Academic Affairs Daily Updates Spring 2020

July

Thu, July 8

Academic Innovation Listening Sessions

Academic Innovation is grateful to the faculty and staff that have attended our listening sessions to share their experiences with teaching, learning, and Academic Innovation at WOU. These sessions are an invaluable source of information as Academic Innovation identifies opportunities and strategies to collaborate and support WOU's mission. Please consider signing up for one of these sessions!

More information: https://wou.edu/cai/summer-2020/#listen

Registration form: https://forms.gle/PKcxTtKBzr1aoW3z8

Space is available for sessions on:

- Thursday, July 23 at 10 am
- Tuesday, August 4 at 1 pm

Canvas Implementation Status Updates

- The Implementation Team is hard at work on Banner integration and user authentication. Once this work is complete, Academic Innovation will coordinate with divisions and programs on more specific implementation plans.
- Canvas-specific training is planned for the second half of the summer. Details will be sent out as soon as they are available.
- If you'd like to begin exploring the Canvas interface, please fill out the Canvas Account Request Form. This will provide you with access to the WOU Canvas

site, enroll you in a self-paced Canvas training course, and create a "sandbox" course that you can use to start building content.

June

Thu, June 18

In this update:
- Tips for Post-Thanksgiving Remote Instruction
- Creative Assessment Strategies Showcase
- TurnItIn Feedback
- Academic Innovation Listening Sessions: New Dates!

Tips for Post-Thanksgiving Remote Instruction

- If students have concerns about having the right or sufficient technology to engage in remote learning (e.g. internet access, computer, webcam, etc), please refer them to the Library's [Computing Checkout information](#), as well as the resources on our [Keep Learning webpage](#).
- Over the past three months, we've heard from many students and faculty who have run into problems during quizzes, exams, and other time-limited activities: internet crashes, power outages, and other technical challenges. To limit the impact of these common problems, we recommend following these guidelines when setting up time-limited activities online:

  Both Moodle and Canvas contain three main settings related to timing for quizzes (the term "quizzes" includes exams):

  > **Open** or **Available From**: The date and time students first have access to the activity - the start of the window in which they can begin the quiz.

  > **End** or **Until**: The close of the window for students to take the quiz.

  > Do not use these first two settings to replicate an in-class timed activity; instead set them to create an extended "available" window (we recommend 3–7 days).

Time Limit: This is the amount of time, usually in minutes, that each student has to finish the quiz once they start. Use this setting to replicate the time limit that the activity would have in the physical classroom.

Example settings for a one-hour final exam:

Open: Dec 7, 2020, 8:00am

End: Dec 11, 2020, 8:00pm

Time Limit: 60 mins

Our LMS support team is available if you have questions or need assistance setting this up: moodle@wou.edu | 503.838.9300

Creative Assessment Strategies Showcase

Academic Innovation is grateful for all the work faculty members have put into designing creative ways to assess students' content mastery and supporting a culture of academic achievement and integrity. We know that many faculty went the extra mile during the rapid transition to remote instruction to rework and adapt the structure of their midterm or final exams or even found ways to replace these with alternative assessment strategies. We want to recognize this effort and share these practices.

If you've started to use a new and creative approach to assessing student learning, Academic Innovation invites you to share your work with the university community as part of our Creative Assessment Strategies Showcase. These strategies will be featured on AI's website and we hope you will share your approach with other faculty members during a series of Brown Bag Presentations this coming fall.

More information is forthcoming based on interest in the program. To express your interest and share your strategies, please fill out this form: https://forms.gle/8jf4nQKLEk8Ro2VE8

TurnItIn Feedback

Plagiarism detectors are a valuable tool and Academic Innovation is eager to learn more about how faculty members are using TurnItIn, which features have been most effective, as well as any challenges using TurnItIn. If you are interested in sharing your perspective, please fill out the following form by Friday, June 25 at 5pm: https://forms.gle/C8PTnUsTGHNaoXrJ7

Academic Innovation Listening Sessions: New Dates!

Academic Innovation is grateful to the faculty and staff that have attended our earlier listening sessions to share their experiences with teaching, learning, and Academic Innovation at WOU. These sessions are an invaluable source of information as Academic Innovation identifies opportunities and strategies to collaborate and support WOU's mission. Two additional dates have been added. Please consider signing up for one of these sessions!

Registration form: https://forms.gle/PKcxTtKBzr1aoW3z8

Space is available for sessions on:

- Tuesday, June 23 at 9 am
- Wednesday, July 8 at 12 pm
- Thursday, July 23 at 10 am
- Tuesday, August 4 at 1 pm

Thu, June 11

In this update:
- Upcoming Webinars
- Additional Slots in Catalyst Now Available
- Student Feedback About Online Teaching and Learning
- NEW Library Resource Guide: Race, Policing, and Protest
- Library Services During Summer Term

Upcoming Webinars

Accessibility in the New Normal of Online/Remote Course Delivery
> **TODAY**, June 11, 11:00am
> WICHE Cooperative for Educational Technologies
> **Registration required**

Considerations for an Uncertain Fall: Ensuring Readiness for Faculty and Students
> Tuesday, June 16 at 10:00am
> WICHE Cooperative for Educational Technologies
> **Registration required**

Additional Slots in Catalyst Now Available

Academic Innovation is pleased to invite additional participants in its summer program, Catalyst. Catalyst is a collaborative program that brings faculty together to explore the intersection of technology and pedagogy and springboard course design for Fall term.

Catalyst will be offered four times during summer term.

- June 29 - July 12
- July 6- July 19
- July 20 - August 2
- August 3 - August 16

If interested, please fill out this form: https://forms.gle/u4rfSWr22aEUgwPf7

Spaces are filled on a first-come, first-serve basis. This form will close on Tuesday, June 16 at 5 pm PST to provide time for AI staff to reach out to accepted participants and determine remaining availability. This form will be reopened and shared weekly until all space has filled.

For more information about Catalyst, visit the Academic Innovation website.

Student Feedback About Online Teaching and Learning

At Faculty Senate this week, our Interinstitutional Faculty Senate representatives reported several ideas from IFC about how institutions can support faculty during the coronavirus pandemic. One of these was to solicit and share student feedback about online teaching and learning.

Earlier this term, WOU students were surveyed and asked what hardships they were facing, what their biggest challenges were, and if they had comments or other feedback. The survey was open for four days, and over 800 students responded.

Most of the data was qualitative. The team processing the responses focused first on identifying students with urgent needs and connecting them to the offices that could provide that help, and then worked on finding common themes. A summary of the quantitative data is attached to this email.

All feedback related to online teaching and learning has been provided to the Academic Innovation staff, to be incorporated into this summer's programming. Please be sure to visit their website to learn more about those opportunities.

While our students discussed a wide range of topics about online teaching and learning in their responses—much of it positive!—the most common area discussed was **communication**. Many students provided either praise or suggestions around two themes:

- Regular, timely communication from faculty. Students were reassured by hearing from faculty, even when the communication was along the lines of "I don't know yet what is going to happen."
- Clarity and organization in communications. Students appreciate having a clear timeline for course activities and due dates.

NEW Library Resource Guide: Race, Policing, and Protest

The Library has created an updated guide highlighting resources at WOU and beyond to explore issues related to Race, Policing and Protest. It will be continually updated as they receive new resources and ideas.

https://research.wou.edu/raceandpolicing

Library Services During Summer Term

For Summer term the library continues with services as established for Spring term. This message summarizes for Summer term faculty; please share with your students. Full information is always available on library.wou.edu/coronavirus.

Library staff are ready to help you remotely by email, online chat, phone (503-838-8418), and text message (503-383-9681) as you navigate the many online resources we have available for your instructional needs. Remote service hours are:

Intersessions:
June 13–21 and Aug 1–Sept 27
Mon–Thu 8:00am–5:00pm
Fri–Sun closed

6-week Summer term:
June 22–July 31
Mon–Thu 8:00am–6:00pm
Fri–Sun closed

 The library is digitizing materials (print and video) to help you deliver course content remotely. For personally-owned hard-copy items, deposit them along with a copy of the digitization request form into our bookdrop located in the library's parking lot. For library-owned materials, use the "Scan and Deliver" link within Primo.

Summer-enrolled students may request loan of wifi hotspots and select computing equipment. Equipment will be sent via U.S. mail.

Borrowing and checkout of all print books (WOU-owned, Summit & Interlibrary Loan) as well as general equipment (DSLR cameras, etc) remain suspended.

The library instruction program offers a [variety of options](#) to support online courses, including, but not limited to, research guides, tutorials, and Moodle integration. [Contact your librarian.](#) We'll find out what you need and then determine the best option with the quickest turn-around time.

Library staff gathered ideas for [creating a space for studying](#), even in a busy household.

Tue, June 9

In this update:
- Next Virtual Town Hall: June 23
- Resources for Remote Science Education
- Advisor of the Year Award Winners

Next Virtual Town Hall: June 23

Academic Affairs is hosting another virtual town hall on **Tuesday, June 23 at 11:00am** to share updated information about Oregon's framework for reopening, the proposed unified public university reopening plan, and WOU's planning efforts. A lot of progress has been made since our last town halls and we want to keep faculty and staff informed.

> Once again, we will use the WOUTV live stream channel that can be accessed by clicking a Virtual Town Hall button that will be in all faculty and staff portals. The button will become active 15 minutes before the town hall.

> After we present the latest information about our re-opening efforts and planning, we will try to address questions that we have already heard or that are submitted before the event. Please submit any questions about reopening efforts through [this Google form](#).

> Live captioning services will be provided for this event.

> If you are unable to participate in the live town hall, a recording of the event will be posted in Portal.

> The recording of the student-focused town hall held last week, which had over 700 participants, is also available in Portal.

Resources for Remote Science Education

The [Virtual Lab and Science Resource Directory](#), hosted by [BCcampus Open Education](#), lists free science resources designed to support remote science education. This directory is updated as new resources are identified. Note that, while all resources in this directory are free, not all are open. Resources that carry Creative Commons or otherwise open licenses are clearly labeled.

Congratulations to the 2020 WOU Advisor of the Year Award Winners

Faculty Advisor of the Year: Dr. Margaret Manoogian, Gerontology: Aging and Older Adulthood

Staff Advisor of the Year: Melissa Hinzman, Student Success and Advising

To read more about our Advisor of the Year winners, click [here](#).

> A message from the Director of Student Success and Advising, Niki Weight: "We received over 150 nominations for the Advisor of the Year Awards and there are many people doing great work on our campus. I want to thank all the nominees for the positive impact you are having on students. Your efforts have not gone unnoticed. I also want to thank the additional members of the Advisor of the Year Awards Committee, Brooke Nott, Kathy Witwer, and Lizzy Harman for their time in reviewing the nominee materials."

Thu, June 4

In this update:
- Academic Innovation Listening Sessions
- OpenOregon's Equity and Open Education Faculty Cohort
- Survey on Service

Academic Innovation Listening Sessions

Academic Innovation is holding listening sessions to create space for feedback, reflection, and brainstorming with campus partners. These sessions will be facilitated by Michael Reis, the new Director of Academic Innovation, and Amy Harwell, the chair of the Online Professional Learning Community, to learn more about the ways Academic Innovation can support teaching and learning excellence moving forward.

- Wed, June 10, 1:00 pm
- Tues, June 23, 9:00 am
- Wed, July 8, 12:00 pm

Space is limited at each session, so registration is required: https://wou.edu/cai/summer-2020/#listen

OpenOregon's Equity and Open Education Faculty Cohort

Are you interested in making your course materials relevant and accessible for all of your students? Do you wish that your course materials incorporated and supported the voices and experiences of your actual students? Are you concerned about the cost of commercial course materials that don't support equitable student learning? Join a statewide 2-part Equity and Open Education Faculty Cohort.

Participants will earn a $200 stipend upon completion of "Part 1- Explore" and will have the option to earn an additional $300 stipend in "Part 2- Implement."

To view more info and indicate interest in participating, please submit a registration form by Friday, June 5.

Survey on Service

The Faculty Senate Committee on Committees are asking all faculty to participate in a survey about their service activities. This scope of this survey expands on the previous survey, to broaden the conversation about what kinds of service our faculty do both on and off campus. The survey deadline is June 30th.

https://wou.az1.qualtrics.com/jfe/form/SV_5zFg7xh9MFYpdhX

For questions, please reach out to the Committee members (Melanie Landon-Hays, Stewart Baker, Becka Morgan).

May

Fri, May 15

Timeline for Fall Schedule Updates

Thank you to everyone who submitted updated delivery method information for their Fall Term sections. The Scheduling Office staff are entering the changes into Banner, with a goal of finishing the updates before early registration begins on May 25. In the meantime, an unofficial list of delivery methods and schedules has been posted online for reference during advising:

> wou.edu/provost/keep-learning/fall-2020-course-delivery-list/

Another Tip on Adjusting for Internet Speed Issues

Another option for reducing internet bandwidth usage is to use software to monitor which apps are using the internet and turn off or pause those that are not needed. Options include:

> TripMode: https://www.tripmode.ch/ (Windows and Mac)

> GlassWire: https://www.glasswire.com/ (Windows and Android)

This information, as well as the tips from yesterday's daily update, have been added to the Keep Learning page for easy sharing with students.

Thank you to Chris Brooks in Computer Science for this tip!

Thu, May 14

Hotspot Bandwidth Alert & Tips on Adjusting for Internet Speed Issues

The Library has discovered an issue with the Sprint wifi hotspots that we have been distributing to students, staff and faculty who need internet access, around data limits and internet speeds. The message below was sent out to 148 borrowers of wifi hotspots yesterday. Some of those borrowers may be your students, and you might be hearing from them.

Many other students and employees also have data limits or regularly experience problems with internet speeds. The tips below can help you and your students reduce bandwidth use while maintaining interactions.

Like many other things this term, the hotspots were distributed as fast as possible. So we were as surprised as some of you were when data speed slowed dramatically after a period of strong use. We have now found out that the "unlimited" hotspot plans provide 20GB of 'high speed' data transfer per month. After that 20GB of data moving at maximum speed, Sprint severely throttles the data transfer speed--but does not halt transfer altogether--for the rest of the month. The lower speed is such that there is little practical use.

It's important to control your bandwidth consumption so that you can be successful with your online coursework. WOU's Academic Innovation will be advising faculty on adjusting classroom sessions and assignments, and we are exploring other options, so it's not all on you. But here are things you can do immediately to reduce bandwidth use:

1. Know that the month for WOU's Sprint hotspots starts over on the 28th. (Unfortunately, it seems the devices don't provide a usage counter so you can monitor your own usage).

2. Limit high-bandwidth applications used by your own device and others' devices using the hotspot, either actively or running in the background. The typical culprits are online games, streaming music or video (Netflix, Spotify, etc.), other websites with dynamic content, and uploads and downloads of large files. You can identify and manage data hogs on your device: On Windows, go to Task Manager-->App History; on Mac, go to Activity Monitor-->Network.

3. When seeing each other isn't important, turn cameras off for meetings. You can toggle your camera on and off as desired, but eliminating video will significantly reduce the amount of data.

4. If video is important but resolution and quality is not critical, turn off HD video. This goes for both live and recorded video. Even when visual clarity is very important to the context, experiment by dropping the resolution a step and see if the quality suffers appreciably.

5. Mute your audio when you aren't speaking. Audio isn't as much of a bandwidth hog as video, but it does reduce use somewhat.

6. Limit screen sharing to when it's absolutely necessary. If possible, save what you want to share to Google Drive or other online space and send everyone a link.

Tue, May 12

In this update:
- NEW: Information for Students About Fall Delivery Methods
- TODAY at 2:00pm: Virtual Town Hall
- S/NC Grading Option Change and Withdraw Deadline is Friday, May 15th
- Extended Deadline: Faculty Survey on Remote Instruction and Teaching Resources
- Reminder: Advising Holds and Fall 2020 Registration

NEW: Information for Students About Fall Delivery Methods

We've created a web page for students with information about the course delivery methods that will be used in Fall Term, and will be sharing it with all students. Please refer to this page when assisting your advisees in building their fall schedule.

https://wou.edu/provost/keep-learning/course-delivery-methods-fall-2020/

TODAY at 2:00pm: Virtual Town Hall

We will host another virtual town hall today at 2:00pm to share information about Oregon's framework for reopening, the proposed unified public university re-opening plan, and WOU's planning efforts. A link to the town hall is in all faculty and staff portals and will become active at 1:45pm (if your portal is already open, you may need to refresh your screen at that time for the link to work).

S/NC Grading Option Change and Withdraw Deadline is Friday, May 15th

Students without a hold can make the change to S*/NC or withdraw on their own through WolfWeb. Students who have an advising hold (or other registration hold) will not be able to make this change in WolfWeb until their hold is removed. If they are unable to resolve the hold before the deadline, they can email the Registrar's Office at registrar@wou.edu from their WOU email with their name, V-Number, the course CRN, Subject and Number and request to have the class changed to S*/NC (or to withdraw) by Friday, May 15 by 5 pm. More details about changing to S*/NC are available on the FAQ page. Students were notified by Student Success and

Advising yesterday of the withdraw and S*/NC credit deadline, with instructions on how to make the changes.

Extended Deadline: Faculty Survey on Remote Instruction and Teaching Resources

Library & Academic Innovation is eager to gather faculty perspectives and input on needs that have arisen during the rapid transition to remote instruction as a result of COVID-19. This information will allow us to better assess the current support available and identify areas of continued need. The survey also provides an opportunity for faculty to share information that will help Academic Innovation develop online and technology-enhanced teaching resources to support instruction beyond the current crisis.

https://forms.gle/FqB3CkeCn8p72LVF6

Please respond to the survey by 5:00pm on Wednesday, May 13.

Reminder: Advising Holds and Fall 2020 Registration

Advising holds for Fall 2020 term registration have been placed and students have been notified to connect with their assigned advisor.

Per an earlier notice, registration for Fall term was delayed by two weeks and will now begin on Monday, June 1, 2020. Some populations of students have early registration access that will begin the week of May 25, 2020. Students will receive an individualized email with their assigned registration time as it gets closer to registration.

Note: Incoming transfer students were notified that their registration date for Fall 2020 would open on May 11 in conjunction with virtual TSOAR events. Since they had already received this notification, their registration date has not been delayed.

To provide personalized advising support, we encourage each department and advisor to contact their students directly with information on how to meet with an advisor remotely (e.g. how to schedule an appointment or group advising information). Please reach out to the Student Success & Advising office if you need help with remote advising options or would like strategies for contacting your assigned students this term.

In addition to the Fall Delivery Methods webpage noted above, there are helpful resources for class planning and advising available in the Provost's Report to Faculty Senate on 4/28/2020.

April

Thu, April 30

Faculty Survey on Remote Instruction and Teaching Resources

Library & Academic Innovation is eager to gather faculty perspectives and input on needs that have arisen during the rapid transition to remote instruction as a result of COVID-19. This information will allow us to better assess the current support available and identify areas of continued need. The survey also provides an opportunity for faculty to share information that will help Academic Innovation develop online and technology-enhanced teaching resources to support instruction beyond the current crisis.

https://forms.gle/FqB3CkeCn8p72LVF6

Please respond to the survey by 5:00pm on Friday, May 8.

New Resource for Students: Making Studying Easier During Remote Learning

Hamersly Library has created a helpful guide to creating a space for studying, even in a busy household:

library.wou.edu/making-studying-easier-during-remote-learning/

Tue, April 28

Webinar: Student Well-being In The Time Of Remote Learning

Wed, April 29, 3:00pm-4:00pm
International Honor Society in Psychology
Presented by WOU's own Dr. Brannan, from the Behavioral Sciences Division
https://www.psichi.org/events/EventDetails.aspx?id=1364812#

Thu, April 23

Drop Deadline Tomorrow

This Friday, April 24, 2020, is the last day students can drop a class. Dropping a course means it will not appear on the student's transcript.

Students were notified of this deadline yesterday morning and provided instructions for how to drop classes. Students can drop their courses online via WolfWeb. If they have a registration hold, they can have the course dropped by emailing the Registrar's Office by 5 pm on Friday, April 24. The student should send the email from their WOU email and include:

- Their name
- V-Number
- Course CRN
- Subject and course number
- A request to drop the course

We encourage students to talk with their instructors/advisors if they have questions about dropping a class. They can also schedule an appointment with an Academic Success Advisor by scheduling an appointment through the WCS link in Portal.

April 25th through May 15th is the withdrawal period. Students will have the option of withdrawing from a course during that time; it will appear on their transcript as a 'W' grade and does not impact their GPA.

If students need assistance with dropping or withdrawing from a class, they may also contact the Registrar's Office at 503-838-8327.

Message from Associate Provost Mike Baltzley: Consider Asking Your Students for Midterm Feedback

Believe it or not, we're approaching the half-way point of the Spring term. Now is a good time to get feedback from your students so you can make course adjustments. I'm often surprised to find that what I think is working great from my perspective is not working well for students. Giving students the chance to provide feedback lets them know you care about their input, even if they don't fill out the survey.

You can survey your students in Google Forms, Qualtrics, or by using a "Questionnaire" activity in Moodle. If you need some ideas for a survey, here are some simple questions to try:

1. Which aspect of the course is most helpful to you?
2. Which aspect of the course is least helpful to you?
3. Are there any suggestions you would like to make about how to improve the course?
4. Is there anything else you would like me to know?

Tue, April 21

Kudos From Students

The university recently surveyed students about how they are coping during this difficult time. While our students are facing many hardships, many also took the time to praise WOU faculty and staff. We're in the process of integrating the survey results into resources around connecting with students and supporting their academic success in a remote environment. In the meantime, here's a small sample of the kudos:

> *I really appreciate the professors and how helpful they are being. This is all new to them as well and it helps that they reach out often reminding us about deadlines and assignments, and just asking how we are all doing!*

> *Thank you for always checking on me as a person and human first and then diving into schooling and classes! It means a lot knowing I have this amazing support!*

> *Thank you for always keeping us up to date.*

> *Professors got their classes organized really well for how quickly things changed. Awesome!*

> *I really appreciate my professors being understanding as my internet went out multiple times. Also being really elaborate when I ask questions when I don't understand.*

> *All of my professors have been great, they've all been very understanding, lenient on due dates (for the first couple weeks) and very easy to be in contact with to get any questions answered.*

Fri, April 17

Nominations for Advisor of the Year Awards

In the midst of these challenging times, we know faculty and staff are doing amazing things to support our students. We are hearing from students how much they appreciate the personalized support and supportive communication they are receiving from advisors during the challenging times.

Do you know an outstanding faculty or staff member that has provided excellent academic advising? If so, nominate them for an Advisor of the Year award to be recognized for their efforts! Anyone affiliated with the university (e.g. faculty, staff, students, administrators, etc.) can submit a nomination using the links below. Nominations need to be submitted by Friday, April 24.

> [Faculty Advisor of the Year Nomination Form](): A faculty advisor is an individual whose primary responsibility is teaching and who spends a portion of their time providing academic advising services to students.

> [Staff Advisor of the Year Nomination Form](): A staff advisor is a staff member who spends at least a portion of their time on direct delivery of advising to students.

Wed, April 15

FAQs About S*/NC Grade Option

If your students have questions about the S*/NC grading option available this term, we have posted FAQs on the [Keep Learning page](). The FAQs include information about how to activate this grading option and how it impacts GPA, program requirements, etc.

A Discussion About Discussions: Increasing Student Interaction in Discussion Boards

Wed, April 22, 10:00am

[Free Webinar from Quality Matters](); **Registration Required**

Webinar Description: "Discussion boards are still one of the primary tools used for student interaction within online courses. However, due to the way the tool has historically been used, students view discussions as busy work and tend to put less than their best effort into the activity. This inevitably leads to instructor frustration as the tool that promised to mimic traditional conversations in a classroom has fallen short as it degrades to an 'I Agree with what they said' type of interaction.

After reviewing the literature on discussion board practices and semesters worth of trial and error, [the presenters' university] has begun implementing new styles of discussion boards and techniques that have seemed to increase the quantity and quality of the interactions on the activities. Faculty, students, and multiple QM Reviewers have stated that the new method of discussion boards overcome the perceived busy work stigma associated with the tool and that they enjoy engaging in the stronger discussions with classmates. In this session, we will focus on the techniques for creating these stronger discussion boards so that participants can use them in their courses."

Tue, April 14

Referring Students for Help Achieving Academic Success: A Message from Student Success and Advising

As we move forward with serving students in this new, remote environment, Student Success and Advising (SSA) is eager to continue providing the support students need to achieve success. Now that the term is underway, if you have any students that are not engaging in your remote courses or who you feel may be at academic risk, we encourage you to submit a referral using the Wolf Connection System (WCS). When you submit a referral, the case is assigned to a staff member in SSA, SEP (for SEP students), or MSSP (for MSSP students) so we can work with you and the student to address any challenges and develop a plan for success.

Through WCS, you will be able to see any contact made with the student and comments regarding the conversations our staff has with the student. For instructions on how to use the WCS referral process and check the progress of the cases, refer to the WCS guides on the SSA website (select Faculty/Instructors and then Cases/Referrals). For further instructions or questions on using the WCS system, contact Lizzy Harman, Assistant Director of SSA, at harmanl@wou.edu.

We look forward to working together as we support students during this time. Please let Lizzy Harman or Niki Weight know if you have any questions.

Mon, April 13

Security, Privacy, and Zoom

Questions have been raised in education communities in recent weeks about security and privacy on web conferencing tools, especially in relation to Zoom:

Security

Zoombombing: Similar to an in-person class, there is always a risk of inappropriate behavior in a synchronous activity. This is true regardless of the web conferencing tool used. Fortunately, there are settings that can significantly minimize that risk:

> [Zoom Security Best Practices](#)
>
> [Webex Best Practices for Secure Meetings](#)

Encryption: While encryption is a complicated topic, it is fair to say that Zoom does not employ the strongest encryption available. However, [the level of encryption provided by Zoom](#) (and [WebEx](#)) is sufficient for course activities. (This may not be the case for practicum/internship activities involving HIPAA information.)

Bugs, security flaws, hacking, etc: [All software/apps have bugs](#) and require regular updates and patches. The massive increase in the use of Zoom has resulted in additional attention from both the media and "white hat" hackers. The discovery of flaws is a positive natural consequence of this attention, as it is leading to a more secure product.

Privacy

Sending data to Facebook: Zoom - like many apps - offers an option to "sign in with Facebook." A bug in the iOS version of their app was sending device info (e.g., what browser is being used, size of screen, etc) to Facebook even if the user did not use the Facebook sign-in. This has been removed. Zoom did not sell data to Facebook; [its privacy policy explicitly prohibits it from selling data to third parties](#).

Attention tracking feature: [permanently removed on April 1](#).

Tracking website visitors: Zoom's website uses Google Analytics tracking, which tracks information such as the flow of traffic through the various pages. [This is](#)

[standard practice in web development](#) (e.g., WOU's website uses this tool), and does not collect personal information or meeting content.

We share this information not to argue that Zoom is better or more secure than WebEx, but to clarify that there is nothing unusually insecure or malignant about Zoom. Increased scrutiny of any tool will find flaws. The risks and benefits of any tool must be balanced, and we encourage faculty to, where possible, use the tools that they and their students are familiar and comfortable with.

If you would like assistance with implementing the security features of Zoom or WebEx, Academic Innovation staff are here to help! To request assistance, fill out the [Request Form](#) or send an email to moodle@wou.edu

Thank you to the [WCET (WICHE Cooperative for Educational Technologies) discussion group](#), especially Sheri L. Prupis of the Virginia Community College System.

Fri, April 10

In this update:
- Change in Application Date for Graduation (for Undergraduate Students)
- Instructional Design Support Available for Spring 2020 Courses
- Library Services Update

Change in Application Date for Graduation (for Undergraduate Students)

To help mitigate some of the upheaval caused by COVID-19, we have extended the deadline for undergraduates to apply online for spring term graduation to Friday, April 17th. After that date, students on track to graduate for the spring term may still apply by emailing graduation@mail.wou.edu. All seniors that have not yet applied to graduate were sent an email to inform them of this change and to encourage them to apply to graduate if they are on track to finish this spring, summer, or fall term.

Instructional Design Support Available for Spring 2020 Courses

Academic Innovation is contracting with the [Babb Group](#) for instructional design support for your Spring 2020 courses! Do you have projects that might benefit from their expertise? Some examples would be quizzes, exams, discussions/forums, assignments, and incorporating technology into your

course. Think ahead to what you might need to deliver assignments, midterms and finals, and let us know if we can help!

Library Services Update

The Library has wifi hotspots and select computing equipment available for checkout. Today (4/10) is the last day to pick up equipment *in-person* (schedule appointment here). Starting next week, hotspots and computing equipment will be sent via U.S. mail. Other equipment (DSLR cameras, etc) and print books are not available for checkout at this time.

The Library is still digitizing materials to help you deliver course content remotely. For personally-owned hard-copy items, deposit them along with a copy of the digitization request form in our bookdrop located in the library's parking lot. For library-owned materials, use the "Scan and Deliver" link within Primo.

Library staff are ready to help you by email, online chat, phone (503-838-8418), and text message (503-383-9681) as you navigate the many online resources we have available for your instructional needs. Remote service hours are:

Mon–Thu	8:00 am – 10:00 pm
Fri	8:00 am – 5:00 pm
Sat	12:00 pm – 5:00 pm
Sun	12:00 pm – 10:00 pm

Thu, April 9

Using Zoom in Remote Instruction

Whether you're new to Zoom or someone who's already tried out every virtual background, there are resources available to help you use it in your course. Here are some of the most applicable resources:

- Quick Start Guide for New Users

- Auto-Transcription of Recordings in Zoom: See our Tools & Tutorials page for instructions on using this feature.

- [Tips & Tricks: Educating on Zoom](#): Tips on using web conferencing in your course, with links to information about Zoom features like polls, whiteboards, and break-out rooms.

- [Zoom Resources on Educating During Covid-19](#)

- Remember, Academic Innovation staff are here to help! To request assistance, fill out the [Request Form](#) or send an email to moodle@wou.edu

Wed, April 8

Up Your Online Teaching Game: Interactive Tools

If you're looking to add interactivity to your course or just try something a little different, try out one of these no-cost online tools:

H5P: With this tool, you can create a variety of interactive content directly in Moodle: drag-and-drop activities, interactive videos, flash cards, word highlighting, and many more. [Visit this page for information and tutorials about all of the H5P activity types](#), then select "H5P" when adding an activity in Moodle.

[**Knight Lab**](#):* This Northwestern University group creates tools "that help make information meaningful and promote quality journalism, storytelling and content on the internet." These tools can help you and your students share stories and information with interactive timelines, story maps, image comparisons.

[**Rhumbl**](#): A project of [the MIT Mapping Lab](#), this hub-and-spoke modeling tool was originally developed to create visual maps of educational pathways, but can be used with a variety of data that has parent/child relationships.

* Thank you to Aimi Hamraie for suggesting the Knight Lab tools in [this blog post on accessible teaching](#).

Mon, April 6

Exam Proctoring Action Needed: Deadline 4/10/2020

Academic Innovation is collecting information about courses that include exams that might need to be proctored. There are various ways to administer exams, and Criminal Justice faculty provided a webinar on 3/25 to share many great ideas. However, some critical courses may need technological solutions that we do not currently have access to.

If your course includes an exam that could use proctoring, we need to know as soon as possible. Please review the information on the Test Proctoring page and then fill out the exam proctoring needs assessment form **by this Friday, 4/10,** if your course includes an exam that cannot be administered without proctoring. We cannot guarantee that we will have a proctoring service available but we are working on it.

For Students: S*/NC Grade Option FAQs

If your students have questions about the S*/NC grading option available this term, we have posted FAQs on the Keep Learning page. The FAQs include information about how to activate this grading option and how it impacts GPA, program requirements, etc.

Deadline Extended for Faculty Development Spring Award Applications

This weekend, the Faculty Development Committee passed a motion to extend the spring round application deadline to Monday, April 13. They have done so in light of the recent need for faculty to focus their energy on preparing for remote instruction, and also to give faculty an opportunity to submit applications that support efforts to adjust to the "new normal."

Free Access to Cengage Textbooks

Cengage is offering free textbook access for students this term. If your course uses a Cengage textbook, please pass this link on to your students:

http://embed.widencdn.net/pdf/plus/cengage/tkbyycgpir/cu-covid-start-strong-free-trial-flyer-1348236.pdf

Fri, April 3

Recording Class Meetings and FERPA

Further information and clarification recording live class meetings and FERPA:

- Faculty may record live class meetings held through web conferencing.
- Faculty may [post the recordings in Moodle](#), and are encouraged to do so to support student success.
  - These recordings - or any recording of classroom activity that includes the identity, voice, or can otherwise be used to identify a student - can only be posted/used in the section in which it was recorded.
  - The recordings cannot be re-used in future terms or in other sections of the same term.
  - If you re-use (copy) your Moodle course in future terms, you must delete all of these recordings prior to making the course visible to students.
- Only the faculty member and currently-enrolled students may have access to the recording, absent written consent from all students in the section.

This information is also available on these [Instructional Resiliency](#) pages:

[Tools and Tutorials](#)

[FERPA and Remote Instruction](#)

Webinar Recordings & Trainings

Did you miss one of the webinars about online teaching that have been offered in recent weeks? We've posted links to many of the recordings on our [Webinars and Trainings page](#), and will update the page as more become available. Topics include:

- Assessing Students Online
- Keeping Students Engaged in a Transition to Online Learning
- Remote and Online Teaching – An Emergency Preparedness Pack
- How to Survive Your (Hurried) Switch to Online Delivery Using UDL
- Best Practices for Serving Students Remotely

Thu, April 2

Record and Share Your Live Class Meetings

If you are holding live (synchronous) class meetings, remember to record the meeting and post it online. This will support students who have technological, child care, health or other challenges that lead to missing a virtual class meeting.

Click the links below for instructions on how to do so on your preferred platform (this information is also available on the Instructional Resilience page):

1. Record your class meeting:
   - Zoom
   - WebEx
   - Google Meet
2. Add captions to your videos – this will help many students in your course, even those without an official accommodation. Professor Baltzley created an excellent video tutorial explaining how to do easily do this by borrowing YouTube's auto-caption feature.
3. Post the recording online
   - Moodle
   - Google Drive folder
   - YouTube (create a playlist for each course/section)
4. Inform students
   - After you post the first recording, let students know where to find it and all future recordings, by posting an announcement in Moodle or sending students an email.

March

Tue, March 31

NEW: Waiting List for WiFi Hotspots (more arriving soon!)

The Library is receiving a shipment of wifi hotspots later this week, and has created a waiting list so faculty, staff, and students can sign up to borrow one. More information is available on the Hotspots Waitlist page. Note: the hotspot can be delivered by mail if needed.

The Library also has computing equipment available for students to check out. If you know a student who needs a computer, please direct them to the Library.

Important Information About WebEx in Moodle

If you are using the WebEx activity type in Moodle for any of your courses, it is crucial that you test it before classes begin by following the instructions here. Due to increased demand, this activity type may not work for your account. If that is the case, you can still use either WebEx or another web conferencing option, you will just need to change the activity type; instructions for doing so are included in the testing instructions.

Please also note that the University Technology Advisory Committee (UTAC) has identified the need for Zoom as an additional web conferencing option; stay tuned for more information coming soon from UTAC co-chairs Chelle Batchelor and Bill Kernan.

Thank you for your patience and understanding as we adapt to the changing circumstances. If you have questions or would like assistance with making this change in your courses, please feel free to reach out to our Moodle Support Team at moodle@wou.edu

Remote Access to Campus Network Resources

Quick reminder: you can find all the information you need to access network resources (e.g. network drives, Adobe Creative Cloud) on the UCS Remote Access page.

Mon, March 30

COVID-19 Guidance From the Sponsored Research Office

We understand that you are most likely focusing on preparing for spring term and the beginning of classes on Wednesday, April 1, but for those of you who have research grants or contracts, please review the guidance document from the Sponsored Projects Office. If you have any questions, please contact one of the Sponsored Projects Office staff members. Thanks for doing your part to keep everyone safe during this pandemic.

Contingency Planning: Message from Associate Provost Mike Baltzley

Of the many challenges we will face in the coming months, one is the unfortunate likelihood that some of us will become ill and might be temporarily unable to teach our classes. Please consider, in advance, who might be able to be a back-up instructor if you need help covering your class. As an institution, we will handle illness and class coverage as we normally do, but those challenges may occur at a greater magnitude this term. Let's plan ahead!

Fri, March 27

NEW: "Keep Learning" Page for Students (please consider adding to your syllabi)

Academic Affairs has a new web page for students, with information about remote learning, technology, and resources. Instructors may wish to include this page in their syllabi.

https://wou.edu/provost/keep-learning/

Recording of "Assessing Students Online" Webinar Now Available

If you missed Wednesday's webinar, presented by Professor Moreno, the recording is now available for viewing. The webinar covered various methods for assessing students online, and addressed concerns about academic integrity and cheating.

Library Services Update

Accessing Course Materials
- Print Materials
  - Borrowing and checkout of all print materials (Summit, Interlibrary Loan and library-owned materials) is currently suspended.
  - If your class normally relies on access to library-owned or faculty owned print materials via course reserves, please submit a digitization request (see below).
- E-books, Online Videos, Articles
  - E-books, online videos, and most articles are available immediately via links in the catalog.
  - If you can't find what you need, contact your librarian for more help.

Digitization Requests
- We are currently providing digitization of library and faculty-owned materials. This includes textbook chapters.
- To equally support all faculty needs, we ask that you request no more than two weeks' worth of course material per each digitization request.
- Library-Owned Materials
  - All library-owned physical items in the library catalog now have a 'Scan-and-Deliver' link where you can request to have chapters or articles digitized for you. See these instructions for help.
  - Library-owned audiovisual items can be digitized by contacting the Digital Media Center.
- Faculty-Owned Materials
  - Complete and submit the digitization request form.

Need Additional Help? Contact your librarian. We're here to help!

Stay Tuned for Information About Our Spring 2020 Hours

Thu, March 26

Message from Provost Winningham

Thank you all for your ongoing efforts to adapt so quickly to the current situation. We appreciate all that you are doing under difficult circumstances.

In the coming days it will be critical that we communicate with our students who are registered for Spring quarter. Universities on the quarter system are at a disadvantage right now because we are beginning a new term, as opposed to finding ways to finish the term. Many of our students need reassurance that it is worth the investment to stay at WOU. Through the personalized support that we are known for, we can help our students learn, stay on track and succeed.

Please let your students know what to expect in spring courses before classes start on April 1, and reassure them that we are working hard to move our courses to remote delivery and provide a high-quality educational experience. I will also be messaging the students and looking for ways to support their well-being and success. Finally, please take care of yourselves as we continue to face this challenging time together. Please let your chair, dean or me know if you need something to be more successful. Through grace, good self-care and tenacity, we will get through this together.

TODAY: Webinars and Trainings

How to Survive Your (Hurried) Switch to Online Delivery Using UDL
> Thu, March 26, 10:00am–11:00am
> Online Learning Consortium
> **Registration required**

Best Practices for Serving Students Remotely
> Thu, March 26, 10:00am–11:00am
> EAB
> **Registration required**

WebEx Training Session
> Live demonstration session. Topics include: creating an account, starting a meeting, interacting with participants, and sharing desktop content.
> Thu, March 26, 10:00am

Wed, March 25

TODAY: Webinar re Assessing Students Online (Pedagogy Series)

Concerned about academic integrity with online exams? Looking for ways to adjust your quizzes for remote instruction? Join us for this live webinar, featuring Jennifer Moreno from Criminal Justice. She will be sharing tips and techniques that the

Criminal Justice division has learned from offering a fully-online track for their program.

Can't make it? We'll be recording, and once ready, a link will be included in a future Academic Affairs Update email.

Wednesday, March 25, 2:00pm - 3:00pm

Visit [this page](#) for connection information.

Spring 2020 Final Exam Schedule - No Change

If a course was originally scheduled to be delivered hybrid or face-to-face, then the [published final exam schedule](#) needs to be used for any synchronous activity requirement during Spring 2020 final exam week. With that said, faculty have increased flexibility regarding how they administer spring quarter final exams, as long as they don't require a synchronous experience outside of the time students would have been expected to meet during final exam week.

Library Instruction for Online Courses

If you need library instruction [please contact your librarian.](#) They will find out what you need and determine the best option with the quickest turn-around time. Here are [some of the options](#) we might consider for your class: Web-based Research Guides; Online Handouts/Worksheets; Tutorials; Librarian participation within Moodle (for instance, a research-specific discussion forum).

For full information on how library services are currently operating, you can visit our [COVID 19 Library page](#).

Tue, March 24

Webinar: Assessing Students Online (Pedagogy Series)

Concerned about academic integrity with online exams? Looking for ways to adjust your quizzes for remote instruction? Join us for this live webinar, featuring Jennifer Moreno from Criminal Justice. She will be sharing tips and techniques that the Criminal Justice division has learned from offering a fully-online track for their program.

Can't make it? We'll be recording, and once ready, a link will be included in a future Academic Affairs Update email.

Wednesday, March 25, 2:00pm - 3:00pm

Visit [this page](#) for connection information.

WiFi Hotspots Available From Library

If your home internet connection is too slow or unreliable to teach your courses, the library can loan you a WiFi hotspot. [Fill out their request form](#) to schedule an appointment to pick one up.

Add/Drop/Waitlist Dates for Spring Term

Although instruction begins April 1st, the dates of spring term remain March 30, 2020, through June 12, 2020. With the exception of wait-listing, none of the term deadlines to add, drop, withdraw, and receive refunds have changed. Consult the [academic calendar](#) for specific dates. Waitlisting and second-week registration will operate as follows:

- Monday, March 30: last day to waitlist a class.
- Tuesday, March 31: start of 24-hour period for students on the waitlist to enroll in a course if a spot is available to them.
- Wednesday, April 1: waitlisting over; faculty can begin providing capacity overrides to students.
- Monday, April 6: all course registrations will require instructor approval.

Fortunately, WOU's transition to entirely electronic registration was well underway and was able to be implemented immediately. All registration activities (add, drop, and/or withdrawal) for the spring term can be completed online. The [Faculty Registration Overrides](#) page contains detailed information and instructions.

Sent by Rob:

Building Closures

On Monday, March 23rd, Governor Brown issued Executive Order No. 20-12, which closed many state government buildings to the public. To comply with this order, buildings under the umbrella of Academic Affairs will be locked and closed to the public. Faculty and limited staff who need building access to their labs and offices in order to perform critical functions that cannot be performed remotely (including remote delivery of courses and lab

maintenance) will still have building access using their fob. Those who enter and work in the building must engage in maximum social distancing efforts, including maintaining a minimum distance of six feet between themselves and other people, and working with office doors closed.

Hamersly Library (including the 24-hour lab) is also closed to the public and will no longer have drop-in hours. Remote services to support instruction and research are available by phone, email, online chat, and text message. Appointments are required to drop off materials to be digitized or to check out computing resources. Please visit library.wou.edu/coronavirus for details.

Mon, March 23

Good news about Faculty Development Awards

The Faculty Development Committee recently voted to make some temporary changes to the policies for the use of awards, in response to the Covid-19 situation:

- The deadline to use travel awards approved this academic year has been extended to June 30, 2021.
- Pre-paid, non-refundable travel costs will be reimbursed by the Faculty Development Fund, if the travel was canceled due to Covid-19. When submitting these for reimbursement, please include the webpage, email, or other document showing that the cost is non-refundable.

The administration has approved these exceptions. We are grateful to the Committee for supporting flexibility for our faculty.

Refreshed Instructional Resilience pages

We've updated our instructional resilience webpage to be easier to navigate, and have added a page to highlight webinars and other high-quality training opportunities. Take a peek—it now also includes a step-by-step guide to getting started, as well as information on a variety of delivery methods and tools.

Fri, March 20

Dear Colleagues,

In an effort to balance the need to get information to faculty during this time of transitions and not overwhelm people with messages, Academic Affairs will be sending a daily digest of updates to faculty, rather than multiple emails from our various offices. After today, these daily emails will be sent by Bev West. You may occasionally see additional emails from areas in Academic Affairs, if they are time-sensitive. Here are today's update:

There are two upcoming webinars of interest, including one this morning:

- [Keeping Students Engaged in a Transition to Online Learning](#)
  Friday, March 20, 10:00am–11:00am (PT) – from Online Learning Consortium
  Registration required

- [Remote and Online Teaching – An Emergency Preparedness Pack](#)
  Tuesday, March 24, 11:00am–12:00pm (PT) – from NWeLearn
  Hosted by WOU alum Weiwei Zhang!

Student retention tip:

Early and regular communication with your students is more important than ever—and, it is okay to tell them that your Spring 2020 course will happen but you don't have all the answers yet. This confirmation provides a great deal of reassurance for students right now.

Grades are Due Monday, March 23 at 10:00am:

Web grading through Wolf Web is now available for you to submit Winter Term 2020 grades. [Web grading instructions for faculty](#) are available on the web. Issues that are commonly run into regarding I, X, and F grades, as well as 'Last Date of Attendance' and 'Attend Hours' are explained in a walk through of entering grades.

Very best wishes,

Rob

Wed, March 18

After all the changes of the last week, we wanted to update faculty on the resources and help available for transitioning to remote instruction.

Resources - these web pages are updated regularly as new resources become available:

- [Instructional Resiliency](#) - landing page for remote instruction info, resources, and tutorials
- [Library COVID-19 Resources](#) - OER, online textbooks, help with putting your physical materials into a digital/online format, and many other resources
- [UCS Remote Access Resources](#) - WebEx, Office 365, network drives, VDI/VPN

Get Help and Connect

- **New** [Remote Instruction Forum](#): A space for WOU faculty to share their ideas for adapting courses, ask questions, and share resources.
- [Request Assistance with Remote Instruction](#)
- [Schedule remote instruction assistance / moodle support appointment](#)
- [Request library appointment](#)
- Email [moodle@wou.edu](#)

We are developing a landing page for students, with user guides, tips, and resources. When ready, it will be posted on all of the above pages.

Remember, we are all in this together. You are not expected to create a perfect online course or to do it all yourself. Be kind to yourself and your students, and don't hesitate to ask for help.