

June 23, 2020

Dear Faculty:

The [ASU System announced on May 4th](#) that it intends for all ASU System Schools to offer face-to-face instruction for the Fall semester. ASU-Beebe is preparing to offer a full spectrum of course offerings, which includes face-to-face instruction for Academic Year 2020-21. To aid the faculty with preparing for the Fall, the following course delivery options will be instituted:

1. **Face-to-Face, Brick and Mortar Course Instruction:** Traditional brick and mortar, face-to-face courses will remain on the schedule where applicable. Classes/Labs will be positioned to ensure proper social distancing in each classroom/lab space. The size of the classroom will dictate the enrollment in the course. Initial review of classrooms at each campus will allow for 12 to 15 students per course or class meeting.
2. **Online Course Instruction:** Online courses on the Fall schedule will remain as planned. The Office of Academics and each Academic Division will take inventory of the Fall schedule each week. More online courses may be added to the schedule.
3. **Internet Assisted (IA):** Our IA courses will remain on the schedule and follow the same practice of meeting 50% face to face and 50% online. However, to ensure proper social distancing course enrollments will be adjusted to no more than 15 students depending on size of classroom.
4. **Internet Assisted – Zoom (IAZ):** Many currently scheduled courses on the Fall schedule will be shifted to Internet Assisted – Zoom. In this format, the enrollment in the course will cap at 25 to 30 students. The course will meet 100% online but will have a scheduled class meeting time via Zoom. Faculty teaching this summer are currently using this format. If a course is scheduled to meet MWF from 10:00 AM to 10:50 AM it will continue to do so, except via Zoom instead of face-to-face, brick and mortar. Faculty teaching in this format should be prepared to do so from their office.
5. **Internet Assisted Zoom – Hybrid (IAZH):** An IAZH course is a mix of brick and mortar instruction and Zoom. The class enrollment cap will remain at 25 to 30 students depending on the size of the classroom. Using a mix of IA and IAZ, students will attend both face-to-face and via Zoom. If a course is scheduled for TR from 8:00 AM to 9:20 AM, it will continue to do so. In this format, half a class of 30 students (15) will meet face-to-face in a classroom with the instructor while the course is Zoomed to the other 15 students not present. The students who attended via Zoom on Tuesday will attend face-to-face on Thursday while the class is Zoomed to the Tuesday students. This format will encourage face-to-face instruction while maintaining social distancing guidelines.

The college has made an investment to equip an additional 13 classrooms across our campuses with Zoom technology. These classrooms will be used exclusively for IAZH courses. Other course delivery options may be scheduled in these classrooms. However, the IAZH courses will be scheduled first. The deans will communicate which rooms will be designated IAZH rooms.

6. **Super Sections:** Several classes will be moved to the Owens Center Theatre or Science Building Lecture Hall to create super sections of 30 or more students while ensuring proper social distance. We are also exploring space at Searcy and The Latimer Center in Heber Springs.

All ASU-Beebe courses, regardless of delivery method, will have a CANVAS course shell. It is important that faculty be prepared to deliver educational content online via CANVAS in the event we are forced to move entirely online in the Fall due to the pandemic. Yesterday, an email alerting full-time and part-time faculty to CANVAS and Zoom training was delivered. This training is critical, as all courses regardless of delivery method, are to meet the requirements outlined in the attached Course Check list. Thank you to those of you who have responded positively to scheduling this important training.

The Deans will begin contacting faculty to discuss their Fall schedule. Faculty will be asked to adjust their schedule to include an assortment of course delivery options mentioned above. I ask that you make yourself available to your Academic Dean via phone, Zoom, or face-to-face to discuss your Fall schedule. I realize many of you are off contract at this time. However, I urge you to take the time and engage in this process. Faculty should be prepared to see their Fall schedule shift.

To help faculty, staff and students identify our new course delivery options, we have added two new course delivery options in CNS. The categories are Internet Assisted Zoom (IAZ) and Internet Assisted Zoom Hybrid (IAZH). These course options are not yet live in CNS as we are testing in the CNS sandbox. Our goal is to have our Fall schedule updated (including faculty schedule changes) and available to students by **Friday, July 10**.

Should you have questions, don't hesitate to contact me or your Academic Dean. Topics pertaining to building traffic flow and classroom protocols (i.e., masks, sanitizing, etc.) will be addressed in a later note.

Cordially,

Jason S. Goodner, EdD
Vice Chancellor for Academics