



Office of the Executive Vice President/
Executive Vice Chancellor

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July 20, 2020

Dear Faculty:

I hope that each of you and your families are in good health during this pandemic. We are looking forward to your return to campus in August and want to provide you with some information that may be helpful upon your return.

The Faculty Convocation is virtual and is scheduled for August 10, 2020 at 9 a.m. using ZOOM. During the convocation, we will discuss in detail the Southern University and A&M College Return to Work Plan. We will also have a session on "What's New in Academic Affairs" and presentations on new services such as Con-course, which will digitize course syllabi.

We expect for all faculty to return to campus on August 10 even though the Convocation is offered remotely. We are providing a box lunch that can be picked up at the Mayberry Dining Hall. Classes will begin August 12, 2020, and extend through November 24, 2020. When students break for the Thanksgiving Holiday, which is November 26 – 27, they will not return to campus for the remainder of the semester. All final examinations will be administered online between November 30, 2020 and December 4, 2020.

Southern University will offer classes in three instructional formats: *traditional*, *hybrid*, and *fully online*. *Traditional classes* will only meet face-to-face. The number of traditional classes offered will be limited and include those with lower student capacity or can be held in large auditorium style classrooms. Faculty and student safety are paramount, so social distancing will be strictly practiced in every traditional classroom. *Hybrid classes* will include both synchronous face-to-face meetings along with online instruction. Synchronous instruction requires students and faculty to be in the learning environment at the same time. Students will have the flexibility to choose to attend class lectures in the traditional classroom or log in remotely to live-stream the lecture at the regularly scheduled class time. A significant portion of the instruction will be online, with students using the Learning Management System, Moodle, to access course material, submit assignments and take assessments. Finally, the *fully online classes* are asynchronous. With asynchronous instruction, students are not required to log in to attend instructors' live lectures. All lectures, course material, assignments, and assessments are delivered in Moodle. There is an attendance policy for distance education courses - hybrid and online.

To ensure a safe environment, all students, faculty, and staff are required to wear face masks, as mandated by the Governor of Louisiana's Executive Order. We have some air purification systems that are scheduled to be installed in our buildings. Also, for those students attending class in-person, supplies will be available to clean their workspace. Safety procedures have been developed for students living in our residential facilities and for all campus activities.