College of Saint Mary

Summer Planning Teams

June 2020 Report

The COVID-19 Pandemic required our CSM community to rapidly transition our teaching, students support, and operations to a virtual format. During that time, we identified the following as priorities as we react to and plan for how we will teach, work, and be in community together during the pandemic.

A. Health and safety	D. Supporting our faculty and staff	G. Fundraising
B. Remote student teaching & learning	E. New student recruitment	H. Financial stability
C. Supporting our students	F. Continuing student retention	I. Preparing for the future

Four teams were formed, to collaborate in planning for 2020/21 and beyond, in an effort to support the priorities above: 1) Pandemic Re-Opening Planning, 2) Academic Planning for Online Excellence, 3) Re-Recruitment, and 4) Leveraging Technology for Student Success and Enrollment Growth.   Updates from the chairs of each of these teams are included below.

A Fall 2020 Opening Webpage is being developed, which will include Frequently Asked Questions about the start of the new year. A link to this will be sent out via email to faculty, staff and students the week of July 6, 2020.

1. **Pandemic Re-Opening Planning**
    o **Focus:** The development of different scenarios for when we return to campus, taking into consideration the physical and emotional health and safety of our campus community.
    o **Membership:** Dr. Tara Knudson Carl (Co-Chair), Dr. Kimberly Allen (Co-Chair), Matt Croonquist (Residence Life), Dave Ferber (Safety & Security), Peter Haring (Athletics), Jessica Hochstein (Human Resources), Dr. Pam Humphrey (Academic Affairs), Sarah Klocke (Theatre/Communications Faculty), Sara Nordquist-Davis (Financial Aid), Kelly Petry (Student Billing), Kim Savicky (Administrative Services), Dr. Kathleen Zajic (Nursing Faculty)
    o **Updates:**
        ▪ **Individual Preventative Measures:** Faculty, staff and students will be asked (but not required) to wear a mask on campus this fall, and will be provided two CSM masks. We will continue to encourage hand washing and utilization of hand sanitizer.
        ▪ **Health Monitoring:** We will be asking everyone to health self-screen a minimum of twice weekly and will provide a screening tool in the fall. Anyone feeling ill should stay home. If an individual in our community tests positive for COVID-19 or believes they have been exposed to someone who has tested positive, they should complete the Health Self Reporting Form found on MyCSM. The button to find it can be found at the top of the MyCSM page by clicking on the "Fall 2020 Updates" icon.
        ▪ **Community Preventative Measures:** We will be promoting social distancing on campus, indicating capacity of various rooms and classrooms, markings indicating 6 feet apart in places where students might line up, and notices of limited numbers per tables, etc. You will find that stairwells may be one way (up or down) given how narrow they are. We plan to continue the practice of online virtual zoom meetings as we start the fall semester. Faculty, staff, and students will be asked to assist in wiping down desks or computer stations when leaving an area, and cleaning supplies will be provided.

2. **Academic Planning for Online Excellence**
    o **Focus:** Creating the optimal online learning experience for students in 2020/21 and distinctively positioning ourselves for the future.
    o **Membership:** Dr. Kimberly Allen (Chair), Dr. Mindy Barna (Academic Affairs), Dr. Kristi Presiman (Online EdD Program), Dr. Jennifer Reed-Bouley (Theology Faculty), Melissa Soester (PAS Faculty), Dr. Kim Varnado

(Hybrid DPT Program), Dr. Vicky Morgan (Faculty Development), Dr. Mark White (Instructional Technology), and Dr. Mary Beth Merkel (Online MSOL)

- o **Updates:** The key to being prepared for the uncertainty that fall is bound to present is preparation! Optimally, we encourage you to build out your Canvas course sites to comprehensively support 15 weeks of teaching and learning. We discovered that the faculty who made this a common practice were able to transition themselves and their students within 48-72 hours. With this knowledge, we have created expectations and recommendations for learning at CSM in fall 2020.

    Expectations:
    - Publish your canvas course site within 48 hour prior to the first day of class – let the students know what will be expected in this precarious time of learning
    - Each course includes an introduction embedded in Canvas - an online introduction includes a faculty introduction, instructions for Canvas navigation, course overview, and course resources.
    - Syllabus is posted in Canvas and is consistent with CSM syllabus guidelines – If not already doing so, align your syllabi with the CSM syllabus guidelines. Review policies and expectation and ask, is there reasonable flexibility considering the current circumstances?
    - All graded activities must be entered in Canvas gradebook. – Again, if you are not already doing so, use Canvas to provide feedback to your students on graded work. At minimum, all grades should be posted in the Canvas gradebook.

    Recommendations for Best Practice:
    - Create common shells for programs in Canvas to ensure students have access to course materials and know how to navigate - Each program is encouraged to develop a program shell that would be similar for all courses. This would enhance Canvas navigation. All course content would be individualized by the assigned faculty member. This would also help support Adjuncts teaching in various programs as well.
    - Rubrics and clearly articulated guidelines about return of student work with feedback and grades be available for each course - Create analytic, developmental, holistic rubrics or checklist to inform students on expected achievement of performance.
    - Pre or live recorded VidGrid videos of lectures or classes available in Canvas - Statistical evidence suggest that CSM students who have access to recorded lectures do review these recordings repeatedly to enhance their understanding. Pre-recorded videos may also ease the transition to online only delivery should this be necessary.

3. **Re-Recruitment**
   - o **Focus:** Embracing and engaging new and continuing registered undergraduate students, to ensure they feel valued, creating anticipation and excitement for the fall semester at CSM.
   - o **Membership:** Dr. Sarah Kottich (Chair), Kris Czerwiec (Student Organizations), Sara Hanson (Enrollment), Brittney Long (Marketing), Nate Neufind (Athletics), Beth Sisk (Financial Aid), Barb Treadway (Student Support). In collaboration with Marketing, Admission Counselors, Express Center, Office for Diversity and Inclusion, Program Directors, Advisors, Athletic Coaches, Student Support Network, Student Success Coaches, Student Orientation Staff.
   - o **Updates:**
     - **Continuing Students –** Folks from across campus are reaching out to our continuing students throughout the summer, utilizing a coordinated approach. Efforts include: a) contact from academic program directors, b) calls from the Student Development and Success Team, c) care packages with CSM swag and a hand written card from the Director of Student Organizations, d) online group activities (fun and connecting to academic program directors) led by the Student Orientation Staff (SOS), and e) outreach from student leaders of several student organizations to their members from last year.
     - **New Students** – The New Student Registration Days have all been moved to an online virtual format. The Marketing and enrollment teams transitioned all of the new student informational materials into this easy

to use Online Registration Guide: [LINK.](#) The Student Orientation Staff (SOS), collaborated with the Express Center to make several informational and fun TikTok instructional videos about commonly asked questions such as how to SFA and how to navigate Self-Service. Leadership Leap, a program for incoming students to meet others while building and growing leadership skills, has been moved to a virtual format, enabling us to engage up to 100 new students. By August 1, all new students will be contacted by both their academic advisor and their student success coach. Welcome Days is being designed to engage not only new students, but also continuing students, faculty and staff.

4. **Leveraging Technology for Student Success and Enrollment Growth**
    o **Focus**: Selecting and implementing online solutions to support student retention and recruitment
    o **Membership**: Nate Neufind (Chair), Chad Rotolo (Business Data Analyst), Angela Fernandez (Student Retention), Jaime Adams (Athletics), Sara Hanson (Enrollment), Amy Miller (Enrollment), Rachel Etter (Enrollment), Brittney Long (Marketing). In collaboration with Administrative System Users Group (ASUG), Athletic Coaches, Student Support Network, Registrar's Office, Express Center
    o **Updates:**
        ▪ **Athletics - Front Rush:** This summer, the college acquired a powerful tool for athletic student recruitment and management. Used by more than 9,500 teams, this tool gives our coaches real-time access to many of the largest prospective athlete databases in the country, and the tools to track and evaluate, and communicate with prospective student athletes at all stages of recruitment. In time the college will have the option of managing rosters and compliance functions through this solution as well. Coaches and athletic administrators have access to Front Rush now and have begun using it as a recruitment tool.
        ▪ **Student Retention - Aviso:** Through the budget process the college approved the purchase of the Aviso student retention system. Aviso is a state of the art system that will track & analyze thousands of data points for patterns that could suggest a student is at risk and draws college attention to both the at-risk student and places where it's common for students to get derailed on their path to graduation. CSM is in the initial steps of preparing to integrate Aviso and aims to have it go live during the 2020-21 academic year.