Pullman—Spring 2022 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 reasonable disability 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 have received formal training for course design and compliance with federal and accreditation regulations (e.g. AOI faculty workshops for remote instructional pedagogy).
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 in person 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 Spring Instructional Modalities

The modalities that are available for Spring 2022 instruction include the following ([Review EPPM Section 13.2](#)). As stated by the President and Provost on 30 June 2021, the expectation is that students will have an in person, face-to-face educational experience on the Pullman campus in Spring 2022.

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

   Exceptions for faculty and instructors to the default in person modality can be based on either (1) medical or (2) caregiving accommodations. Both must go through HR processes and have chair's approval. Review [WSU COVID-19 Employee Information](#) for more details.

2. Some Online (SO)-A mix of in person and online components where the online components range from 1% to 74.99%. (i.e., a minimum of 25% In Person instruction). Due to NWCCU and Department of Education guidelines, it is expected that instructors using the SO option will have received formal training from AOI related to remote instruction before fall semester instruction begins. More information about what is considered acceptable training is discussed below.

3. Hybrid Online (HY)-A mix of In Person and online components where the online components 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). These will be scheduled as "blended" course includes sections from different WSU campuses (e.g. Pullman + Global) combined in a single course. Due to NWCCU and Department of Education guidelines, it is expected that instructors using the HY option will have received formal training from AOI related to remote instruction before fall semester instruction begins. More information about what is considered acceptable training

is discussed below.

([View WSU EP #34](#) for policies related to online courses)

4. Online or Blended with Global (ON)-100% of course instruction is delivered through an online instructional format through Global Campus (See WSU EP #34 for policies related to online courses). A "blended" course includes sections from different WSU campuses (e.g. Pullman + Global) combined in a single course.

5. Videoconference Courses. These involve synchronous videoconferencing technology (e.g. Zoom) for course delivery to students from one physical location to at least one other physical location. For federal and state instructional reporting requirements and to stay in compliance with regulations for specific student populations, it is necessary for instructors to work with their department schedulers to indicate when and how Zoom will be used for course delivery to a subset of enrolled students.

For courses that have not been traditionally taught as Videoconference courses in the past (VC), it is expected that Zoom instruction over the entirety of a semester would only be used under very specific circumstances including:

a. When a student has a reasonable accommodation through the WSU Disability Center for remote participation in a course
b. When a faculty member has a HRS approved accommodation that allows remote teaching of a course
c. When an instructor, with the approval of their department chair/director, has elected to allow a student to attend a course via Zoom.
d. When a faculty member has been approved by the department chair/director for remote teaching of the course due to location of the instructor and department staffing needs.

Please see the guidelines on Pages 3 and 4 related to Videoconference scheduling.

Special Enrollment Request, Inter-, dual campus student enrollments

Students should complete a [Special Enrollment Request form](#) as in previous non-Covid19 semesters.

Faculty Training 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 online or remote instruction should only be conducted by instructors who have received formal and documented training from the WSU Global Campus and AOI.

This can be accomplished through two different avenues.

1. **Global Campus:** An instructor taught a course through the WSU Global Campus in the previous 4 semesters.

2. **AOI Training:** An instructor earns the [Distance Delivery Mastery Certificate](#) by attended a minimum of in 3 [AOI trainings](#) related to Distance Delivery after February 2020 and completes the self-assessment. The instructor can apply for a certificate at no cost.

Instructional Mode Classifications

This will help instructors and department coordinators accurately communicate to students course modalities in the time schedule.

NOTE: The Table for videoconference codes referenced in this decision tree is located on Page 5

NOTE: Case-by-case decisions on individual students for instructional accommodations, medical leave, etc. should be ignored and do not need to be dealt with through scheduling

Spring 2022 Decision Tree
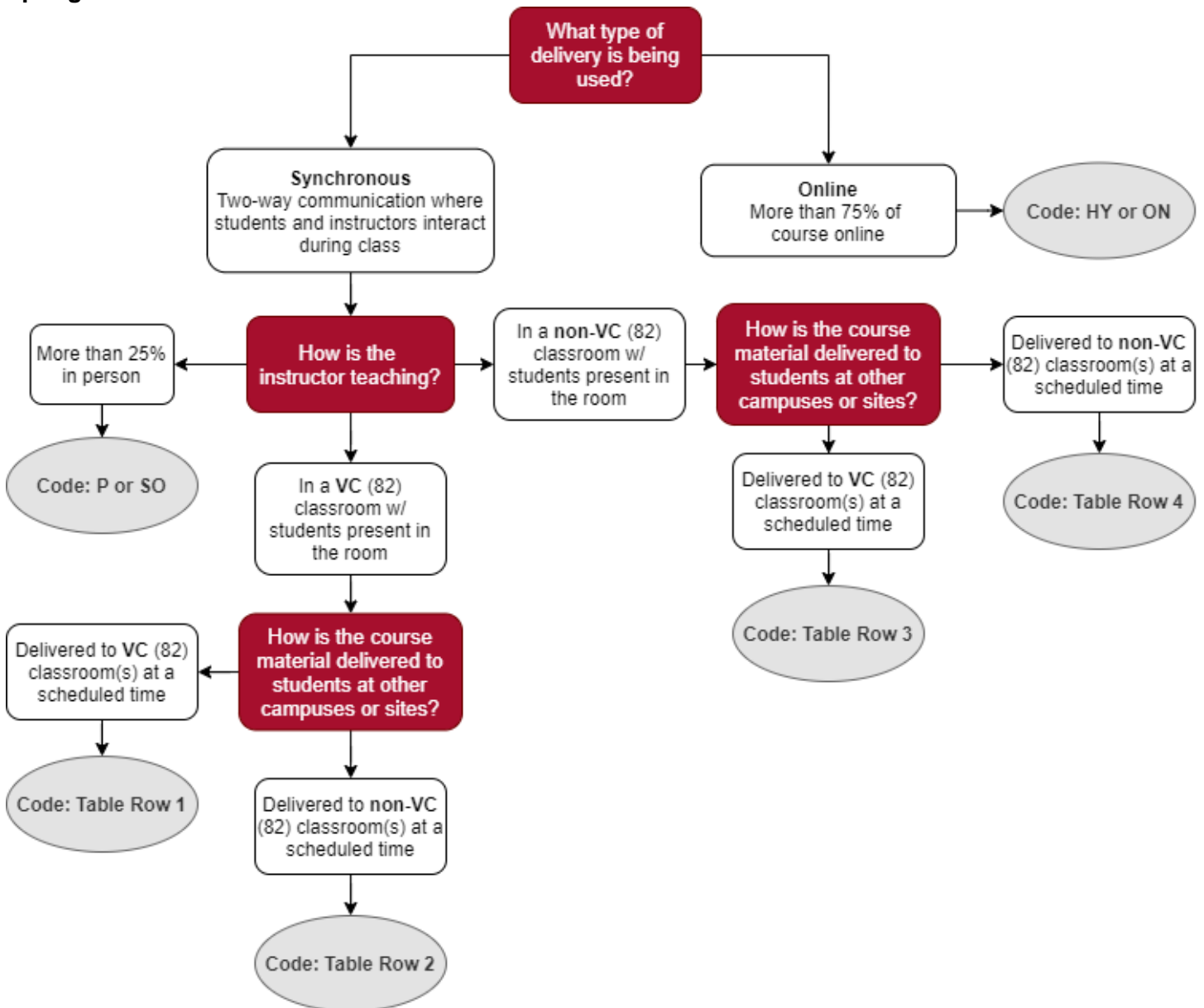
Accessible Version

1. What type of delivery is being used?
    a. Synchronous (two-way communication where students and instructor interact during class)
        i. More than 25% in-person (**Code: P or SO**)
        ii. In a VC (82) classroom with students present in room (jump to #2)
        iii. In a non-videoconference location with students present in room (e.g. Department Zoom (jump to #3)
    b. Online (More than 75% of course online)(**Code: HY or ON**)
2. Videoconference class: How is the course material delivered to students at other campuses or sites?
    a. Delivered to videoconference classroom(s) at scheduled time (**Code: Table Row 1**)
    b. Delivered to other site(s) at scheduled time (**Code: Table Row 2**)
3. Non-videoconference class: How is the course material delivered to students at other campuses or sites?
    a. Delivered to videoconference classroom(s) at scheduled time (**Code: Table Row 3**)
    b. Delivered to other site(s) at scheduled time (**Code: Table Row 4**)

NOTE: The Table for videoconference codes referenced in this decision tree is located on Page 5

Coding courses utilizing videoconference technology

To set this up correctly, utilize the following crosswalk.

Instructor is:	Students are, for the entire semester:	Originating Section Schedule Code:	Receiving Section Schedule Code:
In Person in a Videoconference (82) Classroom[1]	In a VC (82) Classroom at another WSU site	VC (Videoconferencing in VC (82) Room)	VR (VC Receiving in a VC (82) Room)
In Person in a Videoconference (82) Classroom[1]	Using Zoom[2] in a non-Classroom environment WITH interaction with the instructor [3,4]	VC (Videoconferencing in VC (82) Room)	VS (Videoconference Streaming)
In Person in a non-Videoconference enabled classroom/space[3,5]	In a VC (82) Classroom at another WSU site	VO (Videoconference Other Room)	VR (VC Receiving in a VC (82) Room)
In Person in a non-Videoconference enabled classroom/space[3,5]	Using Zoom[2] in a non-Classroom environment WITH interaction with the instructor[3,4]	VO (Videoconference Other Room)	VS (Videoconference Streaming)

[1] WSU videoconference and zoom policies apply; see EPPM Section 14, which has this information. View EPPM Section 14.

[2] "Zoom" is used here as a placeholder for any current or future videoconference technology platform supported by WSU Instructional Technology

[3] Only an option with Chair/Director approval and department IT support as an exception to Videoconference Policies in EPPM Section 14. View EPPM Section 14.

[4] Interaction with an instructor could include, but is not limited to, real-time participation in a Zoom or Canvas chat thread, students asking questions about course content, students participating in group work, students participating using clickers or other response technology.

[5] If the originating site is not a WSU Classroom, then this is only available to instructors who have HRS approved modified duties and approval of their chair/director.