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#### ACADEMIC CALENDAR CHANGES

- why the school year is getting shifted to begin so early in August? and to end on November 24th?
  - Mike Grotewiel: To accommodate potential impacts of COVID-19 per President Rao's announcement.

#### BLACKBOARD AVAILABILITY

- When will Blackboard be available to setup classes for the fall semester? It would be a great tool to communicate with students and faculty over the summer as we set up courses
  - Response from IT Blackboard support: Fall 2020 is currently open. Expect Spring 2021 access to be available when registration opens for spring.

#### GRADUATE STUDENT SUPPORT

- In terms of grad students — will the SOM extend the 2 years for support of graduate students given the fact they have not been able to be in the lab, even for rotations. If not, this is one more fiscal burden on lab PIs.
  - Mike Grotewiel: Considering that the impact on individual students and advisors is not homogeneous, SOM will address on a case by case basis. Advisors can submit emergency requests for PHD student through their fiscal administrator. Note that all funding requests are being scrutinized and therefore not all funding requests will be supported.

#### ONLINE ASSESSMENT STRATEGIES

- How are online exams being done? Is there a common/popular online platform?
- How can remote exams be secure?
  - From IT support: Respondus Lockdown Browser is typically used which does not allow students to navigate outside the testing environment while it is open. You can also opt to use respondus Monitor which requires a webcam and mic for students to make sure they're not using other materials or have help.

- Comment from meeting participant: Regarding testing, we used 2 strategies. (1) Use assessment tool in Bb to build and deliver test. Takes a while to transfer a test from most people's existing Word Files to Bb but gets easier. (2) Use standard Word file, email to students at designated time for return by email by designated time (confirmed by email time stamp). Advantages and disadvantages with each approach.
- Comment from meeting participant: We took advantage of Google Forms for assessment as well as flipped classroom type interaction
- Mike Grotewiel: Course directors should contact Mike Grotewiel to be pointed toward resources.

#### RETURN TO CAMPUS ONLINE TRAINING

- I had a post-doc trying to complete the online Bb reboarding module following the instructions sent out through an email. When he went to Bb, the module was not there. What needed to happen before he could complete the module?
  - Anita Navarro: My understanding is that is self-enrolled, so it should be a choice he sees in Bb. If you'd like to email the name I can double-check access.  
[anita.navarro@vcuhealth.org](mailto:anita.navarro@vcuhealth.org)

#### RESEARCH ALTERNATIVES FOR STUDENTS

- Comment from meeting participant: Regarding research options for students with limited lab access—there are lots of good opportunities for secondary data analysis using publicly available datasets in repositories like Gene Expression Omnibus and ArrayExpress.

#### RESOURCES FOR COURSE DIRECTORS

- Comment from meeting participant: This link has information about a lot of resources:  
<https://bit.ly/2NszTRk>
- Comment from meeting participant: There is a group on Facebook hosted by VCU CTLE with lots of advice: VCU Peer Support to Keep on Teaching
- Comment from meeting participant: Jean and Ken were VERY helpful to our course directors in Spring 2020.

#### REQUESTS FOR TRAINING

- Would be helpful to have training available for test delivery via Bb/Zoom
- Can you review creation and management of zoom breakout groups?
  - Mike Grotewiel: I will organize a zoom workshop for course directors and instructors in July or August

#### SAFETY

- I have noticed one problem with the return to research. At least in MMRB, I am seeing people sitting down to eat lunch in common areas — obviously without masks. I have seen groups of 4-6 sitting around a small table. So we all need to remind our groups that this kind of gathering is not a good idea! Hopefully my observations are an isolated event.
  - Mike Grotewiel: Contact Anita Navarro with concerns like this.
- Where do the students pick up the PPE?

- Anita Navarro: Current students who are in the lab phase of their training should contact their advisor and/or the advisor's department administrator to obtain a safety kit.
  - Anita Navarro: Incoming or new students will receive the safety kits during orientation.
- Classrooms are generally used multiple times per day, sometimes with back to back use. How will rooms be cleaned throughout the day as classes occur?
  - Anita Navarro: VCU guidelines should be followed including the cleaning of personal space before and after use, including classrooms. It's up to us to wipe down our spaces before and after use.
- What is the protocol to follow if someone in lab/class is sick with common symptoms or actually COVID?
  - Anita Navarro: Students will report symptoms associated with COVID-19 to University Student Health Services. A call center hotline will be available later this summer. Please see the One VCU web site for additional guidance: <https://together.vcu.edu/students/>
- What do faculty do if students/employees call in with symptoms?
  - Anita Navarro: Everyone should follow VCU guidelines regarding on-campus activity. Individuals that are ill with COVID-19 symptoms should not be on campus. The One VCU Responsible Together has resources and guidance for students, faculty and staff: <https://together.vcu.edu/>

#### STUDENT ROTATIONS

- Are there any guidelines regarding graduate student rotations?
  - Roxann Roberson-Nay: For BSDP students, rotations are or will soon be reinitiated and completed. For incoming BSDP students, the plan is for rotations to proceed essentially as in the past.

#### TECH SUPPORT

- What is the current status for lecture recording in all classrooms?
  - Mike Grotewiel: Each classroom is unique. Course directors should contact me with requests for updates to classrooms for fall 2020.
- I agree with John- I contacted IT about this and can't get an answer. We'll need tech support
  - Mike Grotewiel: Unclear what this comment refers to, but course directors should contact me if their concerns are not being addressed through standard channels.

#### TRAINING GUIDELINES

- What about clinical observership training? Are there guidelines on these yet?
  - Mike Grotewiel: Program or course directors should contact me for guidance.

#### UPLOADING FILES

- The recorded zoom lectures can be huge files. Are those able to be loaded on Bb? I used DropBox links to allow students to download.
  - Response from meeting participant: They need to be uploaded to Kaltura so the students can live stream them.
  - Response from meeting participant: The Zoom files can be uploaded to Bb. Not sure about Canvas

- Response from meeting participant: Videos do not necessarily need to be uploaded to Kaltura. Kaltura is a platform that allows specific upload for VCU students for asynchronous viewing. Videos can be uploaded to Bb no problem. I would upload recordings every week after a lecture.
- Response from meeting participant: The nice thing about Kaltura is that the students don't need to download the entire file; it streams after you've uploaded it, that part is still needed
- Response from meeting participant: Will be very important to record and post lectures on Bb/Canvas for students who cannot be in class or zoom at designated time.
- It was mentioned earlier that Canvas is already accessible - where do we find access to this?
  - Mike Grotewiel: There are training workshops being run out of the Provost's office that were announced via email.

#### ZOOM FUNCTIONALITY

- People can use chat rooms in zoom to have problems solving and group discussions
- Zoom annotate tool is useful
- When you use the break out room can the instructor pop in and out of each group?
  - Response from meeting participant: yes, easily. students love that!
- can zoom recorded lectures be put on blackboard?
  - Response from meeting participant: I've done it - definitely possible
  - Response from meeting participant: Yes they can. Zoom recorded videos can be uploaded to Bb after being downloaded to your computer.