

CELEBRATING 80 YEARS: 1940-2020



GILLINGS SCHOOL OF
GLOBAL PUBLIC HEALTH

Coronavirus

7/1/2020

Dear Faculty Colleagues,

I hope that you are safe and healthy, and getting some rest as the summer heat is upon us!

This communication is sharing some important information about academic plans for Fall 2020. You have been great about responding to numerous surveys. Our touchstones of “flexibility, adaptability, and kindness” are still in place as we move forward with evolving guidance and decision-making. Today, there are three main issues I will convey related to our academic plans: 1) fall 2020 course information; 2) Q&A (e.g., questions you might get from your students and answers); and 3) detailed room capacity and support services for Fall 2020 courses. I realize some of you are not teaching this fall, but this information may be useful if you are advising students as well.

First, each Department Chair (or designee) received an email earlier today from Danny Collins, Gillings Registrar, with the DRAFT Fall 2020 course schedule as it looks in ConnectCarolina. Each faculty member needs to confirm details about the class day/time, the assigned mode of instruction (faculty preferences were submitted previously), and classroom capacity (if appropriate for any residential instruction). We have between now and July 13 to identify and resolve any problems with the draft schedule. Please work with your Department Chair (or designee) to check your course information, problem solve if necessary, and confirm when correct. There are no guarantees that proposed changes will be possible. Specifically, to prioritize safety and health, the 6ft physical distancing in classrooms will severely limit room capacity and thus, what is available for residential teaching. Also, while we gave you 4 teaching mode options to choose from, the university registrar reduced the options to just 3 (e.g., remote only, Hyflex, mask-mask/face-face), so those who previously selected “remote + recitation” were re-classified in ConnectCarolina. We expect those faculty to carefully review their options now.

Second, we want you to know that students will be able to “see” the draft course schedule and modes of instruction starting today, July 1, in ConnectCarolina; however, they are closed out/ cannot register (or re-register) until Tuesday, July 21. That will give us between NOW and July 13 to resolve any problems with the proposed schedule. You may get questions from students about your class, or, other classes. Below we selected a few questions that Academic Coordinators have received in the past few weeks. You are always

free to respond or to direct students to Academic Coordinators. Below we selected a few questions and responses you may find helpful:

Q: Are students being dropped from all of their classes, and do they need to re-register for Fall 2020 courses?

A: No, students are not being dropped from their classes. On July 1, they will be able to see their schedules again in ConnectCarolina, but they won't be able to change anything until July 21. This will give us time to work out any course schedule changes. We expect a heavier than normal drop/add period at the start of the term. Returning students will be able to change their schedules after 7/21.

Q: What are the new University standard course times for fall 2020 with the extra 15 minutes added for distancing purposes?

A: Please see the table below for the revised University Standard Schedule. It takes into account an additional 15 minutes between classes to accommodate physical distancing guidelines and allow extra time for entering/leaving different classrooms/buildings.

Using the additional 15 minutes required between classes, the new University Standard course times have changed. Find your course day and start time with the table below:

New Standard Meeting Pattern - Fall 2020					
MWF	Current Meeting Pattern (15 minutes between classes)	NEW Fall 2020 Meeting Pattern (30 minutes between classes)	TuTh	Current Meeting Pattern (15 minutes between classes)	NEW Fall 2020 Meeting Pattern (30 minutes between classes)
Period 1	MWF 8:00 am - 8:50 am	8:00 am - 8:50 am	Period 1	TR 8:00 am - 9:15 am	8:00 am - 9:15am
Period 2	MWF 9:05 am - 9:55 am	9:20 am - 10:10 am	Period 2	TR 9:30 am - 10:45 am	9:45am - 11:00 am
Period 3	MWF 10:10 am -11:00 am	10:40 am - 11:30 am	Period 3	TR 11:00 am - 12:15 pm	11:30 am - 12:45 pm
Period 4	MWF 11:15 am -12:05 pm	12:00 pm - 12:50 pm	Period 4	TR 12:30 pm - 1:45 pm	1:15 pm - 2:30 pm
Period 5	MWF 12:20 pm - 1:10 pm	1:20 pm - 2:10 pm	Period 5	TR 2:00 pm - 3:15 pm	3:00 pm - 4:15 pm
Period 6	MWF 1:25 pm - 2:15 pm	2:40 pm - 3:30 pm	Period 6	TR 3:30 pm - 4:45 pm	4:45 pm - 6:00 pm
Period 7	MWF 2:30 pm - 3:20 pm	4:00 pm - 4:50 pm	Period 7	TR 5:00 pm - 6:15 pm	6:30 pm - 7:45 pm
Period 8	MWF 3:35 pm - 4:25 pm	5:20 pm - 6:10 pm			
Period 9	MWF 4:40 pm - 5:30 pm	6:40 pm (start time)			
Period 10	MWF 5:45pm - 6:35pm	8:00 pm (start time)			

Q: What is the room capacity of Gillings classrooms when we adopt the 6ft physical distancing guidance?

A: Please see the table below for room capacity (e.g., number of students permitted) taking into account masks and 6ft required physical distancing guidelines.

New Gillings School Classroom Capacity w/6ft Distancing		
Building Name	Room Number	Number of Students Permitted Given 6ft Distance
Hooker Research Center	001	18
Hooker Research Center	003 004	12
McGavran-Greenberg Hall	1301	14
McGavran-Greenberg Hall	1302	04
McGavran-Greenberg Hall	1303	06
McGavran-Greenberg Hall	1304	17
McGavran-Greenberg Hall	1305	11

McGavran-Greenberg Hall	2301	12
McGavran-Greenberg Hall	2302	06
McGavran-Greenberg Hall	2303	06
McGavran-Greenberg Hall	2304	05
McGavran-Greenberg Hall	2305	07
McGavran-Greenberg Hall	2306	15
McGavran-Greenberg Hall	2308	14
Rosenau Hall	133	24
Rosenau Hall	228	23
Rosenau Hall	230	12
Rosenau Hall	235	23

Q: For Hyflex courses, will students be able to indicate in ConnectCarolina (CC) if they intend to participate in person or remotely?

A: Yes, for Hyflex courses, students will be able to note in CC whether they prefer/intend to take the course in person or remotely, and it will be reflected in the class roster for the instructor. Fortunately, we have capped the number of students who are able to choose in-person attendance according to the classroom capacity given the 6ft distancing guideline. However, instructors will have flexibility to work with individual students who might need accommodations. And at any time, we may have to pivot to remote teaching only. We want faculty to have flexibility to create the best options for students, mindful of the constraints on room capacity which prioritize safety and health of students and faculty.

Q: What else should I know about recommending a change in my course day, time, or mode?

A: Once a new course meeting pattern is identified, but prior to switching the days/times of a course, the University requires the department/instructor to contact all registered students to ask them about any new proposed times/days to be sure that there are no time conflicts with other registered courses or requirements. It will be challenging to make changes given this requirement, but not impossible. We ask that faculty work quickly to clarify any potential changes with registered students

Finally, we have some specific information about classroom support services for Fall 2020. All classrooms will have Zoom capacity, and we expect you will want to know and learn about all the features that Zoom has to offer to increase student engagement and improve access.

CLASSROOM INFORMATION & HELPFUL SUPPORT SERVICES FOR GILLINGS FACULTY

Zoom (not lecture capture) will be used for recording and streaming.

Gillings has had a few classrooms with a lecture capture system that automated recordings. Instead of using this system, all centrally-managed classrooms will use Zoom for recordings and streaming. We made this decision for several reasons:

- 1. Availability.** Zoom is now available in all classrooms, whereas the lecture capture system is limited to a subset of rooms.
- 2. Interactivity.** Zoom allows remote participants to interact; automated lecture capture system does not. Anyone (instructor, TA, or student) who joins a residential class or event from Zoom can interact with on-campus participants using text, audio, and video.

3. **Captions.** Zoom recordings made to the cloud are automatically captioned; automated lecture capture recordings are not. Did you know many students turn captions on while watching videos, even if they don't need them for an accommodation? Note: if you have a student with an accommodation, these captions are not sufficient. You will still need to reach out to help.unc.edu to request additional caption support.
4. **Consistency.** Lecture capture recordings and Zoom recordings are stored in two different places. If, in the middle of the term, either the instructor or student needs to change their on-campus status, an interactive streaming solution will be needed. Using an interactive tool throughout the term means recordings and live streams will always be accessed the same way.

Instead of submitting a recording request ahead of time, you'll need to set up Zoom meetings ahead of time AND start the Zoom meeting AND start recording to the cloud at the beginning of each class session. Use this resource for specific instructions on Zoom recordings at: <https://sph.unc.edu/iis/zoom-record/>

You no longer need to request cloud recording – it has been turned on for ALL Zoom accounts. **Recordings will remain available for 120 days, after which they will be deleted.** If you wish to save your recording, you can download it or move it to Warpwire. Note: *Zoom functionality does not extend to conference rooms or classrooms managed by individual departments.*

[Zoom recording instructions](#)
[Getting Zoom recordings into Sakai](#)

If you already have lecture capture recordings you wish to re-use for your course, reach out to Ben Davis (ben_davis@unc.edu) for assistance. Over the next month, he will help you ensure students can access these recordings.

AV Services is your first stop for help with Zoom and the classrooms. You can reach them at (919) 966-6536 or sph_av@unc.edu.

Plan for Pivots

Classrooms are being upgraded, and we're doing our very best to maximize flexibility. For example, we're tuning audio systems to account for masks and implementing other safety solutions that could impact recording, audio, and video quality. There will be many changes to the classrooms you're familiar with – and they may work differently. There will be training, signage, and documentation to help you navigate the rooms. Stay tuned for more information as we get closer to our Fall 2020 start date of August 10.

If you're familiar with an existing room, you'll also be very surprised at how low the capacity will be to maintain 6ft distancing that protects student and faculty safety while using masks (see table above for Gillings classroom capacity). Did you know we only have three rooms that can fit more than 20 students? And those rooms can only fit a maximum of 24 students! We are still working to finalize room capacity. It's possible that we won't be able to accommodate all mask-to-mask and HyFlex courses and will need to request a different mode of delivery.

We will need to be ready and to be flexible if we have to make a sudden change in plans. Reach out to our wonderful Instructional Design experts Aiya Williams (aiya@unc.edu) or Andrea Jost Ashdown (auja@email.unc.edu) to discuss ways to make your course as resilient as possible. In addition, reach out to OJ McGhee (oj_mcgee@unc.edu) if you need Instructional Technology service assistance. Also, consider attending the [Resilient Teaching workshop on July 8 at 10am](#). A fantastic resource with trainings and tutorials is www.keepteaching.unc.edu, so be sure to check that out as well!

For questions on class scheduling please contact Greg Bocchino (bocchino@email.unc.edu) or Danny Collins, Gillings Registrar (daniel.collins@unc.edu).

For other questions about the process or the timetable for implementing the Fall 2020 academic plan, please talk with your Department Chairs. Also, do not hesitate to contact Laura Linnan, Senior Associate Dean, Academic and Student Affairs (linnan@email.unc.edu), with questions that your Chair is unable to answer.

Thanks in advance for your patience with the changing landscape we are working with during this global pandemic, and for all your contributions toward making the Fall 2020 semester a success! Very grateful to each of you – stay healthy!!

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