

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
EASTERN FLORIDA STATE COLLEGE  
AND  
THE UNITED FACULTY OF FLORIDA

**Creation of CoVID-19 Live Online Definition and Live Online Minimum Standards**

This Memorandum of Understanding is entered into by and between the Eastern Florida State College District Board of Trustees (EFSC-BOT) and the Brevard Chapter of the United Faculty of Florida (UFF-Brevard). The Parties hereby agree to the following Live Online Definition and the temporary Live Online Minimum Standards, which shall be used for the duration of the CoVID-19 pandemic and are applicable only to Live Online courses.

**Live Online Definition**

During the Summer and Fall 2020 terms at EFSC, a **Live Online** class is defined as a class that was originally scheduled as a traditional face-to-face class on a specific campus, with a set meeting schedule at a specific day and time each week, that has now been converted to remote delivery through Canvas, the College's Learning Management System (LMS), for part or all of a specific term. Most Live Online classes will not have any on-campus time. However, some classes will require on-campus time. In other instances, exams may be given on campus. A list of approved classes with face-to-face components by campus for Fall 2020 will be created and made available soon by the College with faculty input.

Standard Online classes (already taught at the college under EF Online) are taught asynchronously; the instructor and the students do not interact in real time (unless by appointment or online office hours) but within a set timeframe by learning modules. While this asynchronous mandate is *not* required for a Live Online class, instructors *may* choose to deliver live lectures or synchronously via video conferencing or live chatting. Any synchronous delivery must be done during the scheduled class time to avoid scheduling conflicts. Enrollment in Live Online classes is credited to the original campus listed in the course catalogue and students are not assessed a distance learning fee. By contrast, enrollment in Standard Online classes is credited to Eastern Florida Online and students are assessed a distance learning fee.

Standard Online classes require students to have a computer and stable internet access, as they are taught asynchronously and do not require videoconferencing capability (unless a specific subject, such as speech, requires it). A computer and reliable internet access are also required for students in all Live Online classes. Additionally, a webcam and a microphone may be required for some Live Online classes at the instructor's discretion. It is imperative that students verify whether a course will be taught synchronously (requiring a webcam and a microphone) or asynchronously before and during add/drop week in order to register for a course that uses their preferred method of instruction.

## Live Online Course Minimum Classroom Requirements for Fall 2020

There are three (3) lists of general expectations for the delivery of a Live Online Course: Pre-Term Checklist, Active Course Management Guidelines, and End of Term Guidelines. There is also a fourth list: Instructional Design Guidelines. The items below are expectations, rather than a specific mandate. It is understood that it is the faculty's responsibility to design courses to meet these expectations.

### Pre-Term Checklist

- Is your classroom based on the most current course plans and objectives as found in the College eCPR?
- Does your syllabus have the Required Content found in the college-wide Required Syllabus Elements/Syllabus Addendum?
- Have you posted your syllabus and the Syllabus Addendum in your LMS classroom?
- Have you included **ALL** tentative due dates and listed them as subject to change?
- Have you included **ALL** tentative dates and listed them as subject to change in your Course Schedule when attendance is required for live lectures, sessions, chats, office or consultation hours, or other synchronous activity?
- Have you prepared a Welcome Letter or Announcement to your students outlining the course and where to start during the first week?
- Have you analyzed the external content for copyright compliance by using the College's Fair Use Checklist?
- Have you verified the assigned educational course materials (textbook, etc.) on the Bookstore website?
- Have you run a UDOIT scan to determine if content is accessible for students and corrected any errors? Are posted files created outside of Canvas (Word documents, for example), videos, or linked content accessible?
- If a proctored exam is required, have you submitted all test requests to the approved proctoring service? Please ensure the exam is available during a scheduled day and time for the course so as not to interfere with any other Live Online courses.
- Will the classroom be made available by 8AM of the first day of the term? The answer to this **must be yes**. If this course is participating in "First Day," the course must be made available no later than the **required availability date** before the start of term.

### Active Course Management Guidelines

- When completing your Census Report, check "People" in the LMS and make sure there are not any "Observers." Notify any "Observers" before the first week of the class that they must complete the LMS Orientation to participate in the course. Report any remaining "Observers" as non-attending by the Census Report due date.
- Communicate expectations weekly to students via a week-at-a-glance page (Learning plan or a similar page within a module), announcement, or some other documentable method such as synchronous instruction within the LMS course shell (e-mails on their

own are discouraged unless they are then pasted within an LMS page for students to view at a later date). See the College's CTE website for additional direction.

- Communicate with the institution (Department Chair, etc.) via your EFSC Outlook account.
- Communicate with students via either your EFSC Outlook account or the LMS mail feature following FERPA guidelines. It is a possible FERPA violation to provide any information to students via their personal e-mail addresses.
- Respond to all EFSC Institutional e-mail and student e-mail within 48 hours of receipt of the e-mail, Monday through Friday (excluding College observed holidays). If you will be unreachable for an extended period of time, please inform your students and Department Chair.
- The institution and the faculty member will reply within 48 business hours to any e-mail sent from an official EFSC Outlook account.
- Submit required reports by established EFSC deadlines, i.e., Census Reporting, Student Success Check (optional), Assessment Reporting, Final Grade Submission.
- Evaluate and grade all assignments within the communicated timeline. It is **suggested** that shorter assignments (discussion boards, quizzes, etc.) should be returned within a week and longer assignments (papers, exams, etc.) should be returned within two weeks.
- Encourage students to complete Student Faculty Opinion Surveys.
- Verify all proctored exams have the correct password and availability dates match the syllabus/course schedule dates.

#### **End of Term Guidelines**

- ALL final grades are due by NOON, the Monday after finals week.
- Double check "People" in the LMS and make sure there are not any lingering "Observers." If there are, contact the Registrar and Department Chair immediately.
- Assign zeroes for any missing grades in the LMS gradebook.
- Submit final grades in TitanWeb. They DO NOT transfer automatically. Last date of attendance/activity/interaction will be required for any students with a final grade of F or I.
- If you have any students receiving an Incomplete Grade, complete the Incomplete Grade Form (IGF) located in the document center. For an Incomplete, the student must have documented extenuating circumstances, successfully completed at least 75% of the course work, and a reasonable chance of making a passing grade.

#### **Instructional Design Guidelines**

- Verify that all competencies and learning objectives are covered in the modules.
- Communicate course interaction expectations, including live or synchronous sessions.
  - This can cover student-to-student interaction and student-to-instructor interactions in different modalities like discussion forums, projects, lectures, chats, etc.
- If taught synchronously, please provide directions supplied by AcTec explaining how to use required hardware/software.

- Communicate attendance policy.
- If taught asynchronously, create a required graded academic activity that the students must complete within the first week of the term.
- Create a method for communicating weekly expectations to students, including any Live Online sessions. This communication can come in many different forms including, but not limited to, the following:
  - Quiz with a weekly update
  - Week-at-a-Glance page in modules
  - Announcements via LMS
  - Announcements provided via Microsoft Teams
- Provide a semester overview for graded assignments in either the course shell or the syllabus with anticipated due dates. Make sure to state that all due dates are subject to change.
- Explain your grading process (rubric, assignment comments, etc.) and feedback timeline.
- Create a method for submission of graded assignments that **does not** only include e-mail submission.
- Incorporate documentable student-instructor interactions on a weekly basis such as:
  - Discussion board replies
  - Graded feedback:
    - End comments
    - Rubric feedback
    - Marginal comments
    - Gradebook comments
  - Canvas e-mail [NOT OUTLOOK or a personal account]
  - Canvas Conferences
  - Canvas Chat
  - Synchronous Instruction via Microsoft Teams
- **[Suggested]** Identify which competencies are covered in each module.
- **[Suggested]** Create a learning activity to be completed by students before any Live Online session.
- **[Suggested]** Send a quick e-mail or short survey to students before a Live Online session asking students their opinions or experiences related to the course topic.
- **[Suggested]** Limit Live Online sessions to the scheduled course day/time, with as much interaction (discussions, focused questions, etc.) between instructor and students as possible to keep students focused and to strengthen the online learning community.
- **[Suggested]** Create an agenda for each Live Online session to ensure student attendance and prevent content duplication.
- **[Suggested]** Record each Live Online session for student review and to provide equitable access for any student who missed the session.
- **[Suggested]** Send a recap of major discussion topics and other important information after each Live Online session and a link to any recorded sessions.

## ADJUNCT FACULTY ADDITIONAL END OF TERM REQUIREMENT

After submitting final grades, e-mail your syllabus and gradebook to the department administrative assistant and cc: the Department Chair.

- Syllabus in Word or PDF titled:

LAST NAME\_FIRST NAME\_SEMESTER CODE\_COURSE PREFIX\_NUMBER  
SECTION\_SYLLABUS

Example: Banner\_Bruce\_201840\_PHY2025\_02Z\_Syllabus

- Semester Gradebooks (not just final grades) in Excel. Export your grades from Canvas, click “File;” then “Save As” and name the file as:

LAST NAME\_FIRST NAME\_SEMESTER CODE\_COURSE PREFIX\_NUMBER  
SECTION\_GRADEBOOK

Example: Banner\_Bruce\_201840\_PHY2025\_02Z\_Gradebook

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized representatives on this 9<sup>th</sup> day of June 2020.

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Chapter President  
UFF-Brevard

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Chief Negotiator  
UFF-Brevard

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VP, Academics & Student Affairs  
Eastern Florida State College