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Important Classroom and Teaching Information Email

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Important Classroom and Teaching Information

1 message

UMaine Provost <umprovost@maine.edu>
 Reply-To: UMaine Provost <umprovost@maine.edu>
 To: UM-EMPLOYEES@lists.maine.edu

Fri, Aug 28, 2020 at 1:36 PM

Dear Faculty and Instructors,

As we near the start of classes on Monday, please note the important information below regarding classrooms and teaching.

- **Classroom reminder - please do not alter the seating arrangements**
 - Over the summer, numerous hours were spent mapping and arranging rooms to allow for appropriate social distancing in classrooms. Please understand that the placement of furniture is intentional to provide a safer environment for our faculty, staff, and students. **Please do not alter the seating arrangements, even temporarily.**
- **In-Person class attendance and student engagement/success - Reminder**
 - Students who are unable to attend class due to illness or quarantine should be provided with materials and assistance to ensure opportunity for engagement and success. Attendance policies should allow for these types of absences without penalizing the ill or quarantined student. This keeps us all safer.
 - There is no one "right" way to accomplish this goal. Faculty should use their pedagogical expertise to design the specific approach appropriate to their courses to ensure students meet course learning objectives.
- **Support for faculty/instructors of in-person (F2F) classes**
 - The Center for Innovation in Teaching and Learning (CITL) is developing a new Round Table series for those teaching Face-to-Face in Physically Distanced Classrooms. Watch for the CITL September announcements, coming soon, for more information on this and CITL's other important offerings.
- **Faculty and graduate teaching assistants teaching in any modality who require support from IT, CITL, and/or AV Services can reach those resources as follows:**
 - **IT** [207.581.2506 OR 800.696.4357 / help@maine.edu/ For those issues that cannot be resolved on first contact, IT has three targets for response time. For critical issues that require immediate response, the target response time is 5 minutes. For other issues, the target response period is either 30 minutes or 4 hours depending on the level of impact on faculty and students and on the service that is disrupted by the issue.]
 - **CITL** [581.3333/citl@maine.edu, response within 2 minutes M-F b/w 8:00-4:30 for in-person classes.]
 - **AV Services** [207.581.2506 OR 800.696.4357 / help@maine.edu/ The target response is within 5 minutes when the issue impacts a class in session. For other

issues, asap depending on available personnel.]

- *Call volume may be heavy during the first two weeks of classes. We will address your concerns as quickly as possible. Thank you for your patience.*