Faculty Forum: NYU Returns Fall 2020
Friday, July 10, 2020
12:30 - 1:30 pm
Zoom Meeting ID: https://nyu.zoom.us/j/99352443168

Attendance: 88

Hosts: Edward Kleinert, Clinical Assistant Professor, and SPS Faculty Council Chair
Karen C. Krahulik, Associate Dean of Academic and Faculty Affairs

Guests: Kelsey Buttendorf, Assistant Director, Academic Technology, Steinhardt
Carlo Pellicciari, Associate Dean, Finance and Administration
Shirish Patel, Senior Director, Facilities Administration

Welcome - ELK
- Will be presenting new information for the summer and the return for the Fall
- Teach Camp: three day event admins and faculty for Fall 2020.
- Resumption: How we are reopening in the Fall in the time of COVID

Teach Camp
Kelsey Buttendorf (Steinhardt Academic Technology and Usability Lab (Steinhardt and Provost))
- https://sites.google.com/nyu.edu/teachcamp/home
- July 14-16 9:00 am - 5:00 pm with other dates in August 11-13 with new sessions
  - Focus of some sessions will be on how to make Zooms interactive, how to make podcasts, how to do large format courses, how to labs etc.
  - Recordings will be available on the website
  - Sessions have between 10 and 150 participants already
  - Open to faculty and administrators
- How will remote instruction manifest going forward?
  - “COVID Converted”: COVID19 has led faculty to alter their course delivery and faculty have innovated on a scale not seen before at NYU
  - Faculty also have access to many resources through CAES
- Will some of the sessions in Teach Camp address teaching in a blended/hyflex model?
  - Delivering content in two modalities simultaneously varies widely
  - Faculty should reassess engagement with the different modalities, students might slide off of in-person participation as they feel it’s more convenient to do online
  - A/B Model with two groups rotating
  - “Hyflex” having in-person instruction with an online population learning synchronously. (NYU is using ‘Blended’ to describe our courses)
Suggestion is to take teaching one week at a time to keep reflexive to student needs.
- Pairing students who are in-person with students who are remote
  - Or TA/student to manage the online population as liaison

Facilities in Fall 2020
Carlo Pelliccari
Shirish Patel
- Engagement and communication: for my class, what will this look like?: faculty should identify challenges and engage students to find solutions.
- Reopening is monumental and unprecedented, situation is fluid and administration is responding on a daily basis to the changing elements.
- University will be publishing website to share requirements and updates
- SPS does have unique challenges as it manages two other sites beyond NYU spaces (WW and MTC) with other managing entities.
- Protection and Prevention
  - If you are sick, stay home; find ways to be productive depending on the situation.
  - Masks/facial coverings will be mandatory while entering/within an NYU facility
    - Plastic face shield is not sufficient alone, but may be worn in addition to face covering.
    - Faculty or students needing additional accommodations should request this through the appropriate channels.
  - There will be daily cleaning and disinfection of SPS spaces (CBS)
  - Open areas/rooms will have clear markings on capacity and direction of traffic
  - Elevators (small capacity, assigned target floor, facing away from other riders, encourage stair use)
  - FCM will post clear signage for classroom capacity and chair set-up
  - Faculty will have additional 10 feet of space at front of the classroom so faculty will have room to move around while still maintaining distance
- Classroom technology
  - University is working to ensure that as many of its usable classrooms are able to facilitate blended/hyflex teaching.
  - We do not currently know specs of rooms as equipment has not yet been sourced.
  - Some rooms will be retrofitted with cameras
- SPS Document
  - In process, but not finalized
  - For grad about 60% will be on-site or blended and 23% for undergrad

Open Questions
- Are faculty able to get back to their offices (i.e. to continue research or to teach)?
  - Faculty should work with their departments and liaise with facilities to ensure that safe distancing is still possible with the return to the office
- Will need to consider a rotating basis so there aren’t too many people in the building at any given time.

- How do faculty go about requesting accommodations?
  - Process outlined in University communication. Faculty should see the memo for proper process.

- Will classes have more staggered start and end times to reduce elevator congestion?
  - Class meeting times are largely determined by the registrar for undergrad and these times are mostly already set by registration back in May. A request has been sent to the registrar to see if staggering classes would be possible. As all classes with 40 or more students will run remotely and as classes will be occupied at approximately 25% of pre-Covid19 capacities, incoming traffic will be significantly reduced. Still, SPS Best Practices will recommend that anyone coming to NYU facilities should provide for adequate time buffer to account for slower pace when entering the facilities.

- Will there be more class meeting sessions to accommodate smaller student numbers?
  - No, we are limited by the number of classrooms that are usable and will need to maximize usage if possible. Also, class meeting times are mostly fixed at this point. This is why the university is pursuing the Blended model.

- Are there guidelines or regulations regarding closed captioning for recorded lectures?
  - Students requesting classroom or teaching accommodations do so through the Moses Center, who would be in contact with you regarding student’s needs. There are free closed captioning services available and faculty can also reach out to CAES. This question will also be brought to the NYU team working on academic matters during remote/blended instruction.

- What efforts are being made by FCM to address air circulation within our spaces?
  - Shirish…this is a work-in-progress

**Additional Answers to Questions in the Chat:**

- Regarding socially distanced group work in classroom what spaces will be available to accommodate groups?
  - All classroom occupancies were determined by laying out the sitting arrangement with a minimum 6’ physical distancing between the student chairs and allowing for 10 feet distance in the front of the classroom for the instructor. Classrooms designated for instructional use will not have additional space for group work and faculty should consider how group work will look knowing that students will not be physically close even in the classroom in order to maintain proper distancing.
- Facilities is evaluating if other classrooms that were deemed too small to accommodate blended or in-person courses can be used for advising or student/faculty meetings.