

August 3, 2020

Dear Students,

I hope this message finds you healthy and well! As you might imagine, we have been working diligently over the summer to prepare for your safe return this fall semester. One of the many ways that we have been preparing in Academic Affairs is by working with faculty and adjunct faculty members to determine the manner in which each of your classes should be delivered (i.e., course instruction modality) to ensure continued quality learning that is mindful of the health and safety of all of our community. Academic Affairs has reviewed each course individually and approved all course modalities for the fall semester, regardless of whether there has been a change in the modality or not. Classes in the fall semester will be offered in four formats:

- 1) **Face-to-face** – students and instructor meet in person at the scheduled times;
- 2) **Hybrid** – a combination of face-to-face in-person blended with online components;
- 3) **Online synchronous** – students meet virtually, as a group, with the instructor, during scheduled required days and times for the online class; and
- 4) **Online asynchronous** – course materials are provided through a virtual environment accessible in a flexible structure without specific and regularly scheduled required meeting times for the class as a group. Online asynchronous is guided by the instructor and students are still required to follow the course schedule of activities.

Where to find the details of your courses?

The Registrar’s Office staff has updated all courses to make any necessary changes to course instruction modality details, *and* to update room locations as appropriate and necessary. Updates have been made, and so I now encourage you to login to [MyInfo](#) to remind yourself of your schedule. When you login to MyInfo, you’ll see that your schedule has the instruction modality noted in the meeting information column (see the arrow below pointing to the Meeting Information column in the sample schedule).

Sample Student Fall 2020 Schedule

Term							
2020 Fall							
Total Registered Credits 13.00							
Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date	
CMPS-101-15 (3014) Compass Navigator, 1st Yr Sem	Registered	08/24/2020-09/09/2020 Lecture Mon, Wed 02:30PM - 03:20PM, Library, Room LTC2 09/14/2020-11/16/2020 Lecture Mon 02:30PM - 03:20PM, Library, Room LTC2	1.00			08/24/20	
ENGL-211-1C (3049) Environmental Literature	Registered	08/24/2020-12/10/2020 Hybrid Fri 12:30PM - 01:20PM, CBH, Room 205B 08/24/2020-12/10/2020 Hybrid Mon, Wed 12:30PM - 01:20PM, WEB, Room WEB	3.00			08/24/20	
MATH-117-F (1638) Precalculus with Algebra	Registered	08/24/2020-12/09/2020 Lecture Mon, Wed 02:30PM - 03:45PM, Library, Room LTC1	3.00			08/24/20	
CMPS-110-2B (3064) Compass Seminar I	Registered	08/24/2020-12/10/2020 Hybrid Thu 12:30PM - 01:45PM, KCC, Room 95 08/24/2020-12/10/2020 Hybrid Tue 12:30PM - 01:45PM, WEB, Room WEB	3.00			08/24/20	
HIST-107-1 (1789) United States History I	Registered	08/25/2020-12/10/2020 Lecture Tue, Thu 11:00AM - 12:15PM, CBH, Room 205B	3.00			08/24/20	

When you click on the hyperlink on the on the hyperlink for the Course Name and Title within your MyInfo class schedule (e.g., circled ENGL 211-1C in the sample above), you will see additional information about the offering (see the next image provided).

Title Environmental Literature
 Course ENGL-211-1C
 Section Number
 Description ENGL 211 ENVIRONMENTAL LITERATURE 3 credits This course examines classic and contemporary texts important to the discussion of environmental issues. Students will read, analyze, and discuss the texts and values held within them. This course partially fulfills the global awareness and social responsibility outcome. Prerequisite: CMPS 110 or equivalent.
 Credits 3.00 CEUs
 Start Date 24 August 2020 End Date 10 December 2020
 Academic Level UG - Undergraduate

Meeting Information

08/24/2020-12/10/2020 Hybrid Fri 12:30PM - 01:20PM, CBH, Room 205B
 08/24/2020-12/10/2020 Hybrid Mon, Wed 12:30PM - 01:20PM, WEB, Room WEB

Faculty name	Phone	Extension	E-mail address	Instructional Method
Steven Bellomy	563-583-0276		steve.bellomy@clarke.edu	Hybrid

Requisite Courses

Complete CMPS 110 or consent Take previously Required

Requisite Noncourses

None

Required Concurrent Sections

None

Recommended Concurrent Sections

None

Supplies

None

What is not provided in this portion of MyInfo is whether the online portions of a course are synchronous or asynchronous. Those notes are found on [Search for Classes](#).

When you go to [Search for Classes](#) in MyInfo, selecting the fall 2020 semester, you are able to see the additional details for course instruction modality (see image below). The information about synchronous and asynchronous are in the Class Name and Title column.

Search for Classes

Class Name and Title	Status	Location	Credits	Capacity / Seats Available / Waitlist	Offering Information	Instructor	Compass Course Type 2018	Compass Course Type 2019	Term
ARHS-133-1 (2407) Art of the Western World I F2F & Synchronous	Open	Clarke	3.00	30 / 7 / 0	08/24/2020-09/04/2020 Hybrid Tue, Thu 09:30AM - 10:45AM, MJH, Room R.OTOOLE (more)...	Schmid, Elizabeth	Fine Arts / Gen Ed Elect	Knowledge Fine Arts	2020/FA

You can click on the hyperlinked information in the column that is labeled "Offering Information" as another place to see the details of the course instruction modality. When you click on the offering

information link, you will see more specific details (shown in the next image) about what to expect for your course. So, in the example below, ARHS 133, Art of the Western World I, will be offered in hybrid form, meeting online synchronously on Tuesdays 9:30am-10:45am, and face-to-face (F2F) on Thursdays 9:30am-10:45am in Mary Josita Hall (MJH), Room Rose O’Toole.



Offering Information:

ARHS-133-1

08/24/20 - 09/04/20 HYB T

TH 09:30AM - 10:45AM Building MJH Room R.OTOOLE

09/08/20 - 12/10/20 HYB Tuesday - Building WEB Room WEB

09/08/20 - 12/10/20 HYB Thursday 09:30AM - 10:45AM Building MJH Room R.OTOOLE

Although the Registrar’s Office has put in significant efforts to make all of the changes required by the review and approval process, I would strongly encourage you to check your schedule now, and then check your schedule again immediately prior to the beginning of the semester to see if there were any changes (e.g., room changes).

Who to contact if you have questions?

If you have questions about the modality of your course, you can **email the instructor** of the course directly to learn more information. Instructors will be including more information about the course delivery in their syllabi with explanations of how quality learning will continue with health and safety in mind, and potential benefits to the chosen modality. In fact, Academic Affairs wants to make sure that you are reading your syllabi to learn more, and so we will be sending out a survey in the first few weeks of classes to students to ensure that you have read and understand the modality of your courses and are using your syllabi as resources in understanding the way in which learning will occur in your classes.

What if you need to change your schedule?

For students new to Clarke, you can contact your Registration Assistant (new first-year students) or your Advisor (transfer students). For students returning to Clarke, you can contact your Advisor. Please know that faculty may not answer their emails right away because most do not return officially until August 14th. If you need immediate assistance, you are welcome to additionally contact the Registrar’s Office (registrar@clarke.edu), or one of the college deans, (Paula.Schmidt@clarke.edu for professional and graduate studies or Norma.Perez-Kahler@clarke.edu for arts and science programs).

What to expect for in-person classes?

As has been shared in [other communications](#), students will be expected to wear masks as personal protective equipment (PPE) in public spaces, including classrooms. There may be additional PPE requirements for specific classes in specialized learning environments (e.g., labs and studios). Students will learn more about those expectations during the early class meetings with their instructors. Students are also expected to follow physical distancing guidelines of maintaining at least 6 feet of separation

from others on campus when feasible. Students will also be expected to help clean classroom/lab/studio spaces they use. Cleaning supplies will be provided in classroom spaces for this purpose.

What kind of support will be available in the fall?

Clarke students can continue to expect a great amount of support from the Clarke community. Faculty and adjunct faculty members will continue to have office hours and be available by appointment in the fall semester; however, we are asking those office hours and appointments to be done virtually via Microsoft Teams. The [Margaret Mann Academic Resource Center](#) (MARC) also will continue to be available to support students learning success. The library staff are also looking forward to your return and are prepared to safely serve and support you in the coming academic year.

What if I become ill?

To prevent the spread of illness within our community, first and foremost, if you are ill stay home (or in your dorm) or go home/to your room. We ask that students contact Health Services (563-588-6374). In addition to this request, Academic Affairs has made a temporary revision to the existing [Class Attendance Policies](#), Excuse/Absence policies for the 2020-2021 academic year (see pages 5 and 6 of this message for the temporary revised attendance/excuse policy for 2020-2021). Students are still expected to be in good communication with their instructors if they become ill.

What will happen after Thanksgiving?

The University has also decided that face-to-face and hybrid courses will shift **to online instruction after Thanksgiving break, beginning November 30, 2020, and final projects/assessments/exams will be delivered remotely the week of December 7-10, 2020**. Experiential learning (e.g., clinical educational experiences, internships, field placement, student teaching) is expected to continue in person through the remainder of the semester as planned unless directed otherwise by the placement location or instructor. We made this decision to ensure that should there be a spike in COVID-19 again in the late fall, the University can remain open but with a decrease in person-to-person contact.

Although courses will be delivered online after Thanksgiving through the end of the fall academic term, residence halls, dining services, academic support services, library, and offices will remain open. Residential students who wish to return to campus after Thanksgiving will be encouraged to remain on campus for the Thanksgiving week to decrease potential exposure to illness.

Thank you for reading to the very end of this communication. We look forward to welcoming you (back) safely this fall semester! Enjoy the rest of your summer, and we'll see you soon – smiling through our masks and keeping our physical distance for the safety of our One Clarke, One Community!

Best,



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Revised (Temporary) University Attendance and Excuse Policy

Current Attendance Policy (p. 53 of the 2019-2020 Academic Catalog)

Clarke University's class attendance policy is consistent with the institution's focus on students as key contributors to the learning that takes place each class. Students are expected to attend all classes and must be present during finals week. However, Clarke University recognizes that students may sometimes need to miss class.

Clarke University recognizes four types of absences – Officially Excused Absences, Instructor-Excused Absences, Approved Absences, and Unexcused Absences (see p. 54-55 for explanation of these types of absences).

TEMPORARY ADDITION/REVISION TO ATTENDANCE AND EXCUSE POLICY

Clarke University has made modifications to policies for student class absences to align with the advice from the [Centers for Disease Control and Prevention \(CDC\)](#) on how best to limit the spread of infectious diseases, especially with the current concern over the spread of COVID-19. Specifically, the [CDC](#) recommends that people stay at home if they feel sick, especially if they think they may have an infectious disease. However, the need to stay home may impact students' class participation, which often has implications for their course grades. *It is critical that students feel that they can miss one class or a series of classes (or experiential learning opportunities) without fear of penalty, to adhere to the public health protocol to limit disease spread.*

Our campus protocol to align with the [CDC](#) guidance is as follows:

- Students will be strongly encouraged to stay at home if they feel sick, and most especially if they think they may have an infectious disease.
- Students who need to miss a class or series of classes or experiential learning opportunity (e.g., clinical education, internship, student teaching, etc.) due to illness are responsible for:
 - calling Health Services, unless they are in a dire situation, really short of breath, high fevers etc. (emergency). Nursing will triage the student according to protocols and will make referrals, as necessary, for testing.
 - emailing their course instructor and copying Pat Maddux, the Assistant Dean for Academic Affairs, at pat.maddux@clarke.edu as soon as possible and preferably before class, but **within 24 hours**. *There is NO need for a medical excuse to be provided, at least initially (see below).*
- Students are responsible for completing any work that they might miss due to illness, including assignments, quizzes, tests and exams and are responsible for acquiring any class notes from classmates as available.
- Students are responsible for continued communication with their instructor(s) *beyond the initial 24-hours* via the means of communication established by the instructor(s) (e.g. Moodle, Microsoft Teams, email, text, etc.) regarding expected continued absence and/or return to learning.

- Students who need to miss *more than one week of classes in any one semester* will be required to provide a note from Clarke Health Services or an appropriate medical professional of explanation to Pat Maddux, Assistant Dean for Academic Affairs (pat.maddux@clarke.edu). The Assistant Dean of Academic Affairs will communicate the receipt of the note (with expected end date) to relevant faculty.
 - NOTE: Clinical educational experiences may not accept documentation from Clarke Health Services. Students should consult with their instructor or coordinator of clinical educational experiences to confirm clinical site requirements.

Students who adhere to these processes should not be penalized per the attendance policy for the course.

We ask that faculty make every effort to provide reasonable accommodations for students who cannot come to class due to illness. Suggestions for reasonable accommodations include:

- Encourage students to return home/stay home if faculty notice they (students) are ill.
- Provide students an opportunity to join a live lecture via Microsoft Teams and/or make recorded lectures available on Teams or Moodle.
- Request that students who join via Teams or who watch recorded lectures provide feedback through mandatory discussions, quizzes or essays on the material covered in order to receive credit for attendance and participation.
- Make-up exams administered through Moodle or in format that does not require students to be in-person.