



Academic Affairs

Fall Semester Readiness Planning Meeting

August 10, 2020



Dr. Allyson Watson
College of Education

Hours of Operation

College of Education:

- M-F 8 AM – 5 PM
- Direct Number: 850-561-2989
- www.famu.edu/education
- Faculty hours will be posted on each faculty course syllabi

Personnel

Return of Employees

List the number and percent of employees that will be working on campus in fall 2020 (this excludes faculty)

College of Education:

- Office of the Dean: 5 (100%) Scheduled Days | 1 Staff per day
- Elementary Education : 0
- Secondary Education: 0
- Health, Physical Education, and Recreation: 0
- Educational Leadership & Counseling: 0
- Center for Academic Success: 0
- Candidate Empowerment Center: 2 (100%) | 1 Staff per day
- Office of Field and Clinical Placement: 1 (%50) | 1 Staff per day

Staff Training

List a few key strategies and activities that you think would be helpful for us to implement to enhance the effectiveness and productivity of staff in fall 2020

- Zoom Training
- Canvas training for faculty assistance (quick calls to troubleshoot)

Health and Safety

Facilities

Provide a list of buildings and facilities in your areas that have not been scheduled for sanitization

- All buildings and areas have been sanitized

Provide a list of buildings and facilities in your areas that have not been scheduled for installation of sneeze guards and/or other safety equipment

- Gore Education Complex, Building A, B, C
- Kendall Jones confirmed that sneeze guards will be installed August 10th

Provide a list of classroom spaces that are in need of safety equipment or materials

- Gore Education Complete, Building A, Classroom 110
- Gore Education Complete, Building A, Room 209

Identify any other unmet facilities needs

- n/a

Student Learning

Mode of Instruction

List the percentage of total course sections that will be offered entirely via remote instruction in fall 2020

- 90% of the College of Education classes will be offered remotely.
- 10% of the College of Education classes will be offered hybrid.

Faculty Readiness for Remote Instruction

Provide a brief summary of your assessment of the readiness of your faculty to teach remotely in fall 2020

- Full-time faculty: All of our College of Education faculty have been trained in the last 2 years through OIT.
- Adjuncts: 80% of our College of Education faculty have been trained this summer through OIT.

Reminder: all courses will transition to remote instruction after Thanksgiving

Student Readiness for Remote Instruction

Provide a brief summary of your assessment of the readiness of your students to participate in remote courses/learning activities

- Technology access:
- The College of Education has been working smoothly with student centered online activities for courses. Any student who had a financial need for a laptop this spring 2020 and summer 2020 semester was granted one through the FAMU Cares funding resource. Additionally, students who needed laptops with a lockdown browser such as Respondus was provided one through the library and Dean Watkins.
- The College of Education will have two open labs we can schedule for individual students or groups smaller than 10. These labs are GEC A209 and GEC, the Candidate Empowerment Center lab will be open by appointment only and two students are permitted with one employee.
- The College of Education placed an order and received 80 new desktop computers for our students. However, due to COVID-19, the entirety of technology can not be accessed at the same point and time.

Reminder: all courses will transition to remote instruction after Thanksgiving

Faculty Office Hours

Describe the strategies that will be used to provide students with access to their instructors

- Each faculty member in the College of Education will hold the required number of office hours via Zoom sessions.

College/School Academic Support Initiatives

Describe the activities and initiatives that the college/school will use to provide students with academic support (i.e. tutoring, peer mentoring, supplemental instruction, etc.)

- **The College of Education will host numerous activities for student engagement.**
- **Zoom tutoring through the Candidate Empowerment Center**
- **Peer mentoring through the Candidate Empowerment Center**
- **Four mandatory undergraduate student forums with the dean and faculty**
- **Student success coaches assigned to first generation/freshman students**
- **Test preparation courses for all students who are enrolled in pre-education major courses**

Living Learning Communities

List the key activities and initiatives that will take place during the fall semester

- Bi-weekly meeting check ins with the Dean
- Bi-weekly seminars and webinars with invited speakers
- Weekly study/tutoring sessions
- Daily/Weekly peer mentoring with sophomore LLC members
- Daily/Weekly homework sessions with sophomore LLC members
- Mandatory student forums

Course Syllabi

List the set of specific information/instructions that will be included on course syllabi

- College of Education faculty will follow the classroom management format provided by Academic Affairs.
- College of Education faculty will track dispositions of students and maintain a high level of engagement in each course section.
- Faculty will demonstrate excellence by example and provide written expectation for class meetings in the course syllabi.
- College of Education faculty will utilize guidelines provided by Ms. Calhoun.
- Faculty will uphold modifications and accommodations for individual students as noted by CeDAR

Administering Remote Exams

Describe how exams will be administered (include exam proctoring strategies)

- College of Education exams will be administered during the semester through Canvas using a quiz portal.
- Final exams will be administered through a multiple choice and short answer format. Certain disciplines will administer final exams through Respondus, or a similar a lock down browser.

Experiential Courses

Describe how experiential courses/experiences will delivered (provide general summaries; you do not need to list specific courses)

- Laboratories: The laboratory courses in the College of Education will be offered using Mursion, Labster, and online demonstration classes.
- Clinical/Field Experiences: The Clinical/Field Experiences in the College of Education will be offered through Mursion and online engagement with FAMU DRS and Leon County Schools. Only final interns will be permitted to do a final internship in Leon County Schools.
- Performing Arts: not applicable
- Studio: not applicable
- Internships: The Clinical/Field Experiences in the College of Education will be offered through Mursion and online engagement with FAMU DRS and Leon County Schools. Only final interns will be permitted to do a final internship in Leon County Schools.
- Other: not applicable

Best Practices for Remote/Online Learning

Be prepared to engage in a discussion to identify a list of best practices that will be shared with students enrolled in remote/online courses this fall

- COE Instructor Weekly Check Ins
- COE Dean Check ins and Town Halls monthly
- COE Test Preparation and Course Zooms and Webinars with Candidate Empower Center
- COE within Class Zoom breakout sessions with classmates
- COE Candidate Empowerment Center and Elementary and Secondary Test Preparation
- COE Social Media Updates and Engagement
- Other

Student Engagement

List the key strategies and activities that will be used to engage students during the fall semester (select a few examples from the information that you provided to Heather Johnson)

- Mandatory Student Forums
- Open Student Town Hall Meetings
- Mr. and Miss College of Education Social Media Platforms to engage students
- Open Forums/Office Hours with the Dean and Leadership Team
- Weekly Stakeholder Newsletters
- Motivational Monday Social Media Posts
- Updated information on COE Website
- Guest Speakers/Webinars

Graduate Education

Provide a summary of key strategies and activities that will be utilized to provide support for graduate students in fall 2020 (focus on approaches that specifically address the student remote working/learning environment)

- Graduate Student Forums
- Fireside Chats in conjunction with Dr. David Jackson
- Reformatting courses to build efficient online courses
- Host regularly schedule graduate student forums
- Engage graduate students through external programs like the Holmes Scholars Program through AACTE and graduate student leadership activities

Services and Support

Academic Advisement

Provide a summary of how academic advisement services will be offered in fall 2020

- College of Education has 2 full time staff advisors and 1 who is assigned through Academic Success (3)
- The College of Education distributes 3 advisors across the entire academic unit.
- The College of Education advisors will be working remotely and scheduling Zoom meetings with individual students.

Office of Instructional Technology

Provide a summary of how OIT will operate in fall 2020

- M-F the COE IT Staff Mr. Larry Reed will be on call and available for faculty and staff needs.
- Mr. Reed will provide services remotely and in person if absolutely necessary.
- Mr. Reed and Mr. Gu are responsible for faculty equipment management.
- Faculty training and support during the semester
- Customer service and support
- Other

Faculty Development

Provide a description of the faculty development program that will be available in fall 2020

- Staffing and organizational structure
- COE Staff will take part in routine training offered through HR.
- COE faculty will be a part of faculty development on Mursion, Florida Department of Education CTE, CAEP and CACREP accreditation training
- Workshop and training (general description of how these will be conducted; you do not have to list specific topics or dates)
- COE faculty will hold regular workshops on best practices in teaching and learning
- COE faculty will have speakers and invited guests from across campus to share new information pertinent to our success

Academic Support Services

Provide a description of the services that will be available to students in fall 2020

- Academic coaching-College of Education students will be assigned an academic coach pending Student Success funding.
- Tutoring-College of Education students can maintain daily and weekly tutoring with our actively engaged Candidate Empowerment Center tutors.
- Peer mentoring-College of Education students will have opportunities to engage with peer mentors daily and weekly through the Candidate Empowerment Center.

College of Education Webpage Link | www.famu.edu/education

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The screenshot displays the FAMU College of Education website. The header includes the FAMU logo, navigation links (Home, Academics, Student Services, News, Alumni | Giving, About the College), and an 'Apply Now' button. A large orange banner features the text '4.2 M IN SCHOLARSHIPS' and a group photo of six individuals. Below the photo, the text 'The Cornerstone for Educators; The Future of Tomorrow' is displayed. The footer contains three buttons: 'Programs of Study', 'Scholarships', and 'Apply Now'.

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