



UNIVERSITY OF MASSACHUSETTS BOSTON
PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS

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To All Department Chairs and Summer Faculty:

The University is preparing to announce a decision that all Summer I and Summer II classes will be offered remotely.

Departments will have the choice of converting classes presently scheduled to be taught face-to-face to:

- A. A largely synchronous model, with classes continuing to meet for lecture and discussion at their regularly-scheduled times, but with materials presented online and assignments and assessments submitted online;
- B. The Flipped Classroom Model: Faculty who pre-record their lectures (preferred platforms: Voicethread or Echo360) prior to class time can share them with students on Blackboard to be accessed by them asynchronously, while using class time for discussions and other interactive engagement activities;
- C. A fully asynchronous online model:
 - o With the authorization of their dean, departments may *add* extant, fully approved online courses to the schedule or *substitute* an extant, fully approved online course for one now scheduled to be given face-to-face; any substitutions should be made with an eye to not diminishing the range of the courses made available to students in the original summer schedule.
 - o Subject to budgetary limits and approval by their department chair and dean, and as prioritized by the Associate Vice Provost and Executive Director of Special Initiatives (mya.mangawang@umb.edu), a very limited number of development stipends may be approved for *new conversions* of face-to-face courses to a fully asynchronous model.
 - o Faculty who choose to move a face-to-face course fully online without seeking a development stipend may do so, but the course may only be given in fully asynchronous form if it receives prior approval from the eLearning and Structural Support (eLIS) team (eLearning@umb.edu) and Associate Vice Provost Mangawang, as meeting appropriate online instructional standards.
- D. Faculty who wish to modify the presently scheduled synchronous meeting days or times of their summer classes, in light of new adoption of a hybrid model, should seek the approval of their department chairs and deans; the deans in turn shall notify the CAPS scheduler (wanda.willard@umb.edu) of any such approved changes.

Technical Considerations:

In order to *best assure course security*, as well as to minimize the number of platforms a student who is taking more than one course at a time has to master and manipulate, strong preference is given to offering these courses through Blackboard. From within Blackboard:

- o Faculty can upload course materials (syllabi, readings, videos, links);
- o Faculty can make announcements, email or chat with students;
- o Quizzes and exams can be administered (and potentially auto-graded);
- o Grades and running grade averages can be calculated and posted;
- o Lectures/discussions may be:

- Presented live, but simultaneously recorded and stored for later asynchronous use by students (e.g., for students in different time zones); *or*:
 - Pre-recorded and stored.
 - Available live presentation and recording options:
 - **Echo360 (prioritized for pre-recording)
 - **Voicethread (prioritized for pre-recording)
 - Blackboard Collaborate (prioritized for live lectures)
 - Zoom and Zoom Cloud Recording
- ** Echo 360 and Voicethread are *strongly* recommended for faculty who wish to pre-record their lectures, as these tools allow for auto-captioning of the content (making it accessible to students with a wide range of disabilities and enhancing its utility for English language learners).

Further helpful resources and/or personalized help regarding course conversion may be accessed at https://www.umb.edu/coronavirus/remote_learning or by contacting the eLIS team at eLearning@umb.edu.

Important Note:

Faculty presently scheduled to teach Summer I and/or Summer II courses should immediately confirm their commitment to teach under these altered circumstances to their department chairs. In cases where faculty do not choose to maintain these assignments, department chairs should seek replacement faculty, in accordance with the 2017-2020 FSU/MTA collective bargaining agreement, article 36.2, in preference to canceling any classes.

Sincerely,



Emily A. McDermott
Interim Provost and Vice Chancellor for Academic Affairs

cc. Deans' Council