FAQs for Meredith College Faculty
Responses provided by the Office of the Provost
Posted March 16, 2020

Are we planning to teach all courses online starting March 23rd?
The decision whether to teach your course via traditional methods or non-traditional (remote) methods is best made by each individual. Classes are different, and we felt a one-size-fits-all approach would not work. The important thing is that any student who does not wish to return to campus at this time must be able to complete her course remotely.

I want to teach remotely but do not know how. Will there be support for me?
Yes. We are putting together a schedule of options for faculty that need/want support in teaching remotely. For session details and the links to the Virtual sessions, please go to the Workshops/Trainings calendar on the Instructional Design & Academic Technology MyMeredith page. Additional sessions may be added if needed, so please refer to the calendar for updates. If you have any questions regarding the sessions, please call (919) 760-2812 during regular business hours or email toddcher@meredith.edu.

In addition, I would also like to provide sessions led by faculty who are proficient at teaching remotely. Also, Technology Services has enough microphones for any faculty member who wants to use one. Finally, among the many decisions you must make in reframing your course is how to work with students who may attend remotely.

Please try to ensure alternative course materials meet universal design principles for accessibility. Learning Center tutors will be available to support this work.

I plan to teach face to face. How do I provide course instruction to students who are not physically in class?
There will be options here that you can explore. The important thing is that any student who does not wish to return to campus at this time must be able to complete her course remotely. No documentation or doctor's note from the student will be required for the student to opt for remote access to the course. If a student contacts the Dean of Students’ office and states she will not be able to attend classes in person, the Dean’s staff will send out notification to the student's faculty and let the student know that she should also communicate with her individual faculty members.

**Are there resources I can access now?**  
Yes, Technology Services has created an Instructional Continuity resource page that can be accessed here:  
https://my.meredith.edu/CampusSites/InstructionalContinuity/Pages/default.asp

In addition they have compiled a list of laboratory resources, which was attached to the March 13 email to faculty.

**My course is already online. Can I continue teaching during the extended spring break?**

Yes, in the message that went out to the Meredith community on Thursday, March 12, we made it clear that existing online courses can continue during an extended spring break. We ask that you contact your students ASAP to notify them of this.

**My course isn’t currently online, but I can be ready by Monday. Can I start back sooner?**

No. We are asking that all courses that are going to be converted wait until March 23.

**My area employs student workers. Can they work next week?**

If they wish to, and assuming you have work for them to do, yes. Many students rely on their campus job pay, and it is important that they still have this resource.
I plan to teach face to face. How do I provide course instruction to students who are not physically in class?

There will be options here that you can explore. One way will be for you to use web-based video conferencing service Zoom while you are in class (essentially just sending out a video selfie as you teach). We will be providing information on how to do that during the extended spring break. The important thing is that any student who does not wish to return to campus at this time will be able to complete her course remotely. No documentation or doctor's note from the student will be required for the student to opt for remote access to the course. If a student contacts the Dean of Students’ office and states she will not be able to attend classes in person, the Dean’s staff will notify the student's faculty and also let the student know that she should communicate with her individual faculty members. She may also contact her faculty directly.

If the decision is to teach face to face or online, will this be for the rest of the semester or for a limited period of time?
Too early to tell yet. We will need to continually monitor and reassess the situation.

Do we have the technology and staff to support most or all courses online?
I have been assured by Tech Services that we do. We also have site licenses to use Zoom and other options.

I am not looking forward to teaching my classes on-line for the rest of the semester. My preference would be for giving students remote access to the physical classroom where some students will be physically present with me. Do we have the hardware for doing so?

Yes, this can be done quite easily and, in fact for those that are going to do face-to-face, it will be necessary to do this.
Is it Ok if some sections of the same course are taught face-to-face and some are online? Yes.

Will we also get information about social distancing and guidance about how best to make these decisions? Yes, we are working on sessions for you now. (Information session was held via Zoom on March 16)

Can we advise virtually starting during the extended break?
Yes, if a student is available to be advised via phone, email, etc. that is fine.

Can we have assignments still due during the extended break?
No, students are considered to be still on break, so you should not expect them to turn in assignments. Working on them, yes but not turning them in. The exception to this is for courses that were already online.

What about rehearsals during the extended Spring Break?
Students are still considered to be on break so rehearsals should not start up this week.

Has there been any consideration given to extending the deadline to withdraw or to extending the semester to make up for the additional week?
These and similar academic decisions have not been made yet.