Spring 2022 First Week & Semester Guidance

A. Spring 2022 Start Details
1. Spring 2022 semester will start as planned on Monday, January 24, 2022.
2. UWM is open – it is not shutting down for a week. All campus buildings and services are open though some operations might be more limited due to staffing issues.
3. A course's official modality appears in the Schedule of Classes in PAWS for the spring term. A course's official modality in PAWS will not change during the first week if changes occur.
4. Courses listed as P in PAWS (that is, fully in-person modality) are those most likely impacted by the first-week, remote-start option. It is assumed that hybrid courses have already adjusted their in-person presence for the first week consistent with its modality designation.

B. Principles for phased-in start of in-person instruction for the first week
1. Departments that have in-person course(s) that are amenable to online instruction can choose, after consultation within their instructional unit (program, department, etc.) and approval as defined within their school/college, to temporarily change the meeting location to online.
   a. It is recommended that units decide in advance how decisions to start online for one week will be made at the department/program level and applied equally to all courses within the department/program. Departments/programs should consider how to address exceptions—that is, instructors who want to remain in person the first week of the semester in courses that have sections shifting online.
2. Factors to consider when allowing/not allowing a shift to online instruction include at least:
   a. Pedagogy: some courses and content are not amenable to online instruction; and,
   b. Courses whose accreditation, licensure, or clinical assignments require in-person instruction or activities.
3. It is strongly recommended that courses moving to online for the first week be delivered synchronously, following the published meeting times in PAWS.
4. All instructors should communicate clearly with students by the morning of January 19. The Canvas announcements should have one of these titles, as appropriate, with more specific information in the body of the announcement:
   a. Class will meet as planned, or
   b. Class will meet online through 1/28/22.
5. Specific instructions about how the first week of classes will be conducted (e.g., Teams or Zoom, synchronous, etc.) should be contained in the body of that Announcement. Links to the actual class meetings should appear prior to the start of the class meeting time.
6. Instructors must inform the Accessibility Resource Center no later than January 19 of changes in instructional modality for the first week (archelp@uwm.edu or 414.229.6287), for those courses needing sign language interpreters or real-time captionists.
7. Instructors who shift online at the start of the semester should plan to return to in-person instruction the second week of the semester, the week of January 31.
8. Each academic unit or department should keep a log of what classes have changed modality for the first week of the semester. Ideally, this log will be kept on a shared drive so that chair/associate dean/dean and advisors and support staff can access the most current information.
9. Some students may wish to attend a class in the first week before they have enrolled in it. Campus messaging will suggest that students reach out to instructors and ask to be added as an

"observer" in Canvas for courses presented online during the first week. Instructors should accommodate these requests and remember to remove them as observers if they do not eventually enroll in the course.

C. After the First Week
1. Instructors engaged in in-person instruction (P) who need to move online temporarily (i.e., two weeks or less) for any reason during the semester must inform their department chair, associate dean, or dean of their need to move online and receive approval from their dean or delegate. Before a second temporary extension of a shift to online instruction is approved at the Dean level, consultation is required with the Provost's office via the review team coordinator, Stephen Schmid (schmids@uwm.edu)
2. Any instructor who needs to stay online for the entire semester must submit a change-in-modality request with the Provost's Office. Guidelines for submitting such a request are available on the Academic Affairs website.
3. Units should plan for rolling absenteeism during the semester, either among instructors or students:
    a. All units should ask instructional staff to identify and assign Canvas back-up instructors. As a best practice, instructors should have one other individual in the role of Teacher. If a backup is not selected, the chair or program director can serve as the default backup with a request to CETL.
    b. As in Fall 2021, it is recommended that instructors use lecture-capture in Kaltura, where available, or some mechanism of lecture capture (e.g., Zoom recording). Links should be posted, if not done automatically.
    c. Units should prepare for contingencies in case an instructor misses class for a week or more.
4. Absenteeism during in-person operations throughout the semester will require well-defined accommodations to create a flexible instructional environment.
    a. Instructors should provide adequate alternatives to students who are absent (e.g., lecture capture, alternatives to in-person activities, make-up possibilities, or delayed due dates, etc., as appropriate to the course). This is critical for student success. This does not imply teaching in-person and remote simultaneously, i.e., hyperflex, but instead mechanisms that allow engaged students to progress when they are temporarily unable to complete classwork.
    b. With approval of dean or delegate, instructors can move courses temporarily online if needed to address student absenteeism issues.
    c. Units should consider backup times for critical training/coursework – consider early semester flexibility and don't assign essential training early, when possible given the expected levels of absenteeism early in the semester.