To: WSU Pullman Campus Chairs/Directors and Instructors

From: Bill Davis, Interim Vice Provost for Academic Engagement
               and Student Achievement
          Michael Sugerman, Director, Learning Innovations

Date: 13 August 2021

RE: Reminder of WSU Policies related to Course Delivery through Zoom in
          a Physical Classroom

WSU Instructors and Department Chairs/Directors,

The purpose of this memo is to clarify Fall instructional modalities and how instructors can utilize Zoom in a physical classroom space.

If Zoom is to be used periodically as part of course pedagogy for all students, then the course should be coded Some Online "SO" and the expectations of the Instructional Modality memo dated 10 August 2021 should be followed (https://provost.wsu.edu/guidelines-3/). Also, part of the chair/director's approval of courses delivered SO should include a review of the policies outlined below.

Alternatively, some instructors, with the permission of their chair/director, may wish to simulcast their in-person course sessions through Zoom. These courses should be coded as either "P" or "SO" on the campus of origin, depending on the in person course modality, and appropriate additional course sections added to the WSU schedule that follow the Registrar's guidelines here: https://registrar.schedule.wsu.edu/instructions/videoconference/

This rest of this memo will remind chairs/directors and instructors about policies related to Zoom broadcasts to students not physically in the classroom during class meetings, and how IT support will be provided to these instructors and students. This is critical to ensure that there is adequate technical and user support, creation of peer communities within the course, and provision of high-touch student support.

Broad overview

1) If instructors in General University Classrooms are looking to record classroom meetings in order to support students who are periodically ill or have accommodations for flexible attendance this fall, we recommend that Cougar Capture be set up for the semester for that course. Instructions for how to set up Cougar Capture in a GUC can be found here: https://li.wsu.edu/academic-tech-tools/cougar-capture/

2) Delivery of any course content using a live Zoom broadcast from a classroom setting out to students will require that the regulations in EPPM 14 related to Videoconference courses be followed; this policy can be reviewed here: https://facsen.wsu.edu/documents/2020/02/eppm.pdf/

3) Unless a class utilizing Zoom is scheduled in a Videoconference-enabled classroom, then AOI is not the appropriate place to seek the technology support that an instructor needs for the coming semester. Instead, that support will fall to Departmental IT support units as outlined below.

Reminders about Videoconference Course Policies

There are four important aspects of Videoconference course policies we want to remind instructors and department chairs about:

1) Videoconference courses will originate from *and be delivered to* VC classrooms located on the WSU Campuses or WSU Extension sites unless otherwise approved by the department chair. How these classes are coded by schedulers in the time schedule can be reviewed on this website: https://registrar.schedule.wsu.edu/instructions/videoconference/

2) Chairs, in collaboration with academic directors, consistent with EP #29, may provide exceptions to this policy on a course-by-course basis (see below for what happens after the granting of an exemption by a department chair).

3) If an instructor is using a GUC classroom approved as a Videoconference classroom (list can be found here and search for Room type #82: https://registrar.schedule.wsu.edu/proofing/gucs/) then they need to have completed the HR SkillSoft portal training prior to the start of the semester.

4) Courses that are delivered exclusively to students at a distance (no students are in a classroom on a physical WSU campus or WSU Extension site) are considered Distance Education and must be scheduled and blended/managed by WSU Global.

<u>Obligations arising from Exemptions to EPPM 14</u>

When a chair/director decides to provide an exemption and allows a course to be delivered to students outside of a Videoconference classroom, the following policies apply.

1) Exceptions to classroom attendance requirements need to be decided prior to the first day of class, published in the syllabus, and requested classroom size adjusted accordingly to maximize and accurately report classroom space use.

2) Departments are responsible for ensuring that exceptions do not negatively impact the Videoconference user experience.

3) If a course is scheduled to be taught with simultaneous Zoom broadcasting in a classroom that does not meet WSU Videoconference standards set forth by the Information Technology Strategic Advisory Committee (https://its.wsu.edu/documents/2018/11/wsu-vc-assessment-final-100118.pdf/) then support from departmental IT is necessary.

4) Students enrolled in course sections receiving the videoconference in a remote fashion will require support from the instructor or departmental IT unless the course is an exclusively distance Global Campus course.