**DE Advisory Group Advisement on Remote Instruction (RI)**

To assure continued quality SAC offerings, if continued past spring session, a RI Plan is necessary.

**Remote Instruction (RI) Plan**

Faculty provides RI Plan to chair and dean for collaboration.  (Possible online certified faculty to assistance for chair/dean.)

* **Syllabus**
	+ How will the syllabus be posted and explained, including Remote Instruction implementation/changes?
* **Content**
	+ How will course content be presented and made available? ​
		- Examples: Videos, PowerPoints with narration or written explanation, recorded Zoom lectures, written lectures.
		- ​Notes:
			* Ensure all media/materials do not have additional fees.  If so, this must be noted in your course comments.
			* Currently offered free electronic publisher materials may not be free after May.
			* Consider student equity in requirements for additional equipment and fees.
	+ ​Is content student flexible?
		- Are students able to view a video off-line?  If they do not have proper bandwidth capabilities, is content provided in an alternative delivery method?
		- *Possible Considerations:*Multiple content delivery and representation options that provide students with audio, visual, pictorial modalities.  Engaging with multiple means of explanation as done in the classroom.
* ​​**Assessment**
	+ Which online assessment methods will be used?  Is it flexible for all students and any device types, including phones?
		- *Possible Considerations:* Multiple low-stakes assessments using various assessment means, such as papers, projects, group projects, quizzes, videos submissions, discussion board submissions.  Students are less likely to feel the need to cheat with multiple low-stakes assessments.
* **​Communication and Student Involvement**
	+ How will the instructor interact and communicate with students?
		- *Possible Considerations:*Canvas In-box, Announcements, Discussion board, grade/assessment feedback and use of a general Q&A forum on the course discussion board.
	+ How will the instructor provide grades?
		- ​Note: Per FERPA compliance, grades cannot be emailed.  The Canvas Gradebook is a FERPA compliant grading/communication method.
* **​Attendance**
	+ How will the instructor take attendance?
		- ConferZoom attendance​ may miss students that are not able to join synchronously.  Make sure to have an alternative method.
		- *Possible Considerations:* Weekly discussion boards with engaging topical information and prompts, requiring student posts are an effective means of student involvement and attendance.  The discussion board can be used for both assessment and content delivery as well!
* **​Department Criteria for RI**
	+ If the department has any RI criteria, does the course adhere to these recommendations?