



# 2020-2021 FACULTY SENATE

The special meeting of the 2020/2021 Faculty Senate will be held on **Tuesday, July 7, 2020**, at 2:10 pm as a virtual meeting, using Webex.

## **AGENDA**

[Webex meeting link](#)

### **I. Call to Order**

### **II. Approval of Minutes**

[May 5, 2020](#)

### **III. Special Order of the Day**

A. Roll Call

B. [Announcements](#)

C. Purificación Martínez, Chair of the Faculty

D. Ad-Hoc Faculty Senate Taskforce on Instruction  
Report on taskforce activities

E. Question Period

### **IV. Report of Committees**

A. Distance Education and Learning Technology Committee, Timm Hackett  
Hybrid Options document, presented for information only. (attachment 1)

B. Agenda Committee, Margaret Bauer  
Proposed revisions to the 2020-2021 Faculty Senate and Agenda Committee Meeting Dates  
(attachment 2)

C. Calendar Committee, Mark McCarthy  
1. Revised final exam schedules for Fall 2020 and Spring 2021 (attachment 3)  
2. Revised Spring 2021 academic calendar (attachment 4)  
3. Processing Calendars for Fall 2020 and Spring 2021 (attachment 5)

**Faculty Senate Agenda**  
**July 7, 2020**  
**Attachment 1.**

**DISTANCE EDUCATION AND LEARNING TECHNOLOGY COMMITTEE REPORT**  
**Hybrid Options Document**

Following the recommendations of the Calendar Implementation Taskforce convened by Chair of the Faculty Jeff Popke, all Fall 2020 and Spring 2021 face-to-face block courses will be taught as hybrids, with a mix of in-person and online instructional time. This document, created by the Distance Education and Learning Technology Committee, describes two hybridization models: 44% asynchronous and 16% asynchronous (for full details, see Appendix A). While the responsibility for scheduling rests with chairs and program directors, DELTC strongly recommends that chairs and program directors offer as much flexibility as possible to individual faculty to choose disciplinarily and pedagogically appropriate hybrid models for courses.

Example:

<b>Original time (15 weeks)</b>	<b>Block schedule options</b>
MWF 8-8:50	MWF 8-9:30 + 16% asynchronous (~1 hr/week)
	MWF 8-9 + 44% asynchronous (~2.5 hrs/week)
	MW 8-9:30 + 44% asynchronous (~2.5 hrs/week)

The Distance Education and Learning Technology Committee recommends the online time outside of class be taught asynchronously and offers some examples and resources to faculty. Both the Calendar Implementation Taskforce and DELTC recommend that faculty do not change the asynchronous percentage after a class has started. Schedule changes could be disruptive to students, the faculty, and the course.

**Asynchronous Models**

**44% — Asynchronous**

By selecting this model, faculty will supplement the face-to-face in-class material with added asynchronous elements within the Canvas system. These may include recorded lectures, presentations, and interactive lessons. The most common method is the flipped classroom, where the faculty presents traditional face-to-face in-class material asynchronously outside of the class, and then the face-to-face classroom is where students work through projects, research, and concepts in a collaborative setting. However, faculty can combine these elements (some face-to-face in-class, some asynchronous) to reach their pedagogical goals and not necessarily flip the entire class. This model works best with project-based classes.

**16% — Asynchronous**

By selecting this model, faculty will supply a smaller percentage of material asynchronously for their students. Faculty may engage in this method already. Quizzes, Discussion Boards, and Peer Groups are examples of learning that took place in the face-to-face classroom but have now been moved to asynchronous delivery. This model works best with lecture-based classes.

**Syllabus Guidance**

Since this scheduling option is new, the DELTC recommends faculty include language in their syllabi specifying the face-to-face class meeting time, the technical requirements for the students, and expectations for the asynchronous class time. Faculty should not require students in hybrid learning environments to spend more than 49% of the course time outside of class; this does not include study/homework time.

The syllabus examples below are taken from two different general education courses and demonstrate some of the different ways that faculty might communicate the hybrid-instructional model to students in the course. In them, the instructors name the models, are clear about the schedule (days and times), and then note the percentage of the course time that will be asynchronous (online). They clarify what types of asynchronous activities they will expect of students and note why reliable access to certain types of technology/tools and Internet access is important. For your own courses, there may be different types of digital tools that are appropriate, and students should know in advance what they need in order to be successful; we would encourage you to include something in your syllabus, similar to these examples, in order to clearly communicate up front with students about digital/online expectations.

**MWF Syllabus Example One**

This class uses a hybrid-instructional method. We will meet in class on Monday, Wednesday, and Friday from 8:00 to 9:30 am. In addition, approximately 16% of the class will be conducted online in an asynchronous format, which means you will have activities such as discussion boards, online quizzes, journaling, reviewing lectures, and peer-reviewing assignments outside of class in Canvas

(canvas.ecu.edu). This class requires reliable access to a computer and a microphone for recording of presentations and to provide peer review feedback. Webcams are an option for office hour interactions but not required. [Please review the ECU Computer Recommendation.](#)

### **MWF Syllabus Example Two**

This class uses a hybrid-instructional method. We will meet in class on Monday, Wednesday, and Friday from 8:00 to 9:00 am. In addition, approximately 44% of the class will be conducted online in an asynchronous format, which means you will have activities such as discussion boards, online quizzes, journaling, reviewing lectures, and peer-reviewing assignments outside of class in Canvas (canvas.ecu.edu). This class requires reliable access to a computer and a microphone for recording of presentations and to provide peer review feedback. Webcams are an option for office hour interactions but not required. [Please review the ECU Computer Recommendation.](#)

### **TTH Syllabus Example One**

This class uses a hybrid-instructional method. We will meet in class on Tuesday and Thursday, from 9:30 to 11:45 am. In addition, approximately 16% of the class will be conducted online in in Canvas (canvas.ecu.edu) through supplemental video lectures, discussion boards, online quizzes, and small-group activities. All online work will be asynchronous in nature. To be successful in this course, students will need reliable access to a computer with internet access sufficient for viewing videos. Webcams are an option for office hour interactions but are not required. [Please review the ECU Computer Recommendation.](#)

### **TTH Syllabus Example Two**

This class uses a hybrid-instructional method. We will meet in class on Tuesday and Thursday, from 9:30 to 11:00 am. In addition, approximately 44% of the class will be conducted online in in Canvas (canvas.ecu.edu) through supplemental video lectures, discussion boards, online quizzes, and small-group activities. All online work will be asynchronous in nature. To be successful in this course, students will need reliable access to a computer with internet access sufficient for viewing videos. Webcams are an option for office hour interactions but are not required. [Please review the ECU Computer Recommendation.](#)

### **Resources**

[Teaching Large or Hybrid Courses](#)

[Designing Successful Short Format Classes](#)

[Introduction to Hybrid Teaching](#)

[Blended Learning Toolkit](#)

[Information on ECUCommunityWiFi](#)

[Borrowing Equipment at ECU](#)

## **Appendix A: Details of Hybrid Options**

1 credit = 750 minutes

Fall 8W1

MWF = 21 class days, including exam period

MW = 14 class days, including exam period

TR = 15 class days, including exam period

Fall 8W2

MWF = 21 class days, including exam period

MW = 14 class days, including exam period

TR = 14 class days, including exam period

Spring 8W3

MWF = 21 class days, including exam period

MW = 14 class days, including exam period

TR = 15 class days, including exam period

Spring 8W4

MWF = 21 class days, including exam period

MW = 14 class days, including exam period

TR = 15 class days, including exam period

Percentages of asynchronous instruction below are calculated based on Fall 8W2, which has the smallest number of class days. This ensures that students receive sufficient asynchronous instruction. There is an “extra” TR in the other blocks, which faculty can use as

needed or as a flex day in the event there is a need to cancel a class meeting. This 15<sup>th</sup> day is not necessary for contact hours in the calculations below.

This assumes exam periods are the same length as regular class periods; if longer, the effect on asynchronous percentage would be negligible.

#### Other notes

- 2.5-hour (3 s.h.) seminar courses and evening (after 5pm) courses keep existing meeting times, extended by 5 minutes, and be offered as hybrids with ~3 hours of online learning per week.
- Evening (after 5pm) classes should have class times extended by 5 minutes and be offered as hybrids with ~3 hours of online learning per week.

### 8W1, 8W3

Original time (15 weeks)	Block schedule options
MWF 8-8:50	MWF 8-9:30 + 16% asynchronous (~1 hr/week)
	MWF 8-9 + 44% asynchronous (~2.5 hrs/week)
	MW 8-9:30 + 44% asynchronous (~2.5 hrs/week)
MWF 10-10:50	MWF 10-11:30 + 16% asynchronous (~1 hr/week)
	MWF 10-11 + 44% asynchronous (~2.5 hrs/week)
	MW 10-11:30 + 44% asynchronous (~2.5 hrs/week)
MWF 12-12:50	MWF 12-1:30 + 16% asynchronous (~1 hr/week)
	MWF 12-1 + 44% asynchronous (~2.5 hrs/week)
	MW 12-1:30 + 44% asynchronous (~2.5 hrs/week)
MWF 2-2:50	MWF 2-3:30 + 16% asynchronous (~1 hr/week)
	MWF 2-3 + 44% asynchronous (~2.5 hrs/week)
	MW 2-3:30 + 44% asynchronous (~2.5 hrs/week)
MW 2-3:15	MW 2-4:15 + 16% asynchronous (~1 hr/week)
	MW 2-3:30 + 44% asynchronous (~2.5 hrs/week)
TR 9:30-10:45	TR 9:30-11:45 + 16% asynchronous (~1 hr/week)
	TR 9:30-11 + 44% asynchronous (~2.5 hrs/week)
TR 12:30-1:45	TR 12:30-2:45 + 16% asynchronous (~1 hr/week)
	TR 12:30-2 + 44% asynchronous (~2.5 hrs/week)
TR 3:30-4:45	TR 3:30-5:45 + 16% asynchronous (~1 hr/week)
	TR 3:30-5 + 44% asynchronous (~2.5 hrs/week)

### 8W2, 8W4

Original time (15 weeks)	Block schedule options
MWF 9-9:50	MWF 9-10:30 + 16% asynchronous (~1 hr/week)
	MWF 9-10 + 44% asynchronous (~2.5 hrs/week)
	MW 9-10:30 + 44% asynchronous (~2.5 hrs/week)
MWF 11-11:50	MWF 11-12:30 + 16% asynchronous (~1 hr/week)
	MWF 11-12 + 44% asynchronous (~2.5 hrs/week)
	MW 11-12:30 + 44% asynchronous (~2.5 hrs/week)
MWF 1-1:50	MWF 1-2:30 + 16% asynchronous (~1 hr/week)
	MWF 1-2 + 44% asynchronous (~2.5 hrs/week)
	MW 1-2:30 + 44% asynchronous (~2.5 hrs/week)
MWF 3-3:50	MWF 3-4:30 + 16% asynchronous (~1 hr/week)
	MWF 3-4 + 44% asynchronous (~2.5 hrs/week)
	MW 3-4:30 + 44% asynchronous (~2.5 hrs/week)
MW 3:30-4:45	MW 3:30-5:45 + 16% asynchronous (~1 hr/week)
	MW 3:30-5 + 44% asynchronous (~2.5 hrs/week)
TR 8-9:15	TR 8-10:15 + 16% asynchronous (~1 hr/week)
	TR 8-9:30 + 44% asynchronous (~2.5 hrs/week)
TR 11-12:15	TR 11-1:15 + 16% asynchronous (~1 hr/week)
	TR 11-12:30 + 44% asynchronous (~2.5 hrs/week)
TR 2-3:15	TR 2-4:15 + 16% asynchronous (~1 hr/week)

**Faculty Senate Agenda  
July 7, 2020  
Attachment 2.**

**AGENDA COMMITTEE REPORT**

Proposed revisions to the 2020-2021 Faculty Senate and Agenda Committee Meeting Dates

The Committee was asked by Jeff Popke, Chair of the Faculty to consider revisions to the meeting dates for the Agenda Committee and Faculty Senate meetings, due to the change in start and end dates for the Fall 2020 semester.

Additions are in **red** and deletions are in **strikethrough**.

2020/2021 University Academic Calendar

<b>15-week Fall 2020</b>		<b>15-week Spring 2021</b>	
August <del>24</del> <b>10</b>	Classes Begin	<del>January 11</del>	<del>Classes Begin</del>
September 7	State Holiday	January 18	State Holiday
<del>October 10-13</del> <b>September 30</b>	<del>Fall Break</del> <b>Fall Festival</b>	<b>January 19</b>	<b>Classes Begin</b>
November 6	Registration	<del>March 7-14</del> <b>March 10</b>	<del>Spring Break</del> <b>Spring Festival</b>
<b>November 17</b>	<b>Classes End</b>	March 26	Registration
<b>November 19-25</b>	<b>Exams</b>	April 2-3	State Holiday
<del>November 25-29</del>	<del>Thanksgiving Break</del>	April 27	Holiday Makeup Day
<del>December 7</del>	<del>Classes End</del>	April 27	Classes End
<del>December 8</del>	<del>Reading Day</del>	April 28	Reading Day
<del>December 9-16</del>	<del>Exams</del>	April 29-May 6	Exams

**2020/2021 Agenda Committee and Faculty Senate Meeting Dates**

<b>Agenda Committee</b>	<b>Faculty Senate</b>
<del>September 4</del> <b>August 18, 2020</b>	September <del>15</del> <b>1</b> , 2020
September 22, 2020	October 6, 2020
October 20, 2020	November 3, 2020
November 17, 2020	December <del>8</del> <b>1</b> , 2020 <i>at Heart Institute</i>
<del>January 12, 2021</del>	January 26, 2021
February 9, 2021	February 23, 2021
March 16, 2021	March 30, 2021
April 13, 2021	April 27, 2021 <i>at Heart Institute</i>
	May 4, 2021 (2021/2022 organizational mtg.)

**CALENDAR COMMITTEE REPORT**

Revised Final Exam Schedules for Fall 2020 and Spring 2021

After the addition of the 8-week block schedules and significant changes to the originally approved Fall 2020 and Spring 2021 academic calendars, Jeff Popke, Chair of the Faculty, asked the Committee to develop revised final exam schedules for the Fall 2020 and Spring 2021 semesters. The revised schedules below will replace the originally approved exam schedules.

**FALL 2020 FINAL EXAM SCHEDULE**

**15 WEEKS**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held on the night of its last class meeting. Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (November 19 – November 25). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (November 19 – November 25). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes)

Common examinations, including DE sections, will be held according to the following schedule:

SPAN 1001, 2004	5:00 - 7:30 Thursday, November 19
SPAN 1002, 2003	5:00 - 7:30 Monday, November 23

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, November 20
8:00 TTh	8:00 - 10:30 Thursday, November 19
9:00 MWF	8:00 - 10:30 Monday, November 23
9:00 TTh (9:30)	8:00 - 10:30 Wednesday, November 25*
10:00 MWF	8:00 - 10:30 Tuesday, November 24
10:00 TTh	8:00 - 10:30 Wednesday, November 25*

11:00 MWF	11:00 - 1:30 Friday, November 20
11:00 TTh	11:00 - 1:30 Tuesday, November 24
12:00 MWF	11:00 - 1:30 Monday, November 23
12:00 TTh (12:30)	11:00 - 1:30 Wednesday, November 25*
1:00 MWF	11:00 - 1:30 Thursday, November 19
1:00 TTh	11:00 - 1:30 Wednesday, November 25*
2:00 MWF	2:00 - 4:30 Monday, November 23
2:00 TTh	2:00 - 4:30 Thursday, November 19
3:00 MWF (3:30)	2:00 - 4:30 Friday, November 20
3:00 TTh (3:30)	2:00 - 4:30 Wednesday, November 25*
4:00 MWF	2:00 - 4:30 Tuesday, November 24
4:00 TTh	2:00 - 4:30 Wednesday, November 25*
5:00 MWF	5:00 - 7:30 Friday, November 20
5:00 TTh	5:00 - 7:30 Tuesday, November 24

\*All three exam periods on Wednesday, November 25 have two class period times. Based on the starting times of the two classes during each exam period, a student should not have a conflict of two exams at the same time. For example, at 8:00 a.m. on Wednesday, November 25, the exams are for the 9:00 TTh class and 10:00 TTh classes. A student should not be in classes at these two times.

### **8 WEEK BLOCKS**

Classes that meet two or more days a week will have final exams during the two day final exam period. The final exam period will be during the regular class time.

Classes that meet once a week will have final exams on the last class meeting day.

#### **8W1**

MW and MWF  
TTh

Monday, September 28  
Tuesday, September 29

Common examinations, including DE sections, will be held according to the following schedule:

SPAN 1001, 2004	5:00 - 7:30 Monday, September 28
SPAN 1002, 2003	5:00 - 7:30 Tuesday, September 29

#### **8W2**

MW and MWF  
TTh

Wednesday, November 18  
Tuesday, November 17

Common examinations, including DE sections, will be held according to the following schedule:

SPAN 1001, 2004	5:00 - 7:30 Tuesday, November 17
SPAN 1002, 2003	5:00 - 7:30 Wednesday, November 18

# SPRING 2021 FINAL EXAM SCHEDULE

## 15 WEEKS

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held on the night of its last class meeting. Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 29 – May 6). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period (April 29 – May 6). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes)

Common examinations, including DE sections, will be held according to the following schedule:

SPAN 1001, 2004	5:00 - 7:30 Thursday, April 29
SPAN 1002, 2003	5:00 - 7:30 Monday, May 3

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, April 30
8:00 TTh	8:00 - 10:30 Thursday, April 29
9:00 MWF	8:00 - 10:30 Monday, May 3
9:00 TTh (9:30)	8:00 - 10:30 Wednesday, May 5
10:00 MWF	8:00 - 10:30 Tuesday, May 4
10:00 TTh	8:00 - 10:30 Thursday, May 6
11:00 MWF	11:00 - 1:30 Friday, April 30
11:00 TTh	11:00 - 1:30 Tuesday, May 4
12:00 MWF	11:00 - 1:30 Monday, May 3
12:00 TTh (12:30)	11:00 - 1:30 Wednesday, May 5
1:00 MWF	11:00 - 1:30 Thursday, April 29
1:00 TTh	11:00 - 1:30 Thursday, May 6
2:00 MWF	2:00 - 4:30 Monday, May 3
2:00 TTh	2:00 - 4:30 Thursday, April 29
3:00 MWF (3:30)	2:00 - 4:30 Friday, April 30
3:00 TTh (3:30)	2:00 - 4:30 Wednesday, May 5
4:00 MWF	2:00 - 4:30 Tuesday, May 4
4:00 TTh	2:00 - 4:30 Thursday, May 6
5:00 MWF	5:00 - 7:30 Friday, April 30
5:00 TTh	5:00 - 7:30 Tuesday, May 4



## **8 WEEK BLOCKS**

Classes that meet two or more days a week will have final exams during the two day final exam period. The final exam period will be during the regular class time.

Classes that meet once a week will have final exams on the last class meeting day.

### **8W3**

MW and MWF

Monday, March 8

TTH

Tuesday, March 9

Common examinations, including DE sections, will be held according to the following schedule:

SPAN 1001, 2004	5:00 - 7:30 Monday, March 8
SPAN 1002, 2003	5:00 - 7:30 Tuesday, March 9

### **8W4**

MW and MWF

Friday, April 30

TTH

Thursday, April 29

Common examinations, including DE sections, will be held according to the following schedule:

SPAN 1001, 2004	5:00 - 7:30 Thursday, April 29
SPAN 1002, 2003	5:00 - 7:30 Friday, April 30

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## **Faculty Senate Agenda**

**July 7, 2020**

**Attachment 4.**

### **CALENDAR COMMITTEE REPORT**

Revised Spring 2021 Calendar

#### **Spring 2021 Exam Schedule Recommendations**

1. For 8W4, change April 28, current Reading Day, to a class day to balance out the number of class day meetings, schedule no Reading Day:

No Reading Day for 8W4, classes end on Wednesday, April 28

Two day exam period is Thursday, April 29 and Friday, April 30

Reading Day, Wednesday, April 28 – only for 15 week

15 week final exams, Thursday, April 29 through Thursday, May 6

2. For 8W3 the last day of class and the first day of exams are the same day, Monday, March 8:

For classes that meet before 5:00 p.m., Monday, March 8 will be the first day of exams.

The last day of class for classes that meet before 5:00 p.m. will be Friday, March 5.

For classes that meet after 5:00 p.m., Monday, March 8 will be the last day of class.

**CALENDAR COMMITTEE REPORT**  
Fall 2020 and Spring 2021 Processing Calendars

**Fall Semester**

July 30, Thursday	Last day to pay without a processing fee by 5:00 p.m.
July 30, Thursday	First schedule cancellation for anyone not paid by 5:00 p.m.
August 1, Saturday	Graduate School application deadline for Fall (please check specific programs for their deadline)
August 18, Tuesday	Second schedule cancellation for anyone not paid by 5:00 p.m.
September 15, Tuesday	Last day to apply for graduation for Fall semester
November 11, Wednesday	Last day to submit a thesis or dissertation for Fall graduation

**Spring Semester 2021**

January 1, Friday	Graduate School application deadline for Spring (please check specific programs for their deadline)
January 5, Tuesday	Last day to pay without a processing fee by 5:00 p.m.
January 5, Tuesday	First schedule cancellation for anyone not paid by 5:00 p.m.
January 27, Wednesday	Second schedule cancellation for anyone not paid by 5:00 p.m.
February 1, Monday	Last day to apply for graduation for Spring semester
April 22, Thursday	Last day to submit a thesis or dissertation for Spring graduation