SoHE Fall Instruction Update #5

Annette Mcdaniel <amcdaniel@wisc.edu>
Fri 8/28/2020 4:22 PM
Cc: Justin Vorel <vorel@wisc.edu>; John Hilgers <jhilgers@wisc.edu>; Kathleen Oconnell <kathleen.oconnell@wisc.edu>; Andrea Johnston <andrea.c.johnston@wisc.edu>; Linda Zwicker <lazwicker@wisc.edu>; PATRICK E JACKSON <patrick.jackson@wisc.edu>; Soyeon Shim <soyeon.shim@wisc.edu>; Allison Murray <armurray@wisc.edu>; Janean Dilworthbart <jedilworth@wisc.edu>; LAUREN A FEINER <lauren.feiner@wisc.edu>; Susan Bruns <bruns2@wisc.edu>; Natalie Feggestad <feggestad@wisc.edu>

Dear SoHE Instructors and TAs,

I know stress levels are high as you are making final preparations for a semester unlike any you’ve ever experienced. Please remember to stay positive, creative and realistic. I have confidence in your ability to navigate these uncertain times and in your ability to make sound decisions regarding your courses.

You’ve got a safety net of support if/when you need it. We’ve established a “Tiger Team for SoHE Instruction” to identify issues that may arise and to develop strategies for addressing them. We will be communicating daily and meeting weekly for as long as needed throughout the fall semester. Feel free to send issues/questions to any member of the Tiger Team:

- Jennifer Gaddis
- Patrick Jackson
- Andrea Johnston
- Annette McDaniel
- Kathleen O’Connell
- Morgan Smallwood
- Justin Vorel

For all instructors:

There are a couple of campus software updates that you should be aware of:

- **Camtasia** is now freely available to all instructors and can be accessed from the [Campus Software Library](https://go.wisc.edu/9u1e4j).

  Camtasia is a screen recorder and video editor that makes it simple to record and create videos on Windows and Mac.

- **Adobe** licenses are available for students who need them to fulfill class requirements. Student licenses must be requested by instructors on a semester-by-semester basis via the process outlined here: [https://go.wisc.edu/9u1e4j](https://go.wisc.edu/9u1e4j)

For folks teaching in-person or hybrid courses:

- You are **not required to offer an in-person class in a remote format** for a student who prefers to take it remotely. Students should be encouraged to switch to an online course if they cannot attend in person, or work with their academic dean’s office if modality is getting in the way of timely degree progress. This is different from the situation when a student attending an in-person class becomes ill or is required to quarantine. Guidelines for those situations can be found here: [https://instructionalcontinuity.wisc.edu/supporting-academic-progress-when-students-isolate-or-quarantine/](https://instructionalcontinuity.wisc.edu/supporting-academic-progress-when-students-isolate-or-quarantine/)

- **Instructional kits with PPE** were delivered to those who have offices in Nancy Nicholas Hall yesterday. For those of you who don’t have an office in the building, you can pick up your kit in the BITS office, 1116...
Nancy Nicholas Hall, 9:00 AM – 4:00 PM, M-F. For care instructions, see this face covering use and care guide.

- **Face coverings** are required inside all campus buildings, including classrooms. If a student arrives in class without a mask, ask them to put one on – classrooms will be stocked with cleaning supplies and disposable masks. You will receive disposable masks in your instructional kit to use as back-up if needed. If students don’t comply with the face covering policy instructors should ask them to leave the classroom.

Thank you ALL for everything you’re doing to make the fall semester possible. Please reach out with questions, concerns and celebrations – I want to hear them all.

Warm regards,
Annette

Annette K. McDaniel
Associate Dean for Undergraduate Education
School of Human Ecology | University of Wisconsin-Madison
1146 Nancy Nicholas Hall | 1300 Linden Drive | Madison, WI 53706
608.262.4935 | sohe.wisc.edu