



requirements to promote a safe and healthy on-campus instructional experience. The plan went into effect on August 5.

### **Preparing for Fall 2020**

**Return-to-work training** SMU continues to be committed to bringing its faculty, staff and students back to campus in a safe and healthy way. As a reminder, before you return (or even if you have been back and have not

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Return-to- [here](#).

**Update on student outreach** This week, Associate Provost Sheri Kunovich sent a [message](#) to undergraduate students letting them know they now have until August 14 to request a fully remote experience. Faculty will continue to see additional students appear on their course rosters

REMOTE in my.SMU are now called VIRTUAL. We have created a [VIRTUAL course database that will be updated weekly](#) to make it easier for students and advisors to identify these courses. We are continuing to identify classrooms and additional open spaces on campus to designate as Zoom rooms for students to reserve when they are unable to return to their on- or off-campus residences to engage virtually in their courses. Students will be able to reserve these Zoom rooms in advance, but not for an entire semester. We are still working to determine the appropriate length of time and how far in advance students will be able to schedule Zoom rooms, and will provide additional information prior to the start of the semester.

**Additional time between classes** To accommodate faculty requests for 15 minutes between classes in the fall semester and to preserve the regular start times for all classes, the fall schedule has been adjusted. This adjustment:

- Ensures that there are 15 minutes between all daytime classes to set up technology and clean work stations.
- Avoids the likelihood of chaotic schedule shifts.
- Accommodates all classes equally. Classes that meet off-grid cannot be accommodated without adding further disruption.
- Avoids late-night classes. Classes that normally begin at 6 p.m. could otherwise get pushed to 7 p.m., ending at 10 p.m.

questionnaire along with instructions for individuals who have tested positive or are showing symptoms. Early next week, several staff members will test the daily questionnaire to ensure it works as expected. OIT has configured a Path Check server for the SMU Health Authority and soon SMU will be a registered Health Provider on the Path Check App. You can download the Path Check App from your app store at any time to see how it works.

speed with the new technology and consult with you about teaching challenges.

**Standard Syllabus language** Members of my office, working in partnership with SMU Community Action Network (SMU CAN) and the Faculty Senate, have developed language to address policies such as classroom participation, attendance, face coverings and safety for faculty to include in their fall 2020 course syllabi. I will distribute this language to faculty in a separate email early next week.

**Exams, tests, and quizzes to be delivered exclusively online in fall 2020**

In response to a recommendation by the academic continuity subcommittee, all exams, tests and quizzes will be delivered online this fall so that all students, regardless of mode of instruction, have equitable access to testing. Several faculty members have asked if they can conduct paper-based testing if they are teaching in a modality that permits all students to be in the same room. We are discouraging in-class testing because of the flexibility that everyone might need in case health issues arise. To fulfill this requirement in the most constructive way, particularly for first-year students with little/no previous exposure to online and/or high-pressure exams, the academic continuity subcommittee has also recommended that faculty consider, when pedagogically appropriate for their disciplines and contexts, that the syllabus include practice exams to make sure all procedures and technology function properly, and that faculty minimize the use of non-Canvas or non-SMU supported technologies when possible. [website](#) for additional information and support for this important interim requirement.

**Changes to building access** As a reminder, beginning August 10, ID card swipes will no longer be required during business hours to access most buildings on campus.

**Clarification on required face coverings in classrooms** Students must wear face coverings such as masks, not face shields, in classrooms to provide the best protection. Some faculty may choose to wear face shields instead of masks because if they are lecturing, it may be easier for the students to hear and understand them. Faculty will be distanced from students and may also be behind plexiglass partitions for extra protection.

**Student return-to-campus training** All students who will engage in SMUFlex courses during fall 2020 must complete an approximately one-hour return-to-campus training course in Canvas. The course has been assigned to all students who were not approved for remote-only instruction, and students will have access to the course today. To encourage timely course completion, students who do not complete the training by August 24 will receive a registration hold that will only be removed (in near real-time)



be on the lookout for specific job descriptions and application details as early as next week. This will be open to tenured and non-tenure-track faculty.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth G. Loba", is written over a series of horizontal lines. The signature is somewhat stylized and includes a flourish at the end.

Elizabeth G. Loba  
Provost and Vice President for  
Academic Affairs  
Southern Methodist University  
P.O. Box 750221, Dallas, TX 75275-0221  
[egloboa@smu.edu](mailto:egloboa@smu.edu)  
214-768-3219

