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Dear colleagues,

On May 25<sup>th</sup> a [letter from the President](#) announced that Fall 2020 term classes will be online at McMaster University. We all know that teaching is more than simply the delivery of content. We engage with our students in many different ways within a course. I encourage you to think about how you want to teach and then to identify the tools that will enable you to teach in that way.

### Teaching Resources

The MacPherson Institute is here to support you. Please see the MacPherson Institute's [Teaching Remotely Guide](#) and resources at MacPherson or communicate with their staff, in order to decide which tools are best for your teaching needs. Please also look at this [list of institutionally supported tools](#), including recording tools, that was developed and will be further enhanced in collaboration with the Teaching and Learning Technology Committee. This committee is made up of faculty and instructors as well as information technology representatives from across Faculties, MacPherson, CTT and UTS. Your Faculty may provide additional supports.

Lectures as well as supporting media content can be recorded using any of the following lecture-capture tools supported by MacPherson or CTT staff: Echo360, Camtasia or MacVideo. Additional tools may be supported within Faculties or departments. MacPherson Institute staff as well, as the various online resources linked above, can provide guidance on designing lectures.

Lecture recording tools such as Echo360, Camtasia and MacVideo can be loaded onto your computer and the MacPherson Institute and our campus partners offer information on setting up your recording environment that is relevant at home or in your office.

### Recording and Preparing Course Materials

Similar to the Return to Research Plan, making campus available for faculty members and instructors to record materials will be done in phases. This plan has been developed to comply with provincial health and safety requirements, was planned in consultation with the associate deans, Academic and has been reviewed by PVP and the deans. All physical distancing requirements should be followed while on campus.

Working from home will continue to be the first option for the majority of our faculty and staff. If recording lectures from home is not possible, faculty, instructors and staff will have access to their offices or some shared spaces for preparing and recording online lectures or other course materials in the following phases, as set by the university. Some faculty may need to use their campus space in buildings that have been reopened for essential clinical skills training or approved research work.

## **Phase One**

Instructors will be able to access their offices for course preparation and recording.

A booking system has been created so that we can ensure that buildings are safe and accessible and to track the number of people accessing buildings. This will allow us to align our phased return to campus with public health guidelines for physical distancing. This is not an approval system, however, it will help Facilities and Faculty offices to understand the level of activity within buildings and across campus as part of our [return to campus safety measures](#).

Please complete the following form each time you will be accessing your office for recording purposes: [Access to campus offices for recording course materials](#).

You will receive follow-up information when you complete this form. This will include information on health and safety, cleaning of buildings and common areas, accessing campus, parking and access to buildings.

The form is now available at the link above, and once completed you will be able to access your office on campus from Thursday, June 11<sup>th</sup>.

With few exceptions, access to your offices for purposes other than course preparation will only be available at a later phase of the return to campus. Meetings and discussion should not occur face-to-face.

## **Phase Two**

Faculty and instructors will have access to twenty Echo 360-enabled classrooms. These spaces will need to be booked in advance and a second booking form for accessing shared Echo30-enabled classrooms is being developed.

The timing for the beginning of Phase Two will not be long after phase one. You will receive updated information on this additional access to campus as soon as it is available and a date for implementation has been determined.

## **Phase Three**

This phase will include access to teaching lab spaces and on-campus recording spaces that have additional teaching tools and applications. Details are being developed and timing will be determined following a successful implementation of phases one and two and in accordance with public health guidelines.

A special thank you to the University's Return to Campus Operating Committee which has been working with Facilities and other staff who are in the process of making sure buildings have wayfinding and safety signage and that the campus is prepared for more activity.

Take care,  
Kim Dej  
Acting Vice-Provost, Faculty

Links:

President's letter: <https://covid19.mcmaster.ca/fall-term-classes-will-be-online-presidents-letter/>

MacPherson teaching remotely: <https://mi.mcmaster.ca/teaching-remotely/#tab-content-ov>

Recording tools: <https://mi.mcmaster.ca/teaching-remotely/#tab-content-supported-tools>

COVID-19 Health & Safety: <https://hr.mcmaster.ca/resources/covid19/workplace-health-and-safety-guidance-during-covid-19/>

Access form: <https://surveys.mcmaster.ca/limesurvey/index.php/668884?lang=en>