

To: WSU Faculty System-Wide

From: Bill Davis, Interim Vice Provost for Academic Engagement and Student Achievement  
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Date: 10 August 2021

RE: Fall 2021 Instruction Guidelines

Due to the evolving nature of the Covid-19 pandemic and its impact on course instruction, the WSU Office of the Provost has developed the following guidelines for instructors and departmental schedulers. These guidelines were constructed using a set of principles and parameters related to:

1. Health and safety (including the need for accommodations)
2. Student Success: While fully online instruction may have assisted some individual students, national reports clearly show that overall in the U.S. remote instruction was of comparatively limited quality and severely disadvantaged already impacted groups of students.
3. State and federal regulations and university policies. Importantly, the Department of Education has indicated that institutions should return to pre-pandemic instructional modality for courses they offer in Fall 2021 and beyond. NWCCU has stated that they expect remote instruction to run through a university's online unit (WSU Global Campus) UNLESS instructors a) taught the course in a Some Online, Hybrid or Online format (as defined in EPPM 13.2) in a semester prior to Spring 2020, OR b) have received and can document formal training for course design and compliance with federal and accreditation regulations (e.g. AOI faculty workshops for remote instructional pedagogy). Please see Page 5 for further information about NWCCU's current guidance for the Fall Semester.
4. There were evidenced-based pedagogies that were discovered during the pandemic that could be ready to move from an experimental stage to mainstream. Thus, even on a campus that has largely face-to-face instruction there needs to be room in course delivery options to allow for the continuation of these teaching innovations.
5. The Provost's stated goals for the transformation of large enrollment classes.

## **Overview of Permitted Fall Instructional Modalities**

The modalities that are available for Fall 2021 instruction include the following (See EPPM Section 13.2; Link is [here](#)). As stated by the President and Provost on 30 June 2021, the expectation is that students will have a face-to-face educational experience on the Pullman campus in Fall 2021.

1. 100% Face-to-Face (P)-Courses taught in the physical classroom with instructor and students interacting in real time.

Exceptions for faculty and instructors to the default face-to-face modality can be based on either (1) medical or (2) caregiving accommodations. Both must go through HR processes and have chair's approval. More information about this process is available at this [site](#).

2. Some Online (SO)-A mix of face-to-face and web-based components (either synchronous or asynchronous) where the web-based components range from 1% to 74.99%. (i.e., a minimum of 25% face-to-face instruction). The requirements for instructors to use SO in Fall 2021 are spelled out on Page 3 of this memo. NOTE: If a student indicates that he/she is struggling with remote instruction in a Some Online course, the student must be given the option to learn the material in an in-person format. Alternately, the material presented during the remote session(s) can be made optional/not necessary for any of the course assessments.

3. Hybrid Online (HY)-A mix of face-to-face and web-based components where the web-based components are asynchronous and comprise more than 75% (but less than 100%) of the course. HY courses must be offered through WSU Global Campus (See WSU EP #34 for policies related to online courses)

4. Online or Blended with Global (30)-100% of course instruction is delivered through a web-based, asynchronous instructional format through Global Campus (See WSU EP #34 for policies related to online courses). A "blended" course includes students from different WSU campuses (e.g. Pullman + Global) enrolled in a single course or section of a course.

5. Videoconference (40; VC)- A course in which students are enrolled on different WSU campuses are connected through videoconference technology. Instruction is delivered in a classroom on one campus and broadcast to students at other campuses within the WSU system. Note that this category does not authorize courses that do not have a face-to-face requirement on at least one campus. WSU videoconference and zoom policies apply; see EPPM Section 14, which has this information.-Link is [here](#). NOTE: Exceptions to Videoconference Policies can be made with Chair approval in accordance with EPPM Section 14.

### **Special Enrollment Request, Inter-, dual campus student enrollments**

Students should complete a Special Enrollment Request form as in previous non-Covid19 semesters. Details about this document and access to it can be found [here](#).

### **Requirements for Instruction in Some Online, Online, or Blended with Global Courses**

Using data reported from the Department of Education NWCCU has provided guidance that any form of Some Online, Online or Hybrid instruction should only be conducted under very specific circumstances. Please see the NWCCU Guidance on Page 5 for more details.

Instructors who wish to teach a SO, HY, Online or Blended with Global course in Fall 2021 can meet NWCCU's expectations through one of four different avenues.

1. An instructor taught a course in a Some Online, Hybrid, or Online format in a semester previous to Spring 2020.
2. If an instructor participated in 3 hours of AOI trainings related to Remote Instruction between February 2020 and August 2021 then the instructor can apply for a certificate through Badgr at no cost. Instructions will be sent out by AOI shortly on how to request this credential.
3. There are trainings being offered by AOI this month: <https://li.wsu.edu/trainings-workshops-tutorials/workshop-schedule/> Instructors can complete 3 hours of this training and apply for a remote instruction certificate through Badgr (instructions will go out from AOI shortly on how to request this credential) at no cost to meet the training requirement for teaching.
4. If an instructor does not meet any of 1-3 above, then AOI can manage the technical delivery of the remote instruction in a SO course.

## **Fall 2021 Instructional Matrix**

<b>Pre-Pandemic</b>	<b>Fall 2021</b>	<b>Notes</b>
<i>Course was....</i>	<i>Course could be</i>	
100% Face-to-Face (P)	i. 100% Face-to-Face (P) OR ii. Some Online (SO)	
Some Online (SO)	i. Some Online (SO) OR ii. 100% Face-to-Face (P)	A course that is offered SO in Fall 2021 must either: 1) have an instructor who has received documented training in remote/online instruction, OR 2) have an instructor who taught in an SO, HY or Online Course prior to Spring 2020, OR 3) involve AOI managing the technical delivery of the remote instruction  The instructor of an SO course must state on the syllabus that at least one lecture will be delivered remotely
Hybrid Online (HY)	i. Blended with Global (30) OR ii. 100% Face-to-Face (P) OR iii. Some Online (SO) OR iv. Videoconference (40; VC)	Hybrid (HY) and Online (30) courses should be offered through the Global Campus and designed for asynchronous delivery.
Online (Global Campus) or blended with Global (30)	i. Online (Global Campus) OR ii. Blended with Global (30) OR iii. 100% Face-to-Face (P) OR iv. Some Online (SO)	
Videoconference (40; VC)	Videoconference (40; VC)	Exceptions to Videoconference Policies can be made with Chair approval in accordance with EPPM Section 14
Special Enrollment Request, Inter-, dual campus student enrollments	Special Enrollment Request form	

## **NWCCU Guidance for Fall 2021 related to Some Online (Remote) Course Instruction-Statement Approved by NWCCU on 9 August 2021**

The purpose of this section is to further elaborate on federal expectations for fall instructional modalities. These expectations are articulated generally by the Department of Education and implemented by the regional accrediting bodies with an eye toward the needs and capabilities of their member institutions. Our accrediting body is the Northwest Commission on Colleges and Universities (NWCCU).

The federal guidance is in response to national student achievement data from AY 2020-21 showing meaningful declines in achievement, particularly among students from underrepresented groups. Numerous surveys of students consistently identify the variable quality of remote instruction and limited access to instructors as two of the biggest contributors to their struggles. Because of this, the DOE wants institutions of higher education to emphasize a return to in-person instruction for the upcoming academic year. If a school is going to allow remote instruction (at WSU this is called "Some Online") as a modality, attention must be paid to quality, and students who find themselves struggling with the remote format must be given options other than to drop the course. A class is considered to have remote instruction (Some Online) if at least one (1) lecture is offered for which the instructor and a student are in different locations.

As per the Provost's Office memo of 21 June 2021, remote instruction will be permitted under limited circumstances. If permitted, the following will apply:

--If the instructor had experience teaching in a Some Online, Hybrid, or Online modality before the Spring 2020 semester, they may use remote instruction in the Fall 2021 semester with no conditions attached.

-- If the instructor had no experience teaching in a Some Online, Hybrid, or Online modality before the Spring 2020 semester, they may use remote instruction in the Fall 2021 semester in collaboration with Academic Outreach and Innovation (AOI). This may involve AOI managing the technical delivery of the lecture or the instructor completing a series of trainings offered by AOI **before the semester begins**.

--The instructor must state on the syllabus that at least one lecture will be delivered remotely.

--If a student indicates that he/she is struggling with remote instruction, the student must be given the option to learn the material in an in-person format. Alternately, the material presented during the remote session(s) can be made optional/not necessary for any of the course assessments.

These conditions apply for Fall 2021 only and will be revisited pending further federal guidance for the Spring 2022 semester.