The SPS Faculty Forum (9/4): NYU Reopens!
Friday, September 4, 2020
12:30 - 1:30 pm
https://nyu.zoom.us/j/96430515401

Unique Attendance:

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

Faculty Testimonies - First Week Back: Classrooms and Teaching Modalities

Carolyn Kissane - Clinical Professor, Center for Global Affairs
Location: Woolworth Building
Modality: Blended (14 in-person students and 10 students on Zoom)

- Impressed by the classroom set up and the IT assistant received when needed
- Found it to be a hard class (felt more exhausted than usual)
  - Teaching with a mask on was challenging and interesting
  - Carolyn found that the students in the classroom wanted more interaction with
    the students on Zoom
  - Students on Zoom could only hear the instructor and the students in the first row
  - Piloting and previewing the new classroom technology prior would have been
    helpful and assisted in a smoother first class
- Very grateful for all of the work that has been done.

Recep “Richie” Karaburun - Clinical Assistant Professor, Tisch Center for Hospitality
Location: NYU’s King Juan Carlos I of Spain Center (KJCC)
Modality: Blended (9 in-person students and 11 students on Zoom)

- First-class in Non-SPS building (KJCC 113)
- The tech administrator for that room is located in NYU College of Arts & Science
- There was difficulty with the classroom technology (Keyboard and Mouse)
- Had in-person students log on to zoom
  - Notified all students prior to the start of class to bring laptops when meeting in
    person
- Only the individual who is talking is unmuted on zoom, also includes the instructor
- The mood of the classroom was uplifted at the end of the class
  - Having all of the students sign in to zoom allowed for three-way interactions
- Overall the class went well.
Joshua Moritz - *Adjunct Instructor, Division of Programs in Business*
Location: Online
Modality: Online (Synchronous)

- Students in China were having issues with accessing Google docs
- Minor zoom issues with breakout rooms and being kicked out.
- Placing students in pairs or groups based on time zones

Carlo Pellicciari - *Associate Dean, Finance and Administration*
Shirish Patel - *Senior Director, Facilities Administration*

- Made a point to go to SPS locations to check newly installed technology before campus opening
- Chairs and the set up of the classroom should *never* be impacted.
  - University had a third party come in and assist with classroom setup spacing requirements
  - Do not have the student move the chairs or change the set-up of the room
- All classrooms have a contact card for IT should there be an issue with the tech in the classroom.
- There are two teams supporting the faculty. Please call the numbers listed and please have some patience with our teams.

**FACULTY QUESTIONS:**

**Entrance into SPS and Non-SPS Buildings**

- If I need to come to the building how must I arrange to do so and must I have a COVID test?
  - After 8/15/2020 no one is allowed to come into a university building without providing a negative COVID-19 test. The COVID test is required as well as all of the other requirements listed on the [NYU Returns Faculty](https://www.nyu.edu/about/coordinate-offices/return-to-campus.html) webpage must be completed prior to entering an NYU building.

- I have not gone in during the 14-day test result period, must I retest even if I need to come in for a short meeting?
  - No faculty member, staff member, or student should be coming into the university building unless it is class-related. If you take the test and upload the results, but
do not go into the facilities within the 14 day period, you will need to be retested again to reactivate your NYU ID card.

- In my case, 2 students who were remote want to take it In-Person. I thought that was ok. Is there something they need to do?
  - Students who want to come in-person last minute must also follow the [NYU Returns Students](https://sites.google.com/nyu.edu/teaching-blended-classroom/teaching-in-the-blended-classroom/classroom-floor-plans-and-seating-capacities) guidelines to activate their ID card. They can’t just drop in unexpectedly.
  - This will also have to account for classroom occupancy guidelines. If the classroom cap does not allow for two extra students, their attending in person will not be possible.

**SPS and Non-SPS Classroom Concerns and Technology**

- Regarding the echo noises in the context of blended classrooms: it’s recommended that only the speaker is unmuted, but what about breakout rooms? What is the best practice to avoid these noises?
  - Some testing was done last week. Students who are on-premises need headphones, which will allow them to communicate with each other in breakouts. Also, keep in mind that assigned seats will stay the same throughout the semester.
  - The catch: if an instructor enters the room, the system audio will need to be muted so that the room does not hear the audio. Please test the breakout functions.
  - Hui Soo: Make sure all students bring a headset to class, or there will be an audio feedback loop. There should be one audio source and one audio output. Be open-minded, focus on the students and the learning experience. If you are having a good experience, students will pick up on this.

- I am teaching a class with four students attending in person; the rest of the class is attending remotely. Students have reported that they would be interested in attending the class fully remotely. (A lot of the reason for the in-person preference were things like networking and making connections.) If all four of those students express a preference to attend online, what should be the response? Should they reach out to advisors? Can the instructor change to remote?
○ Consult with the academic advisor and academic unit leader (academic director). There could be other implications that they would need to speak with students about.

● What if I need assistance with the new technology in the classroom?
  ○ If you require immediate assistance with the classroom computer, projector/monitor, or microphone, call the appropriate number below:
    ■ 7 East 12th Street - 212-992-9142
    ■ 11 West 42nd - 212-992-3240
    ■ Woolworth - 212-992-9115

● Can you get a 2nd screen at 90' angle so you all can see each other?
  ○ Everyone can see one another if we are all on Zoom at the same time. Otherwise, the cameras may be focused on the instructor only. It is highly recommended to have all students logged into Zoom.

● Question about Echo noises in blended classes-- I understand how to manage during a lecture when only one person is unmuted. How can we manage during a breakout session when multiple people are unmuted, in class, and remotely?
  ○ In all formats only the speaker should be unmuted. All others should mute themselves. Designate a student to put reminders about this in the chat if there is noise.