

Hi,

As October begins, I want to congratulate you on the tremendous job you have done so far in working with our students. I know this semester feels at times like we are running a marathon, and I am grateful for your commitment, creativity, and sheer endurance. I want to share a few updates about class attendance and about advising for Spring 2021.

CLASS ATTENDANCE

As you know, faculty have the latitude to set their own attendance policy for their courses, as long as it falls within the bounds of the University attendance policy. Faculty have also taken varied approaches to Zoom.

In August Faculty Senate approved the following language be added to the attendance policy:

For the 2020-2021 academic year, faculty are encouraged to count attendance in ways that are consistent with health and safety. This may include virtual synchronous viewing, watching recorded lectures or participation in online activities, assignments and discussion boards. If a student is at risk of missing more than 10% of a course due to quarantine or illness, faculty should work with the student to determine a reasonable path forward based on medical information, grades to date, and time remaining in the semester.

Students are required to wear a face covering, as described in the face-covering policy, at all times inside academic buildings, including during class and in the hallways, restrooms, and elevators. Students without appropriate face coverings may be denied entry into the classroom and be counted absent for that day. Faculty and students may report those who refuse to wear a mask to the Office of Student Conduct and Integrity.

Consistent with the policy above, students should not be penalized if they have COVID-like symptoms and are going to be evaluated by the University Health Center.

As the semester has gone on, however, it is my understanding that some students are opting to Zoom to class instead of coming to class in person, for reasons not related to COVID and at their own choosing, perhaps without even prior notification to or permission from the professor. If you would like to clarify with your students when it is appropriate to use Zoom for your course, then some potential language you might adapt and use is below. To be clear, this is totally optional language you can use with your students, if it aligns with the format of your classes and your approach to attendance.

Class attendance during the 2020-21 academic year has taken on new dimensions. Using the class Zoom link is intended only for the following types of students: those in isolation or quarantine, those who feel unexplained symptoms related to COVID-19 and have sent the professor an email notification to that effect, or students in a group intended to be on Zoom that day. Students who use the Zoom link for other reasons without prior permission from the professor may be counted absent for that day.

ADVISING

I hope you have had a chance to read the email from Susan Hines, the university registrar, sent on Tuesday about the spring 2021 schedule going live. Registration does not begin until Tuesday, October 27, but you should soon be scheduling your meetings with your advisees.

You can hold your advising appointments virtually or in-person, depending on your comfort level. I have heard that some students still prefer to meet with faculty face-to-face in their offices rather than on Zoom. Please remember that when meeting with students in your office, face covering and social distancing guidelines still apply.

If you prefer to hold your advising meetings on Zoom, you can create a QR code that can be posted to your door for a student to access your Zoom link directly from their phone. This [video](#) shows you how to create a QR code for a Personal Zoom Room.

CAFE PROGRAMS

The Center for Faculty Enrichment has upcoming programs that focus on both the hybrid classroom and advising.

FRIDAYS@CAFE:

Roundtable Discussion: Collaboration in the Hybrid Classroom Check-In

Facilitator: Adam Franssen, Assistant Director of CAFE

Date: Friday, October 2, 3:00-4:30pm

Register @ <https://forms.gle/7RsDSoEBEjSCeQgFA>

This summer, CAFE and the DEC held sessions designed to provide faculty with ideas about how to facilitate collaboration in a hybrid classroom. Now that the semester has begun and we're all actually trying to make collaboration work, we want to hear how it's going. In this Zoomtable, we'd like for you to share the techniques that are working and are not. By the end of the discussion, attendees will have a list of teaching tools and techniques that can be incorporated into your classes either this semester or next. Didn't attend the summer workshop? No worries, all are invited to participate.

ADVISING WORKSHOPS

If you missed the New Advisors workshop held on September 29, then you can view the recording. Contact Pam Tracy, director of CAFE, for more information (tracypj@longwood.edu).

An Experienced Advisors workshop will be held Thursday, October 8 from 3:30 p.m. -- 5:00 p.m. via Zoom. You can register for the workshop [here](#).

Best wishes,

Lara

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