

HYBRID AUTUMN 2020 – information for faculty management (21st August 2020)

BEFORE THE BEGINNING OF THE SEMESTER

- Update the contacts for all instructors and relevant administrative staff members, even when they cannot be contacted on their land lines in their offices (e-mail addresses, mobile phone numbers).
- Establish where current information for students and employees will be disclosed and how you will communicate with them. Think of English versions for foreign students and employees.
- Check whether certain persons have access to the university sharepoint for COVID-19.
- Consider amending the requirements for completing courses. If attendance and active participation are required, have alternative options if some of the students must stay at home due to a quarantine or due to a respiratory illness suspected of being COVID-19. For these reasons, we do not recommend placing much importance on attendance (e.g. zero absence requirement).
- We recommend amending the syllabi so that the requirements are as clear and flexible as possible.
- If you have students who cannot attend class in person (e.g. because they have stayed abroad), you must allow for distance enrolment and count on a hybrid form of instruction from the start of the semester.

When switching to a distance or hybrid form of instruction, you must have answers to the following questions (e.g. at a meeting with the guarantors of study programmes or courses):

- Will the instruction take place only remotely or will it be in a hybrid form? What about the assessments of study?
- What is the current state of instructors' trainings regarding using distance teaching instruments and their methodology? What possibilities will instructors have as far as courses or education relating to flexible forms of education? For example, training courses, individual consultation, methodological and technical support, etc. at both central and faculty level.
- What courses and their parts cannot be taught remotely? How will they be replaced? How necessary will it be to change the syllabus when switching over to a distance or hybrid form of instruction?
- What platforms will you use for distance learning (MS Teams, Moodle, ZOOM...)? We recommend selecting one primary platform for the entire faculty or at least an entire study programme where there will be sufficient technical and personnel support. Too many tools complicate the situation especially for students.
- Will teaching take place synchronously (e.g. video conference) or asynchronously (e.g. assigning homework with deadlines, sending links to pre-recorded videos)?
- Will students do assignment only by themselves or in groups as well?
- How will you verify that students take part in distance learning?
- How will you minimize changes in timetables?
- What are the rules of communication between the instructor and students and among the students? For example, assigning and evaluating assignments, individual consultation, group work of students, etc.
- Do the instructors have sufficient technical equipment? Do they have contacts for people who can help them with technical, methodological, and other problems?
- Does your selected platform have sufficient capacity for your activities? (number of licences) We recommend using platforms supported on central level for which is sufficient capacity ensured such as MS Teams.
- Do all of the students and instructors have access to the selected platform?
- What can you offer students who do not have sufficient technical equipment?
- How will students be able to communicate with the relevant administrative staff (student affairs office, international office, etc.)?
- How will instructors communicate among themselves, with the study programme guarantors, etc.? Where will they be able to share their experiences and relevant recommendations, ask questions, or coordinate terms so they are as unified as possible?

- Are there students with special needs in the study programme? If so, will they need a specific approach?

FIRST WEEK OF THE SEMESTER

- Update contacts for students of the specific courses for electronic communication.
- Arrange the respective channel or group on the selected platform and check to see if all students have access.
- Inform the students in detail of the requirements for completing the course, including any options (e.g. alternatives for absences relating to illness).
- Inform student in detail of how instruction will take place in case of school closures:
 - What are the requirements for completing the course,
 - What platform will be used for distance learning,
 - How students will communicate with the instructor (or among themselves).
- Notify students of the possibility to contact counselling services in the event of any psychological problems.

DURING THE SEMESTER

- Monitor the current information:
 - Charles University: www.cuni.cz – Updated information is always available in the news section on the home page,
 - Faculty web pages (or a location designated by the faculty),
 - Ministry of Health: www.koronavirus.mzcr.cz,
 - Ministry of Education, Youth and Sport: www.msmt.cz.
- Any restrictions (entry to buildings, number of students, masks, travelling, etc.) will be changed according to the actual situation, measures of the ministries, and hygiene recommendations.
- Regularly inform students of any changes in the requirements for completing a course.
- Continually check whether all students participate in instruction, and if not, try to engage them again.
- Listen to feedback from students and pay attention to evaluating distance or hybrid learning, share experiences with other instructors.
- Keep in mind that this is a stressful situation for the instructors and university operations as well as for the students, so make the workload appropriate. Do not underestimate appropriate communication, and support the students and the other staff members.

MAIN CONTACTS

- emergency@cuni.cz, +420 224 491 850 (Monday to Friday 9 a.m. to 4 p.m.)
- Prof. MUDr. Milena Králíčková, Ph.D. – Vice-Rector for Student Affairs
- Student Affairs Department: department head – Mgr. Alena Vlasáková, DiS., international students – Mgr. Lukáš Nachtigal
- Centre for Lifelong Learning – methodology for distance exams – Mgr. Pavla Satrapová
- Central Library of Charles University – E-Learning Support Centre (<https://dl.cuni.cz>) – PhDr. Radka Římanová, Ph.D. – moodle-help@ruk.cuni.cz; e-learning@ruk.cuni.cz
- Data Protection Officer – Mgr. Jan Jindra

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Inspired by: Ministry of Education, Youth and Sport: Manual for the operation of schools (<https://www.msmt.cz/manual-k-provozu-skol-od-zari>), Lucie Rohlíková: How can universities prepare for contactless or partly contactless instruction? (<https://czv.zcu.cz/jak-se-mohou-vysoke-skoly-pripravit-na-bezkontaktni-nebo-castecne-bezkontaktni-vyuku/>).