspects of my class available to students?

The Quick Start Course in CougarVIEW is the first place to go to find online instructional strategies. The Center of Online Learning (COOL) offers training on the array of tools available in Cougarview; find a full suite of resources on their new COVID-19 Teaching Resources Google site (<https://sites.google.com/columbusstate.edu/covid-19resources/>). In addition, COOL, the Faculty Center for the Enhancement of Teaching and Learning, and the QEP can help with effective online learning strategies.

How can I conduct exams asynchronously without compromising security?

Instructors should consider different kinds of student assessments that do not depend on secure, high-stakes testing, and ideas for alternative assessment strategies can be found in the Quick Start Course. For those who wish to use secure testing, CSU has continued its contract with Respondus Monitor. It should be noted that RM does not work in every platform, such as phones and some tablets. If you need more information on implementing this tool, visit the [Center of Online Learning \(COOL\)](#) website and view the topics under the "e-learning Tools."

I've never heard of virtual lounge hours. What is that?

A virtual student lounge can be as simple as an open discussion board within Cougarview that students use to interact with each other on matters related to the course. For other tools that instructors can use to promote student interaction, please consult the Quick Start Course and COOL.

What are Open Educational Resources, how can I find them, and why is it important to consider them?

OERs are free online course materials available in many disciplines. [Affordable Learning Georgia's website](#) is a good place to find OERs. OERs can be effective learning tools, and they save money for students, which is all the more important given the financial stress that COVID-19 imposes on students and their families.

If I sense that a student is struggling, what can I do?



In addition to the learning tools and support built into each course (such as office hours and discussion boards), CSU offers a full range of student support services.

What you see	What to do
Student struggling with course content.	Refer student to the Academic Center for Tutoring , which offers free support in 70+ subject areas.
Student falling behind in course.	Complete an EAB Alert . An adviser will contact the student to find out what resource the student needs.
Student not participating in the course at all.	Complete an EAB Online Class Engagement Alert .
Student exhibits signs of emotional strain.	Complete a Create Care Report . This will be reviewed by the Dean of Students and the Create Care team.

How can I access Innovation Station Open Labs?

Watch for e-news announcements from the Center of Online Learning about upcoming open labs and just-in-time demos delivered through Collaborate Ultra every week. Recordings of previous sessions are available through the COOL.columbusstate.edu Web site.

What should go in a communication plan?

A communication plan simply lets students know where to look for announcements, and how to communicate with the instructor and other students. The [March 25th Reengagement eNews](#) suggests posting what students can do and expect for the following communication needs:

- *Where to send questions (which e-mail, or discussion post).*
- *How to access office hours (e.g. phone, chat, Zoom, Meet, Collaborate Ultra)*
- *How quickly students can expect responses to e-mail, discussion posts, or other.*
- *How to reach the instructor with any urgent needs or questions.*
- *How to schedule appointments.*
- *What sort of regular communications to expect from the instructor (e.g. weekly news or updates).*
- *Other plans for being available to students.*