



The 20/21 Academic Year: Updates

NEWSLETTER / NO. 2 OCTOBER 2020

Navigating the Journey Together



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Help with Fall and Winter Courses

- [Teaching Online website](#)
- Easy ways to get [mid-term feedback](#) from your students
- [Request help](#) from a student Online Learning Assistant or by email at OLCourseHelp@uwindsor.ca
- [COVID-19 Updates and Academic Policies](#)
- Want to take your online teaching to the next level? [Join us](#) to explore possibilities for the winter term!

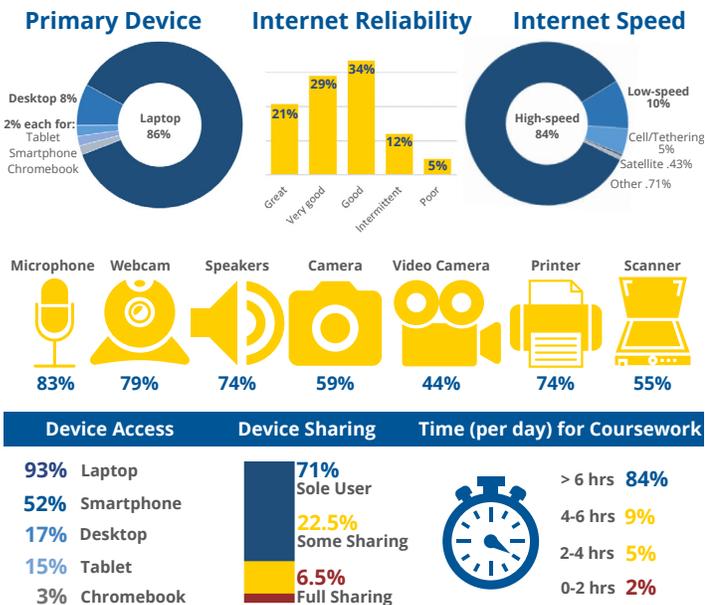


STUDENT PREPAREDNESS SURVEY RESULTS

University of Windsor

Office of OPEN LEARNING

Access to Technology



In September, more than 1,400 students completed a student preparedness survey focusing on technology needs and familiarity. First developed for the School of the Environment by Alice Grgicak-Mannion, Melissa Price, Michelle Bondy, Maria Cioppa, and Courtney Spencer, the institutional survey was spearheaded by Ashlyne O’Neil with support of Nick Baker in the Office of Open Learning. See the results [here](#).

Resumption of On-Campus Research



- The University’s Resumption of Research Framework & Request for Research Form, and Safety Plan are available [here](#)
- Finalizing a framework for resuming or initiating research with human participants under COVID-19 restrictions
- [COVID-19 Research on Campus](#)
- Office of Research and Innovation Services [COVID-19 Research and Innovation Guidance webpage](#)

Policy and Procedure Updates

- During the COVID-19 Academic Emergency Period Student Evaluation of Teaching scores will continue to be collected in keeping with existing policy but their use for performance review and RTP are optional. [Learn more.](#)
- Information about RTP and performance review procedures in the COVID-19 period. [Learn more.](#)

Technology Support

- Given anticipated demand for IT related support for the Fall Term, the IT Service Desk has enhanced resources including:
 - Implementation of a new live chat function to assist with basic service inquiries
 - Additional self-service support resources (TeamDynamix [Service Catalogue](#), [Tech Talks](#))
- Updates have been made to further integrate Blackboard courses, Office 365 groups, Microsoft Stream and Microsoft Teams with a focus on how to employ these tools for use in UWindsor courses. Additional information on these features can be found in this [TDX article](#)
- Planned classroom technology and wireless network updates have been initiated for targeted spaces across campus that will further support synchronous teaching capabilities and improved student experience

Online Resources for You and Your Students:

- [Getting Started](#): first steps for students, faculty and staff
- [Tech Support](#): obtain assistance from IT Services



W21 Decision

After careful analysis of several options and scenarios, we have made the decision that in Winter 2021 the majority of University of Windsor courses will continue to be offered through online delivery, with face-to-face offerings being provided where in-person interaction is integral to meeting program learning outcomes. This is essentially a continuation of our current approach, but with the possibility that additional co-curricular face-to-face activities will be mounted as COVID-19 conditions permit.

Given current health and safety considerations, physical classroom space is a critical factor. We have fewer than 15 classrooms that, under current health authority guidelines, can house more than 30 people. Current provincial health guidelines, which are subject to change, also prohibit classes of more than 50 students. Heightened sanitation and social distancing guidelines require transit time between classes, which further limits the number of courses that can be offered.

Because of these limitations, most courses will be online during the Winter 2021 term. In consultation with faculty members, who are best placed to identify courses and course components that are critical within specific programs, all of the Deans at the University of Windsor have led a collective effort to determine which courses must be offered in-person focusing on the following priorities:

Read the full communique [here](#).

Return to Campus Guidelines: Teaching and Service

Return to Campus Guidelines: Teaching and Service

The Working Group on Return to Campus - Faculty has finalized guidelines outlining how faculty can request to return to campus in relation to their teaching and service responsibilities. The Guidelines were developed by faculty and administration and reviewed in detail by the Deans.

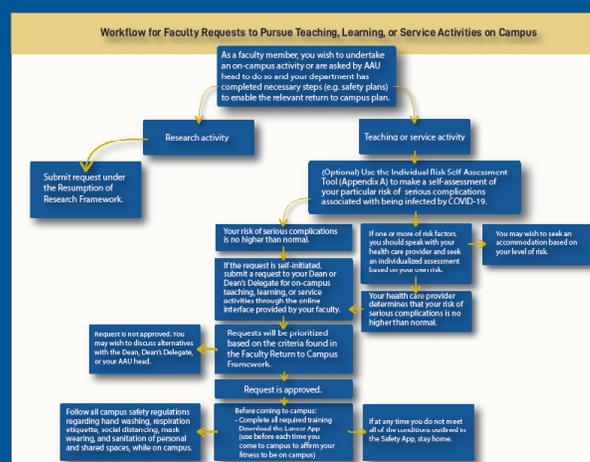
Guidelines for research-related requests can be found [here](#).

For the moment, being on campus requires more coordination and prioritization than normal. COVID safety requirements limit the campus spaces that can be used and how they can be used. Contact tracing requires tracking of who's on campus.

The Guidelines include:

- Conditions and stages of faculty return to campus;
- How to make requests; and
- How decisions will be made.

See the full article [here](#).



UWINDSOR TOGETHER

A SAFE RETURN TO CAMPUS



Stephen and Vicki Adams Welcome Centre

Return to Campus News

We each play a vital role in preventing the spread of COVID-19 on campus and in our community. There are important steps we are required to take to keep ourselves and others safe and healthy while on campus. Do your part to **be a safe Lancer**. [Learn about the six simple steps to follow every time you come to campus.](#)

- Return to Campus [Guiding Principles and Working Groups](#)
- [Return to Campus Framework](#)
- [Health, Safety, and Wellness Guidelines](#)

Updates: Student & Campus Services

- Students have a one-stop shop to navigate UWindsor online resources: [Current Students site](#).
- Limited access to Leddy library computer stations (more on the way) for students, by appointment only. Details here: leddy.uwindsor.ca/pc-booking.
- Online Student Services: [Writing Support Desk](#), [Academic Advising](#), [Student Accessibility Services](#), [Student Health Services](#) and [Student Counselling Centre](#); [Sexual Assault and Sexual Misconduct Response and Prevention Office](#), [Registrar](#), [Cashier's Office](#), [EpiCentre](#)
- Wifi-Access Study Space, by appointment in Alumni Auditorium. [Book here](#).
- St. Denis Centre and Forge Fitness Centre open, by appointment only, for all students, faculty, and staff. [Book here](#).



If a Student Tells You They Have or Might Have COVID-19

For full details [read here](#).

[Download the instructor handout.](#)

[Download the student handout.](#)

COVID-19 Instructor Handout on Student Disclosure



University of Windsor

If a student informs you, the instructor, that they have COVID-19 or are at risk of having contracted it:

DO

- Make sure you have the student's full name, Faculty, and contact information.
- Tell the student you'll be contacting your Dean and the COVID Case Response Team
- Contact your Dean and the [COVID Case Response Team](#) immediately
- Help the student with requested academic accommodations and **give them the student handout**

DON'T

- DON'T** distribute any student information to others without guidance from your Dean or the COVID Case Team
- DON'T** start contact tracing or any other activities. The COVID Case response team or the Health Authority will do all of that.

For students who are also employees: [here](#)

Handout to give to student: [here](#)

Your Dean or the COVID Case Response Team may follow up with further questions.

Faculty Insights

In the Summer/Intersession semester, Vincent Georgie, AAU Head in SOCA, surveyed instructors who were teaching online, many for the first time, about their experiences, and then shared them with permission with the department as food for thought. With the instructors' permission, we've pulled together some of their insights to share:

Thinking about Time

- Let your questions and discussion breathe...You will not get the automatic feedback you have in a classroom. Be patient. The answers and discussion will come, just a few beats later.

Live vs. Asynchronous

- A synchronous component is essential for engagement. Students appreciate the flexibility of asynchronous learning. It took a couple of weeks to get the balance right.

Planning

- Students are used to certain class formats, and if we can adapt it to an online delivery format while keeping it familiar, it should make the transition easier for them and for you.
- Integrating discussion boards, resources, glossaries, and additional educational materials has been very successful. This experience has changed how I teach and I will continue to use many of these techniques when we return to face to face.
- Consistent instructions like “now is the time to turn on your camera”, “now is the time to mute your microphone”, “your chat function is available to you on the right hand side of the screen”, etc., etc. was helpful in building routine and clarity.
- Several students have complained about the lack of standardization of delivery method. I've heard “Every prof uses different software” more than once. BlackBoard works well; it's one stop shopping for students.



Connections and Engagement

- Remote learning seems to have increased student anxieties and they are asking more questions, additional instructions, and require additional guidance.
- Three words have come to inform the ways in which I teach online: community, empathy, visibility.
- I spent the first 5 minutes of every lecture just waking the room up a bit... I would welcome everyone, let everyone get settled, engage in very light discussion that was purposefully never about the course, just to humanize the experience and make everyone feel a light-hearted connection. This was time very, very well spent.

Expectations

- In retrospect, it would have been good to have a conversation with the class about the shared, virtual classroom and discuss what home-based behaviours do and don't belong.

Anxiety

- Tackle online worries head on. Student: “I've never taken an online course before”. Me: “Perfect. I've never taught an online course before. Shall we both make this up as we go along? I'm game to try if you are?” Worked well.

With thanks to Dorian Moore, Nick Hector, Kim Nelson, Jaclyne Meloche, and Vincent Georgie.

We plan to share faculty experience in every issue of the newsletter going forward in one format or another. If you'd like to be part of that – or you'd like to recommend someone we reach out to, please contact [✉Chris Henderin](mailto:Chris.Henderin).

Enhanced Learning Technologies

- New positions supporting online teaching, including 22 Student Online Learning Assistants hired to support instructors and students
- Live chat for student transition questions in first few weeks of term launched
- New toll free dial-in option for Blackboard Collaborate Virtual Classroom
- Upgraded storage and server capacity for Blackboard Learn
- Renovating large classrooms to support hybrid and hyflex teaching approaches
- Better Examinations – cloud-based, scalable, easy to use exam management and proctoring system
- YuJa: integrated video creation, lecture capture and interactive media management system

Connections

Join us for a couple of hours of fun
– Meet new colleagues!!

Join as a team of up to 5 members
or join by yourself and be placed on
a team. A great way to meet new
people on campus.

Date: Friday October 30, 2020

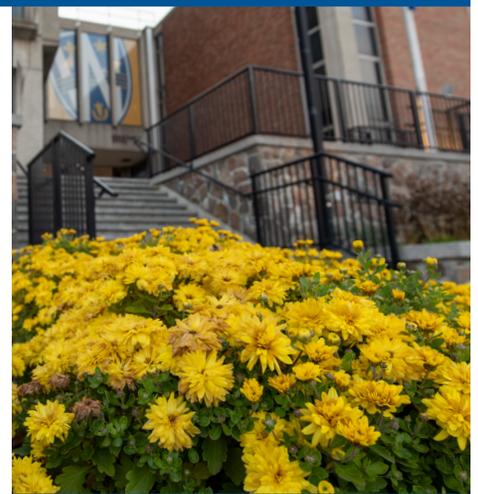
Time: 8:00 pm

Location: Microsoft Teams

Hosted By: Patti Weir, Sarah Woodruff & Paula van Wyk

Please contact [✉ Patti Weir](mailto:Patti.Weir@uwindsor.ca) with interest in joining a team of new colleagues, or with a list of team members along with your team name.

More details to follow.



Health and Wellness

[Campus Virtual Connections](#)

LancerRecConnect – [virtual health and wellness programs @ UWindsor](#)

Employee and Family Assistance Program (EFAP)

Delivered by Morneau Shepell, an outside employee support solution provider, the EFAP offers professional counselling and information services to University employees and their eligible immediate family members.

- No referral required
- All calls are private and confidential
- No individual information shared with UWindsor

1-800-387-4765 (toll free number)

1-877-338-0275 (TTY Service).
[Morneau Shepell website](#) (if prompted to log in please enter University of Windsor)



This is a new initiative and we'd like your feedback and input. Please send suggestions for topics:

✉ vpacademic@uwindsor.ca