

From: Loba, Elizabeth
Sent: Thursday, January 21, 2021 8:25 AM
To: Loba, Elizabeth
Subject: Spring Semester Course Reminders



SMU®

Elizabeth G. Loba
Provost and Vice President for Academic Affairs
Office of the Provost

January 21, 2021

Dear Colleagues:

We hope to provide clear guidance around questions concerning expectations about Canvas use and teaching modalities. We hope this communication will help everyone, including faculty and student support services such as CTE, OIT, Libraries, DASS, A-LEC, and Student Affairs, to partner as we work through the continuing unprecedented pandemic challenges. The following list clarifies expectations related to Canvas use and reiterates the SACSCOC accreditation requirements that accompany the SMUFlex and Virtual offerings for spring, May-term, and summer semesters as outlined in the [Provost Friday update from January 15th](#).

- Use of Canvas is expected for each course. It serves as a central repository of information and teaching materials to help students by providing a central point of entry to the student's coursework.
- Use of Zoom is expected for all live/synchronous online/SMUFlex courses.
- Recording all live Zoom sessions is expected.
- Making recordings accessible to students within 48 hours via Canvas is expected (unless otherwise articulated in the course syllabus that access must be requested).
- Having clear attendance policies is expected, which can include any of the additional options provided in these hyperlinked [spring attendance options](#).
- Delivering all tests/quizzes online is expected.
- Ensuring no fewer than 15 contact hours with faculty for each credit hour awarded. (e.g., 45 hours for 3-credit courses, MWF Flex classes must meet every MWF, not just on select days).
- Maintaining the modality in which the course is offered is required by SACSCOC (except under circumstances in which a Flex course might need to go Virtual for 1-2 weeks if the instructor is in isolation or quarantine).

We appreciate your attention to these parameters. Given the extenuating circumstances that students and faculty face, providing resources to our students using tools such as Canvas will

help everyone navigate the spring teaching modalities while also staying within our compliance guidelines.

Sincerely,



Elizabeth G. Loba
Provost and Vice President for
Academic Affairs
Southern Methodist University
P.O. Box 750221, Dallas, TX 75275-0221
egloboa@smu.edu
214-768-3219

