

*This information is forwarded on behalf of Kelly Long (VPUA) and the Teaching Continuity and Recovery Team (TCRT). This is the first of a series of short messages that will be sent to you over the next several days to help you in preparing for Spring Semester 2021. Thanks for all you are doing already.*

January 12, 2021

Dear CSU Faculty,

Welcome back to a new semester and a new year! This document contains information and instructions to help you begin the Spring semester smoothly, including:

- ***The need to communicate with your students before your courses convene***
- ***What to expect with the three phases for spring teaching***
- ***A new online tool for managing your seating charts***
- ***What students will see on RAMweb about your courses and instructional methods***

#### **Communication to students before first day of class**

Please send an inclusive, welcoming message to your students and post your plan for the first day of class on your Canvas Homepage. In this same message, communicate specifically with students in each of your courses to remind them when they should attend class in-person (unless your course is fully online throughout the semester).

As you know, President McConnell [announced last December](#) that CSU would open Spring Semester in three phases:

- Phase 1 – Jan. 19-22 (First Week of Classes): **All courses will begin online.**
- Phase 2 – Jan. 25 (Second Week of Classes): **Selected, already determined, courses with high priority for in-person learning will shift from online to face-to-face (100% in-person). Select hybrid courses will also return in-person during Phase 2.**
- Phase 3 – Early February: **On Feb. 5, faculty scheduled to teach courses in the hybrid modality will be updated on the status of course transition from remote to hybrid (introducing a face-to-face component) based on Larimer County Public Health guidelines.**

We strongly recommend that you confirm with your chair the phase(s) for your courses.

#### **Explanation of Phase 1—Jan. 19-22**

All courses begin online.

#### **Explanation of Phase 2 – Jan. 25 until Spring Break (April 12—16) begin in-person face-to-face courses. After spring break, all classes will be conducted online for the remainder of the semester.**

Face-to-face classes return in-person during phase 2. Select hybrid courses, because of specific academic needs (such as access to specialized labs, equipment, studios), will also start during phase 2. These courses have been determined by departments; individual faculty are not permitted to start a hybrid section on campus in phase 2 unless they have been approved or directed to do so by their department chair or head.

It is especially important that you communicate with your students, informing them of the exact date/time and location of the first in-person meeting. Your help in ensuring that students in your classes understand how your sections will be taught and when they need to be physically present is very important.

### **Explanation of Phase 3**

President McConnell and Provost Pedersen will inform the university on Feb. 5 about updated plans for in-person instruction of remaining hybrid sections. We have built this flexibility into decision making so that we can be responsive to our community's needs and a variety of factors: case rates in the county, university compliance rates, our capacity to scale up to the testing, contact tracing, and other imperatives to maintain public health guidelines.

### **Seating Charts – New Online Tool**

A new seating chart tool is available in ARIESweb currently. The tool will assist you in creating seating charts for any in-person courses. It will also store the seating chart data so it is easily accessible to the contact tracing team. To access the seating charts for sections you are teaching, watch this short video: <https://youtu.be/hQV9QS4sDSI>.

**IMPORTANT NOTE:** Please do not move classroom furniture. Facilities staff carefully placed it where it is to accommodate physical distancing requirements. The furniture layout is used for the seating chart tool. If furniture is moved, instructors after you will have difficulty completing their seating charts and contact tracing will be made more difficult, which could lead to a whole class being quarantined unnecessarily.

### **RAMweb: Guide to what students see about their schedules**

Students will rely on RAMweb to determine the modality of their courses, whether face-to-face, online, or hybrid courses. Students will see their schedule separated into subheadings of face-to-face, hybrid and online classes. An example is available on this website: <https://registrar.colostate.edu/face-to-face-hybrid-or-online-classes/>. It is essential that faculty communicate when the face-to-face or hybrid component of their own course(s) begin(s) on campus(es).

Thank you for your continued support of our students and all you did to make Fall 2020 such a great success. We know the last several months of navigating the pandemic have created a heavy lift for you. We are grateful for your dedication and hard work.

Sincerely,

Kelly Long (Vice Provost for Undergraduate Affairs)  
with the Teaching Continuity and Recovery Team