Occasional Use of Zoom for Instructional Hours as of July 1, 2019

University supports two videoconference tools: Zoom and Collaborate. Policies were added to the Faculty Handbook as of July 1, 2019.

Instructional hours = the regularly scheduled instruction for a course, (i.e. M/W/ F 10:05- 11:55am

For non-instructional hours: Faculty can use in-person, videoconference, phone, or any means for these connections. This policy does not apply to non-instructional hours contact.

	Where is Faculty Member	Physical Classroom	Remote Connections	Technology
Example #1 One student connects from remote non-CU location	Faculty Member on Campus	Most students in designated physical classroom	One student at remote location using Zoom	Use faculty laptop in non-video conference classroom; do not use in-class station (no 2-way audio/video for interaction)
Example #2a Faculty Absence/ Conference	Faculty Member off Campus for conference	(Preferred) Students can still come to classroom;	Some students could join in from their own devices as desired	Colleague shows up with laptop to provide audio/video
Example #2b Snow Day:	Faculty member off campus	No one in the physical classroom Campus is closed	Everyone connects remotely	Tech may fail; there is no support for snow day as no one on campus

"Occasional Use" Faculty Info

- Faculty opt in by including in syllabus; this is voluntary on faculty member's part.
- Allows a student unable to physically present to join by videoconference. There should be a legitimate reason that student cannot be present, not simply the student's convenience.
- Advance Request by Student:
    - Students need to request in advance that they be allowed to participate remotely; instructor decides if that session will work with this technology.
    - Instructor may refuse a student request to participate remotely if that session will not work well with technology
- Attendance: It is the instructor's discretion to mark student "present." Students need to interact with the class and the instructor to be counted as in attendance. What is not attendance: *Viewing recordings of class sessions are not participation and do not count as attendance.*
- Recording: If faculty are going to record sessions, that should also be indicated in the syllabus.
- Limitation: If videoconference is the only means a student can attend, the number of hours provided in this manner cannot exceed 15% of total scheduled instructional hours for a course.

How does the Technology Work?

Example 1a: One student connects from non-CU location

In a non-video conference enabled class-room (no microphones in the room), instructor will use laptop to provide sound and video to and from remote student to allow participation.

Students need appropriate technology –see link. Laptop is recommended, not Chrome, i-pad, etc.

Example 2a; Faculty Off campus

Conceptually, this should be voluntary for students as well, rather than required, since they signed up for a face-to-face course.

Faculty member should use his/her faculty laptop, be in a quiet space, and connect through a hardwired connection. The preference is that when the faculty member is away from campus for a conference, the class can still meet in the physical classroom. The faculty member would ask a colleague to bring a laptop to the physical classroom rather than asking students to each connect from their own device.

Students need appropriate technology – see link. Laptop is recommended, not Chrome, i-pad, etc.

Example 2b Snow Day

Everyone is off campus, so the instructor would need to e-mail students that despite the campus being closed, the class is still meeting via Zoom and provide a link to all students. Instructor would need to have all handouts posted in Blackboard. Technology support will likely not be available.

Newest Syllabus Template August 1, 2019

Syllabus Language to include if you are allowing Occasional Use of Zoom for Instructional Hours

Course and Instructor Policies:

[Faculty Instructions If you choose to use one of the two approved systems for videoconference on an occasional basis during regularly scheduled instructional hours of your face-to-face course, include in your syllabus all of the language below that applies. If you are using "Blackboard Collaborate" instead of Zoom, use the correct term. More information to include if you are using Zoom is here: http://celt.cuw.edu/occasional-use-of -zoom/]

Videoconferencing: In this course, Zoom may be used for live delivery of regularly-scheduled instructional hours on an occasional basis. For example, if a student has an excused absence but can attend the regularly scheduled class in real time, the instructor may allow the student to participate remotely through Zoom videoconference meeting software. This is at the discretion of the instructor and is only intended for defined, short-term, approved absences.

Students will log into Zoom using the university's videoconferencing page, https://cuwaa.zoom.us/, set up a Concordia account, and download the Zoom client for their computer. Instructions are here: https://cuwaa.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=0bba12c9-34cf-49ee-b06d-aa7100c8b7cc

Other technical information is available on the Audio Visual portal channel (student tab). Students participating via Zoom will interact with the class through audio and video and must be seen and heard by the instructor. Students should use the recommended technology as described under Concordia University Policies (below).

Advance Notice: Contact the instructor at least one week in advance of the particular session to request approval to participate remotely through Zoom.

Attendance: If the student is able to fully participate and interact with students and the instructor, the instructor may mark the student in "attendance." However, if the instructor records any class sessions and make them available to students, watching a video of a session does not constitute "attendance" as defined by the university.

Recording of Class Sessions: Students should be aware that the instructor may determine a need to record a class session using videoconference software. The instructor will announce verbally that a recording is being made at the beginning of any recording.

*Concordia University Recommended Technology: Please see the following link for recommended technology resources. Your individual program may have different requirements.

 https://www.cuw.edu/academics/services/technology-services/computer-recommendations.html