



**This message to all faculty and instructional staff has been approved by
Provost and Executive Vice President for Academic Affairs Jim Clark.**

Dear Faculty,

In an abundance of caution, the University decided to cancel classes and close the University at noon on Tuesday and for the rest of first week of class in advance of Hurricane Idalia and in alignment with the Governor's announcement of a state of emergency. As a reminder, all campus and classes will resume normal operations Tuesday, September 5. College of Medicine regional campuses should follow the direction of local officials and the College Dean's office with respect to a return to clinical duties.

University closure during the first week of classes, and during the drop\add period, presents some unique challenges. After much deliberation the decision was made to extend drop\add through next week, closing it Thursday, September 7 at 11:59 p.m. EDT. When classes resume, instructors who will have classes meeting for the first time (Tuesday afternoon through the rest of the week) should continue to follow the mandatory attendance policy, reporting\dropping any students who do not attend the first-class meeting. This applies to all campuses and locations, including online classes. Instructors whose classes have already met for the first-class meeting (Monday and Tuesday morning) do not need to monitor class attendance under this policy but should follow their own attendance policy if they have one. Non-attendance for Monday or Tuesday morning class meetings should only be reported in cases where you were unable to do so before the campus closure occurred.

Every person's safety is the highest priority. In alignment with the strategy, during the period that university classes are canceled, there should be no requirements for students, during this timeframe, to meet any class assignment deadlines, attend any class meetings, or participate in any instructional activities, including those through Zoom, Teams, or other platforms. This time should be spent engaging in storm recovery. In addition, it is possible that sporadic power outages in the local area will prevent students from being able to access or engage any online\remote class activities. This is particularly true for individuals who live east of the Tallahassee area and down through the Big Bend region. Some students may be called home with the long weekend to help with recovery efforts or deploy as part of the National Guard response.

Faculty and instructional staff will need to prepare to make up the class offerings missed because of the university closure. Faculty may prepare or post asynchronous online materials and announcements to students, as long as it is clear that students are not required to complete work until next week. A list of different options that may help you in your instructional planning is provided at the end of this message. Once you have determined your makeup plans, please update your course syllabi describing those plans and post announcements to your students. Instructors who might need some help planning alternate teaching options can reach out to the

Center for the Advancement of Teaching (<https://teaching.fsu.edu/>) or the Office of Distance Learning (<https://odl.fsu.edu/>) for additional support.

Please be mindful that impacts of this hurricane will vary widely across students, faculty, and staff. Even with the return to university operations on Tuesday, it is possible that some individuals will not have access to internet, power, or other essentials. This is especially important for faculty who teach online and have students in different parts of the state or across the region. We appreciate everyone's emotional intelligence and flexibility in working with those who need additional consideration. We also encourage you to check in with your classes and your students' well-being. If you have students in need of different services that the university provides (e.g., counseling, food pantry), please connect them to [Student Affairs](#).

If you have any questions as the week progresses, please reach out to your supervisor, department chair or dean.

Thank you for your helpful and productive efforts this week and in the weeks to come as we respond to this emergency.

Instruction makeup guidance:

1. As of now, classes that need instruction time made up are classes that are meeting for the first time Tuesday afternoon and the rest of the first week.
- It will be up to each instructor to determine their individual plan for making up instructional time due to any class cancellation.
2. Below are options for making up instructional time. Again, students are expecting to hear from their instructors. Please use the time this week and through the weekend to communicate your plans to your students so they may prepare appropriately for the resumption of classes next week.

Option 1. *Schedule a makeup class(es) that meet in the remote environment after the university reopens Tuesday, Sept. 5.*

- Depending on how many classes were missed, you could consider scheduling makeup class(es) via Zoom to replace any missed classes. Make sure that the time for the makeup meeting works for all students in the class and the makeup instruction equates the missed instruction from class.

Option 2. *Record an online lecture(s) or create/post other instructional activities to replace the missed class meeting(s).*

- You can provide asynchronous course materials for students to make up for missing class. This can be done by recording a lecture or voicing over a PowerPoint, then posting the material for your students in Canvas with a discussion board or some other tool for students to engage with your lecture material. This is something that can be worked on this week* and makeup activities should equate to the missed instruction time from class. *Remember, if you post things this week, there should be no expectations for students to complete any work until a better assessment of the storm effects has been conducted.

Option 3. *Schedule an in-person replacement to the missed class.*

- If in-person attendance is required (e.g., lab or clinical courses) or in-person instruction is more appropriate given class content, schedule a makeup in-person meeting that

equates the missed class. This can be done at the convenience of you and the class and should be scheduled in a way that works for all students. Saturday class meetings are an option and must be coordinated with Space and Scheduling.

Option 4. *Add minutes to your existing in-person classes to make up the instructional time over a longer period.*

- If in-person attendance is required (e.g., lab or clinical courses) or in-person instruction is more appropriate given class content, review your classroom schedule with your department to see if meeting times can be stretched to add time before or after your class meeting over some extended period of time to make up your missed instruction. These changes should be discussed and coordinated through your department and Space and Scheduling to ensure the schedules are adjusted and will not cause problems for classes before or after.
- Note that students may have other conflicts before or after your class that may affect this choice. Please use this week and next week to confer with your students before you select this option. If you wish to extend your class time, you should have your department scheduler reach out to the Office of the University Registrar Space and Scheduling team as soon as possible. The team is happy to help answer any questions. The deadline to make any class schedule adjustments is **Friday, September 8**.

This email was sent by Florida State University
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