

Faculty colleagues,

I know that you have been busy this summer, developing innovative ways to deliver your courses and programs in a manner that ensures a safe, high-quality educational experience for our students. The dedication and determination of the faculty is one of Frostburg's greatest assets. Thank you for all the good work you have done to prepare for the upcoming semester!

As the first day of classes rapidly approaches, I'm writing to request your help with some final preparations.

Please use the FSU COVID19 Check-In Protocol

Faculty and staff must complete the online screening and check-in protocol at www.frostburg.edu/checkin every work day, whether they are on campus or teleworking. Please use this protocol if you visit campus on the weekend, too.

Please schedule a COVID test

On-campus COVID-19 testing for faculty and staff will take place Wednesday, Aug. 12 and Thursday, Aug. 13. Go to [this link](#) to fill out a consent form and register for a time and day. The registration site does not give a confirmation message, so please make a note before leaving the selection screen. If you received an error message while registering, go to the testing site on the designated days.

Please contact your students before classes start

Please get in touch with your students and communicate your particular approach to course design, delivery, and attendance. Provide clear guidance about your plans and expectations for the first class meeting and first week. For example, students in blended courses employing rotating attendance will need to know if and when they should report to the classroom.

Interested in preparing a welcome message for your students? Review [ID Guides: Designing Your Welcome](#) for some ideas.

Please widely communicate your plans for office hours

Faculty may hold their office hours and appointments either in person or virtually using appropriate technology for synchronous meetings so long as the schedule, format, and means of access are published in the course syllabus, posted outside the instructor's office (if applicable), on record with the chair or administrative assistant of the department, and provided to students who request them.

Please visit your classroom(s) this week

Faculty, staff, and administrators have all contributed to FSU's efforts to prepare safe classrooms. This work is ongoing. Over the summer, members of the Academic Facilities Planning Group inspected and assessed every classroom on campus. This group's work was complimented by the work of some college deans and department chairs, who conducted their

own evaluations of classrooms. In a number of cases, department chairs and faculty were proactive in developing and implementing plans for their instructional spaces. The staff in Facilities Management have worked tirelessly to prepare all of our campus facilities, including our classrooms. Everyone is doing their best. Please inspect your classroom(s) before classes start. If you have concerns, contact your department chair.

Please familiarize yourself with the technology resources in your classroom(s)

When you inspect your classroom(s), please be sure to familiarize yourself with the technology resources there. OIT will verify that the tech resources in classrooms are working properly to the extent possible. Still, instructors should be proactive, turning on and testing the hardware, accessories, and software. If you encounter a problem, please submit a help-desk ticket immediately, and please understand that staff support for trouble-shooting tech issues in the classroom will be limited. Please have a contingency plan should you encounter tech issues in the classroom.

Early in the summer, OIT ordered a large number of webcams for our classrooms. The order repeatedly has been delayed, but some have now arrived. OIT staff will prioritize installing webcams based on the use-cases that have been submitted. Please understand that these are simple webcams that have a limited range of image capture. They are not ideal, for example, for capturing an instructor's work on a white-board. Document cameras might be a workaround for this purpose.

Please be guided by best practices for using technology in the classroom.

Please make use of the available iDesign Resources and Consultations

If you haven't yet had a chance, check out the various guides and resources provided in the [Modules](#) area of the Faculty Learning Hub.

Interested in talking to someone who can help you think about the fall semester and prepare your plan? If so, please email frostburgsupport@idesignedu.org from your FSU email account. Check out all of the ways to connect with an iDesign Support by reviewing the [QuickStart: ID Support Desk](#) page.

Thank you, again, for all you do,

Mike

*Dr. Michael B. Mathias
Interim Provost
Frostburg State University
101 Braddock Road
Hitchins 213
Frostburg, MD 21532-2303*