



SMU®

Office of the Provost

July 23, 2020

Dear Colleagues:

Thank you for all you are doing to prepare for the fall semester. With the fall 2020 schedule being finalized, we wanted to provide more detail about [SMUFlex](#), which is based on an instructional model that can support maximum flexibility to reach all students under the unique circumstances this upcoming semester presents.

1. **What will the SMUFlex model look like in practice?** Instructors will meet in person with approximately half of their students each week, while the other half of the class will simultaneously attend via Zoom. If an instructor has sufficient socially distanced space in their classroom to accommodate all of their students, they may choose to have all students attend every class period in person.
2. **How will students know when to join class in-person on campus and when to join via Zoom?** The Academic Continuity Sub-Committee (comprised of students, faculty, and staff) has been meeting regularly and will soon finalize a recommendation to assign rotations involving the use of color-coded designations of “red” and “blue.” More detailed information on this assignment process will be sent next week.
3. **Will any students be allowed to attend remotely the entire semester?** Yes, students coded on your course roster as REMOTE can attend remotely the entire semester. These students have been approved for a virtual academic experience this fall. Students have until August 14 to request a completely virtual academic experience.
4. **When will I find out more about how the “red” and “blue” system will work?** We will provide more information about the model as soon as it is finalized in the next two weeks.
5. **What if the number of students in my class is imbalanced?** There will be an adjustment period to move students to ensure that all classes stay accommodated for social distancing. We will work toward solutions that are in students’ best interests.

6. **Will graduate courses also be assigned “red” and “blue” weeks centrally?** Graduate courses will be handled by the individual schools and departments.
7. **Where will students attend class when they are not able to be in a classroom?** We hope that students will remain in their off-campus or on-campus housing. If a student is unable to, they will be able to reserve a space in one of the Zoom Rooms that will be available on campus. We will provide more details about Zoom Rooms to you and students once the fall schedule has been finalized and we’ve pinpointed available spaces.
8. **How will classrooms be regularly cleaned?** Facilities will be cleaning high-touch surfaces and common spaces throughout the day, and classrooms will be cleaned nightly. Throughout the day, supplies will also be available so that faculty and students can clean desks and work stations between classes. Adding five minutes of transition time between classes to the fall schedule allows time for each person to clean their space.
9. **What are some instructional strategies for incorporating rotations into my course?** The Center for Teaching Excellence (CTE), working in conjunction with the Office of Information Technology (OIT) and SMU Libraries, will provide additional support beginning in August on using the SMUFlex model so that faculty can learn more about and share strategies throughout the fall semester. Faculty can also reach out to these contacts:

Academic Support Contacts	
Dedman College of Arts and Sciences	<u>Faye Walter</u>
Dedman College of Law	<u>James Pan</u>
Meadows School of Arts	<u>Mousumi Tanha</u>
Lyle School of Engineering	<u>Merlin Wilkerson</u>
Simmons School of Education & Human Development	<u>Jennifer Culver</u>
Cox School of Business	<u>Christina Churchill</u>
Perkins School of Theology	<u>James Pan</u>
SMU Guildhall	<u>Levi Sterling</u>
Academic Technology Services	<u>Jason Warner</u>
Center for Teaching Excellence	<u>Michael Harris</u>
SMU Libraries	<u>Elizabeth Killingsworth</u>

10. Whom should I contact if I have more questions? There is a wealth of faculty support resources available to assist you. Questions about technology should be submitted to the main SMU Help Desk so that they can be routed to the appropriate office for a response. Questions about schedules should be taken first to department chairs, who are working with me and Peter Moore in the Provost's Office. Please look for ongoing emails from CTE, OIT, and SMU Libraries for additional supports and resources.

Thank you,

Paige

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