LC State plans to begin Spring 2021 semester on January 19, with face-to-face delivery, observing all institutional protocols. See below for Faculty Telecommuting Request Matrix/ decision information.

Note: This updated plan is based on what we know as of December 14, 2020. LC State regularly monitors guidance and directives from the Idaho Governor and local Public Health officials, allowing us to plans adapt based on local and regional circumstances. Check your email over winter break for updates to Spring 2021 semester schedule.

Instructional Modalities

<table>
<thead>
<tr>
<th>Modalities</th>
<th>Modality definition: for Faculty</th>
<th>Modality description for Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face-to-Face</td>
<td>Face-to-Face. All students are present in an on-campus classroom/ laboratory at a fixed and regular meeting time. In some cases, a portion of students are present in the on-campus classroom/ laboratory with the remainder joining in the virtual classroom.</td>
<td>Face to Face: Faculty and students attend class in an assigned classroom or lab, at a fixed and regular meeting time. Sometimes some students attend class through video conferencing such as Zoom. Technology needed: computer with internet connection, webcam, microphone, and headphones/speakers for in class participation and to complete course assignments.</td>
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<tr>
<td>Virtual Remote*</td>
<td>Virtual Remote. All students are present in a virtual classroom at a fixed and regular meeting time.</td>
<td>Virtual Remote: Every class session occurs through video conferencing like Zoom, at a fixed and regular time. Generally, there is no assigned campus classroom. Technology needed: computer with internet connection, webcam, microphone, and headphones/speakers for in class participation and to complete course assignments.</td>
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<tr>
<td>Hybrid</td>
<td>Hybrid. The course is split between face to face and online class sessions. Face to face sessions occur at a fixed meeting time, and may occur on campus or in a virtual classroom. The online portion of the class occurs asynchronously.</td>
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<tr>
<td></td>
<td>Face to face = approximately 50% - 70% of class sessions</td>
<td>Hybrid: The course is split between face to face and online class sessions. Face to face class sessions occur at a fixed meeting time in an assigned classroom. Sometimes the face to face sessions occur through video conferencing like Zoom. The online portion is completed in Canvas on your own time. Technology needed: computer with internet connection, webcam, microphone, and headphones/speakers for in class participation and to complete course assignments.</td>
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<tr>
<td></td>
<td>Online = approximately 30% to 50% of class sessions.</td>
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<tr>
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</table>
| Online (Section 60) | ▪ Online. All students complete the entire course in an *asynchronous* online environment. | ▪ **Online**: All coursework and class assignments are completed in Canvas, on your own time. No classroom is assigned.  
  ▪ Technology needed: computer with internet connection and speakers to complete course assignments. |

*Work with your Division Chair to determine instructional modality; when faculty member will deliver instruction from an off-campus/ outreach center location, a telecommuting application is required.

**Instructional Calendar**

**Spring 2021**

- Expect normal start on January 19.
- Monday February 15, President’s Day federal holiday, will be a regular work and instruction day.
- Wednesday, March 10, will be a holiday from work and instruction.
- Spring break has been moved to April 26-30. Programs may schedule students to complete required clinical, field experience, internship, lab, or shop experiences over spring break. Notify students early in the semester for their planning.
- Face-to-face lab/ lecture instruction **ceases** on Friday, April 30. Last two weeks of the semester are delivered remotely.
- Final Exams are to be given during Final Exam Week [May 10-13] and remotely; Testing Center will be open with limited capacity.
- Commencement is planned for Friday, May 14.
- Grades are due Monday, May 17, 12:00 noon

**Expectations**

**Expectations of Classroom/ Building**

- Classroom set-up/ capacity will be such that social distancing is observed. COVID classroom capacities available: [https://www.lcsc.edu/media/7592291/Campus-COVID-Classrooms.pdf](https://www.lcsc.edu/media/7592291/Campus-COVID-Classrooms.pdf).
- Food will not be consumed in classroom and instructional spaces.
- Cleaning supplies available in every classroom for between-class cleaning by faculty and students.  
  - The cleanser is peroxide-based.  
  - Cleaning between classes completed by class leaving the classroom.
- Hand sanitizer available at every building entrance.
- Signs are posted that describe institutional protocols regarding self-screening for symptoms, face-coverings, 6-foot distancing, classroom cleaning protocols, and building entrances and exits.

**Expectations of Faculty/ Students**

- Will not come to campus if ill. See COVID screening questions: [https://www.lcsc.edu/media/7592291/Campus-COVID-Classrooms.pdf](https://www.lcsc.edu/media/7592291/Campus-COVID-Classrooms.pdf)
- Will comply with all institutional protocols.
- Faculty who require accommodation work with Human Resource Services and Division Chair.
- Students who require accommodate work with Accessibility Services.
Faculty sends HRS temporary telecommuting application

HRS contacts faculty and determines if a reasonable accommodation is needed

Faculty does NOT need a reasonable accommodation

HRS informs chair of request and decision

Faculty and chair meet to discuss request; chair considers program, course, and student needs

Chair makes decision on telework application

Chair request NOT supported

Chair request supported

Faculty completes temporary telework application; sends to chair

Faculty continues with face-to-face assignment

Faculty request NOT supported

Faculty needs a reasonable accommodation

Under direction of HRS, faculty completes request for reasonable accommodation within 5 days of HRS receiving telecommuting application

HRS makes the determination if faculty qualifies for telework, according to ADA

Faculty NOT qualified

Faculty IS qualified

HRS sends indication of approval to chair

Chair and dean review application; inform provost

Chair works with faculty to convert classes to online or VR; students notified of changes

Faculty request supported

End