

TST Moves to the Delivery of Teaching through Other Means

March 13, 2020

TST is taking their lead from UofT and is working on enacting and adapting academic and business continuity plans as needed. Our plans focus on the need to ensure the health of the TST community, and the continuity of our courses and programs. Although at this time, Public Health Agency of Canada (PHAC) has assessed the public health risk associated with COVID-19 as low for the general population in Canada, TST is implanting social distancing wherever possible and in following UofT's lead and placing an embargo on all in person activities for courses and moving to other modes of delivery from March 16 to April 10, 2020.

At this time practicums will continue; the situation will continue to be monitored on a daily basis.

Strategy

Every instructor needs to have a plan for how to complete their course.

Overarching Principles

Academic Freedom

Instructors of courses have primary responsibility and authority to make changes to their courses. As we continue to work to maintain our academic programs, faculty members' academic freedom will be fully respected and neither Heads of College nor other administrators will require faculty members to take any action that is inconsistent with the academic freedom provisions.

Integrity of Academic Programs

Both UofT and TST are committed to maintaining the integrity of all academic programs. This must be a fundamental consideration when making any change to academic courses and programs. The integrity of programs involves both maintaining the key learning outcomes of courses within program and maintaining academic integrity under the Code of Behaviour on Academic Matters.

Marking Scheme

Students have the right to expect transparency in how a grade is calculated. Thus, any deviation from the course marking scheme can establish a basis for a petition. TST refers to the University Assessment and Grading Practices Policy (UAGPP) for establishing a process for how changes to the marking scheme can be effected when instructors judge this to be necessary.

Overarching Goals

- Ensure continuity of courses and programs
- Ensure graduating students can graduate in a timely fashion
- Ensure continuing students can progress appropriately in their degrees

Options

Considerations:

- Is the course a pre-requisite or program requirement?
- Is more than one option required?
- Will there be any need to adjust the content of courses next year (e.g., for course sequences)?
- How will programs treat CR in courses normally accepted as part of program requirements?
- How will programs determine admissions to grade-restricted programs if relevant courses have not been graded normally

INSTRUCTOR OPTIONS: Choices to be made by the instructor, subject to their academic judgment

Options	Normal course of business	UAGPP Vote	Comment
Adjust delivery format of remaining classes/labs/tutorials	x		E.g., Moving to online discussions or lectures. Assumes adjustment is only to content and not to assignments/assessments.
Adjust submission mechanisms of remaining assignments	x		E.g., Moving to online assignment submission. Assumes adjustment is only to content and not to assignments/assessments.
Adjust content of remaining classes/labs/tutorials to cover key concepts within the remaining time	x		Assumes adjustment is only to content and not to assignments/assessments.
Assign all students 100% for an assignment that has not been completed	x		This has the effect of inflating the final grade somewhat for all students (compared to adjusting the marking scheme to remove the assessment). Consider the proportion of the final grade that would be treated in this fashion.
Change exam: e.g., Shorten (e.g., 2 hours instead of 3); Change to an open book exam	x		Depends on the specificity of the published marking scheme, If this change alters the method of evaluation from what has been published, this requires a vote under the GPP.

Presentations in lieu of an essay		x	This changes the marking scheme and therefore requires the GPP.
Written paper in lieu of in-class coursework, etc.		x	This adds an assignment, which changes the marking scheme and therefore requires the GPP.
Cancel or make an exam optional where possible under divisional rules		x *	*Waiving of divisional rules requiring exams for some courses should be considered on a divisional basis.
Changing weighting of assignments/assessments including participation marks		x	This could include changing the scheme to account for missed tutorials or labs that cannot be made up.
Remove an assignment/assessment from the marking scheme		x	May be done where an assignment has been missed, or to reduce burden on returning students.
Design remedial assignments to replace missed tutorials, labs or assignments/work that are in the marking scheme.		x	Note that although this may be well-intentioned, any additional assessments of students that increase their workload is not advisable at this time.
Including in the calculation of the final grades only those elements completed by all students		x	This effectively changes the weighting.
Assign course grade based on work completed and graded where it is less than 100% of the work in the marking scheme		x	This effectively changes the weighting.

UAGPP Votes

If consent has been achieved, the instructor must deposit the revised marking scheme with their college. (If a simple majority does not agree to change the marking scheme, the course must operate under the marking scheme that had been in place.)

A change proposed for a vote can be conditional: that is, the new marking scheme or weighting will be used if, and only if, the class is no longer able to meet in person.

If faculty are concerned about the best format for a vote, please ask them to consult first with their college head with any questions about how to proceed with such a vote.

All courses are automatically assigned a Quercus site; if you do not have access to your course's Quercus site or you need technical assistance please contact the appropriate person in your college. Essential Quercus Information and links can be found on the at <https://www.tst.edu/academic/quercus-information>.

Key Resources

[Course resiliency best practices](#)

[CTSI continuity planning](#)

[Policy on Academic Continuity](#)

[UAGPP](#)

[Resources for online learning from the Wabash Center](#)

Quercus: [Quick start Webinar Recording](#)

Quercus: [Essential Instructor Information](#)

Quercus: [Support Resources](#)

Quercus: [Running Exams on Quercus](#)

Americal Academy of Religion: [Tips for Teaching Online](#)

Video on [Here's how to quickly turn your PowerPoint lecture into a narrated video that you can use on your e-learning platform](#)