Frequently Asked Questions (Faculty)

Q. President Papazian said that the campus “remains open for normal business” but what does that mean?
   A: All functions other than face-to-face class instruction continue with possible modifications to enhance social distancing. That means the following activities, among many others, will continue:
   ● Faculty office hours (may be held online)
   ● Advising
   ● Tutoring and peer mentoring
   ● Department operations
   ● Faculty and staff searches
   ● Faculty research, scholarship, and creative activities
   ● Courses that were already online, at non-SJSU facilities, or individual study (clinical or teaching placements, internships, field work, and independent research) are expected to continue this week, subject to site availability

Q. What other activities are being curtailed or are being reconsidered?
   A:
   ● No International Travel for business purposes
   ● Domestic travel must be essential (see below)
   ● Events and large gatherings are being reconsidered individually based on risk
   ● Many larger meetings allow attendees to use Zoom to participate remotely

Q. Non-essential domestic travel is cancelled but how do I show that my travel is essential?
   A: Your dean must approve your justification in order to be considered as essential. The dean will need to know the destination, mode of travel, approximate number of participants, and whether the audience is likely to include higher risk individuals (international audience and/or those of advanced age or underlying conditions). Please upload the dean’s approval as a PDF and that information will be vetted by the Office of the Provost.

Instruction

Q. Are courses that require off-site work/placement (clinical, internships, teaching placement, field work) still occurring?
   A: Yes, if the site continues to allow students. Chairs should discuss alternatives with their deans if a site has discontinued placements.

Q. If my course was already online, is it suspended March 10-13?
   A: No. Fully online courses will continue as usual through the week. Please confer with your chair and dean so that practices are consistent in your program.

Q. If my face-to-face course has an assignment due March 10-13, should I extend the deadline until after March 13?
A: For consistency, face-to-face courses should fully suspend coursework and assignment due dates until after March 13.

Q. What sort of classes can resume meeting on campus, starting next week (March 16) and how do I get approval to do so?

A: Your dean must approve any class or a component of the class to meet on campus. The key criteria for such an approval are (1) the demonstrated inability to accomplish the learning outcomes without access to the campus and (2) modifications, if necessary, to mitigate the risk of coronavirus transmission. Appropriate cleaning/hygiene practices and social distancing are essential. Small courses are most likely to fall in this category, including:

- Lab courses that require campus physical materials, equipment, and safety equipment
- Physical activity courses that require campus physical materials and equipment
- Studio art courses that require campus physical materials, equipment, and safety equipment
- Ensemble performances and team activities
- [Note online courses and those at non-SJSU facilities can continue uninterrupted]

Support for Remote Teaching

Q. I have never offered a course remotely before, where should I start?

A: eCampus and the Center for Faculty Development (CFD) are here to help (https://www.sjsu.edu/ecampus/support/remote/).

- **Readiness checklist**
- Consider different approaches to remote instruction:
  - Teaching a live/synchronous class using the [Zoom video conferencing application](https://www.sjsu.edu/ecampus/support/remote/#/video_conferencing)
  - Delivering your class asynchronously using Canvas. [Getting started video](https://www.sjsu.edu/ecampus/support/remote/#/asynch).  
- **Drop-in**, hands-on assistance is available in IRC 202 and 206 to support Canvas, Zoom, Camtasia, Respondus Lockdown Browser and Respondus Monitor, and ProctorU. Monday through Friday, from 9 am to 5 pm or contact eCampus@sjsu.edu and cfd@sjsu.edu.
- **Quick overview of the basics**: 20 minute remote teaching workshops to support you in creating lecture videos, moving your course files into Canvas, and using Zoom for instruction.
- **One-on-one consulting** from a colleague, please reach out to an eCampus/CFD faculty expert in remote instruction. Faculty experts are available from each college, throughout the day and including evening and weekend hours, and in face-to-face and remote modalities. Schedule an appointment here, or reach out to a particular faculty expert by phone or email.