Mayville State University

Comets Choose 2.0 Guidelines

The following guidelines have been developed to outline key considerations and expectations that would be in effect if the need once again arises to provide students the Comets Choose option. If implemented, ***Comets Choose 2.0*** would provide students the flexibility to determine whether they wish to continue attending their on-campus classes in person or to instead participate online for the designated period.

Comets Choose 2.0 Implementation Process

A. Faculty will be notified when Cabinet begins discussions about potential Comets Choose 2.0 implementation.

B. Once the final implementation decision has been made, faculty and staff will be notified of *Comets Choose 2.0* ahead of students and as early as possible.

C. Official campus-wide communication will be provided by campus administration via the Emergency Notification System (ENS) to alert campus of *Comets Choose 2.0* initiation.

D. Additional e-mail communication will be provided by the President and/or VPAA to provide more details.

E. Faculty will clarify the transition to *Comets Choose 2.0* on the course level if necessary. At this point the guidelines would be implemented, beginning with all students who are taking on-campus courses raising a Starfish flag (described below).

Establishing Student "Choice"

A. Reasonable Choice:

In the context of *Comets Choose 2.0*, 'reasonable choice' embraces MSU's philosophy of personal service and its student focused, individualized support that is responsive to the needs of students in a pandemic or emergency (MSU Policy M 1007). Specifically, all students who are taking on-campus courses will choose the delivery mode for the on-campus courses they are registered in after official notice by MSU of a Pandemic or Emergency and the implementation of *Comets Choose 2.0.* Reasonable choice reflects a choice made by the student to attend class via remote technology that is fair and equitable for both faculty and student with a focus on the overall goal for synchronous course participation when possible. Thus, providing students with an equitable and sensible choice to successfully complete their courses given their circumstances during the pandemic or emergency.

B. Benchmarks for Return to Face to Face

Students should remain aware of communications coming from university administrators and course faculty who will notify students if benchmarks are met to fully return to face to face, in person course delivery.

C. Agreement to Establish Choice and Student Responsibility

All students taking on-campus courses will raise a flag in Starfish to indicate their choice and verify they understand the expectations and responsibilities associated with their choice. The choice will pertain to all on-campus enrolled courses. If students do not choose a flag, faculty will raise a "no-show Comets Choose" flag to indicate a choice has not been made. Extenuating circumstances should be discussed with faculty; see appendix for more information regarding student expectations and responsibilities.

D. MSU Policy M 1991

Refer to *MSU Policy M 1991 Continuity of Academic Instruction for a Pandemic of Emergency*.

E. Differentiate On Campus vs. Online Class Participation Guidelines

1. Students are encouraged to be present via audio link (see faculty/division policies)
2. Students are encouraged to be present via video link (see faculty/division policies)
3. During synchronous class sessions, students must actively participate when called upon by the faculty.
4. Goal to return to face to face learning as soon as possible.

Student Participation Expectations for Each Delivery Option

A. Each faculty will have their own guidelines for how in-class participation will be graded in an online environment.
B. Online class participation: Students are to follow netiquette standards as they relate to the class, faculty, division, and campus expectations.
C. Students are to follow campus guidelines as they relate to co-curricular events. All students still have the choice to choose face to face or remote learning throughout *Comets Choose 2.0* implementation regardless of participation in extra-curricular and co-curricular activities.
D. Mayville State University has technology expectations that are to be maintained whether the student is attending classes in person or remotely.
E. Students are encouraged to remain in close communication with the Director of Student Success and Disability Support Services as well as the counseling services throughout *Comets Choose 2.0* implementation.

Attendance Requirements

Students need to choose between online or on-campus and will be recorded for attendance according to their choice.

A. In the event of *Comets Choose 2.0* every student will have the choice to participate in their classes online or on-campus. Students are recommended to meet with their respective instructors, advisors, and/or coaches to make a decision that will be best for them.
B. All students enrolled in on-campus courses will make their choice known by raising a *Comets Choose 2.0* flag in Starfish (flag will be added in event of Comets Choose 2.0 implementation). The flag will outline student accountabilities and responsibilities as noted in the appendix.
C. Faculty will clearly delineate if the online version of the course will be asynchronous or synchronous and communicate such information within the LMS.

Use of Zoom for *Comets Choose 2.0*

A. If there is a pandemic-related closure, Zoom is the preferred technology for synchronous class/meeting times. Zoom support is available through our Information Technology Services (ITS) department.

B. Students will have the option to keep their camera on or off during Zoom unless the instructor shares a specific need to have videos on to complete a lesson, activity, or assessment. Important considerations relate to the potential discomfort of students (and staff and faculty) in sharing their home/remote environments or the potential of distraction of others in the home/environment when cameras are required/on. If instructors or academic divisions require specific Zoom etiquette such requirements should be clearly articulated for student understanding.

C. Faculty may use other technologies as part of the course design but should clearly articulate how other technologies will be incorporated during *Comets Choose 2.0.*

Appendix

COMETS CHOOSE 2.0 STARFISH FLAG for a Pandemic or Emergency Use

In accordance with the MaSU Continuity of Academic Instruction for a Pandemic or Emergency Policy (M 1991), students enrolled in on-campus courses will be required to raise the *Comets Choose 2.0* flag in Starfish that applies to on-campus courses for which the student is requesting a delivery mode change (from on campus to online). This flag must be raised by the student within five (5) business days of the official notice by MaSU of a Pandemic or Emergency requiring *Comets Choose 2.0* implementation.

Students are acknowledging the following responsibilities and expectations by raising the *Comets Choose 2.0* Starfish Flag:
- Student agrees to abide by the class participation demands in his/her chosen delivery mode (on campus or online).
- Student agrees to abide by the expectations as stated in the course syllabus such as faculty/student communication, late policy, assignments, etc.
- Student agrees to abide by his/her choice(s) of course delivery mode(s) for the duration of the semester.
- Students may request an additional change of delivery mode due to extenuating circumstances. That is, once a student has established his/her chosen course delivery mode(s) and submitted the Comets Choose Responsibility Agreement, he/she may request an additional change. This additional or "second" change must be approved by the faculty teaching the course. If approved, the additional change of delivery mode(s) will be documented on the Comets Choose Responsibility Agreement within Starfish.
- Students understand that they are still expected to maintain compliance with the student Code of Conduct as well as course policies regarding participation, course deadlines, submission of late work, etc. Code of Conduct violations will still be addressed, if applicable.
- Student agrees to abide by federal, state, and local governmental guidelines and shall follow University directives relating to the pandemic or other emergency.
- The student understands it is his or her responsibility to attend all classes according to the elected choice as indicated on Starfish.

Additional Information for Faculty & Staff

Faculty and Staff Wellbeing While Working Remotely

Recommendations to Promote Wellbeing

A. Self-care is a priority for the Mayville State community, faculty and staff are encouraged to seek opportunities to promote self-care.
B. Establish opportunities for MaSU employees to remain connected to one another, and to university administrators, to promote communication and wellness. Such opportunities may include "Zoom" lunches, virtual wellness activities, and virtual presentations by counseling services and campus health about self-care, stress management, and work-life balance.
C. Collaboration with the Director of Student Success and Disability Support Services is encouraged for enhanced communication and partnership in promoting student success.
D. Continue to engage in professional development when possible. Professional development embraces education, readings, and the research a faculty member does in their discipline(s). This development is the heart throb of faculty teaching in the virtual or face-to-face classroom.
E. Ensure adequate technical support (Blackboard support, YuJa support, etc) when setting up online courses (especially for faculty moving on-campus courses to online for the first time).
F. Ensure faculty have necessary equipment (laptop, headphones, etc) for effective online course instruction.
G. Promote flexibility for faculty and staff as they navigate the challenges of working from home during the unpredictability of the pandemic, i.e., school or daycare closures, pending test results, need for isolation or absence during illness.