



Office of Academic Affairs

June 5, 2020

Dear Colleagues,

As you are aware, LSU plans to resume classes in August for fall semester. We appreciate the work you did to enable the necessary transition to remote teaching in the middle of March, and celebrate with you the successful completion of the spring semester. It is now time to prepare for first steps in returning to the high-quality classroom instruction for which we are known. For retention purposes, and in the best interests of the LSU community, the goal is to offer as many courses in a face-to-face format as possible in ways that present the least amount of risk to the health of faculty, staff, and students.

To that end, we have worked diligently to make instructional space available for face-to-face classes. Our primary focus has been on the safety of our community. Collaborative preparations for this moment have been constant since March and have included input from and consultation with diverse groups of faculty, academic administrators, staff, and students. These preparations reflect best practice information provided by the CDC and medical community as well as compliance with plans put forth by federal and state entities. With that in mind, the university is implementing the following guidelines:

1. Classes of 100 or more students will be online with a few exceptions.
2. Classes with between 11-99 students will meet in designated rooms. Departments and colleges already have those preliminary assignments. Some will be in rooms that can accommodate the entire class and can meet regularly (ex. class size of 25 meeting in a classroom that holds 50 or more). Some will be in rooms that only can accommodate half of the class and will require only half the class attend at a time (ex. class size of 50 meeting in a classroom that holds 60, with 25 physically present on a given class session). A hybrid or flex structure to the class would allow all students rotating access to in-person attendance.
3. Classes with 10 or fewer students may meet as scheduled.

Once the class size and facility assignments have been determined, following are additional considerations depending on mode of delivery:

1. For all classes held online (fully online or hybrid/flex format), it is recommended that faculty and graduate assistants teaching remotely take advantage of the resources provided by their peers, the [LSU Learning & Teaching Collaborative](#), [Faculty Technology Center](#), and [LSU Online](#) to insure best practices in the digital format. To prepare for technology accessibility, course instructors must indicate whether their online instruction will be offered in either synchronous or asynchronous format.
2. For all classes held with students attending in person (fully in-person or hybrid/flex format), precautions will be taken to protect your health and that of the students. CDC and state guidelines will be in place and followed. Classrooms will abide by a maximum 50% occupancy rate, face coverings will be required,

classroom podiums will be situated more than six feet away from student seating, and there will be enhanced cleaning throughout the buildings. Additional precautions include one-way hallways and planned ingress and egress from classrooms. Faculty and graduate assistants must be prepared to instruct students who are required to quarantine at any point in the semester and therefore unable to attend class. For this reason, live streaming and/or a lecture capture software such as Panopto or other software will be universally implemented.

3. Faculty are encouraged to design their courses with a potential disruption in mind that could require fully online instruction.
4. Department chairs should work with their deans to identify appropriate accommodations for laboratory and other experiential classes.

Respecting the responsibility of faculty to make decisions on content and delivery for their courses, faculty members and graduate assistants teaching fewer than 100 students, or those scheduled for in-person instruction, may request to teach remotely. Please consider the following:

1. If you desire to continue to work remotely, you must discuss this possibility with your department chair. Graduate assistants should discuss this with their supervisor. Only department chairs and deans have the ability to approve remote teaching and will do so by considering whether a course lends itself to online instruction and can be appropriately adapted for this platform. If you and your department chair or supervisor determine that a course does not lend itself to online instruction, and you are uncomfortable returning to campus, you should discuss alternative options.
2. If you have a documented health issue that you believe prohibits your return to campus and/or requires an ADA accommodation, wish to inquire about FMLA eligibility or use of sick leave, or if you meet the qualifications for FFCRA leave (medical diagnosis of COVID-19, being tested for COVID-19, required to quarantine by medical personnel, documented lack of available child care), contact Alexa Butcher (abutcher1@lsu.edu) in the Office of Human Resource Management to discuss accommodations and leave. Requests for accommodation will be evaluated on a case-by-case basis but will generally be approved for fall 2020 if your department chair determines that your courses can be taught remotely.

The Office of Academic Affairs, Office of Research & Economic Development, and LSU Online & Continuing Education are eager to support faculty and academic administrators in every possible way to ensure a healthy progression to a fully operational classroom experience for you and your students. Thank you again for your fortitude, patience, and very hard work to make this all happen.

Sincerely,



Stacia L. Haynie