

# FALL 2020

COVID-19 GUIDELINES AND PROTOCOLS

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*A Resource for Students, Faculty, and Staff*

UNIVERSITY of **HOUSTON**

GERALD D. HINES COLLEGE of ARCHITECTURE and DESIGN

# Fall 2020 COVID-19 Guidelines and Protocols

## *A Resource for Students, Faculty, and Staff*

Updated August 17, 2020

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## PURPOSE



The purpose of this Fall 2020 CoVID-19 Resource Guide is to provide vital information to our students, faculty, and staff during this unprecedented time. The health and safety of our students is of the utmost importance to the College and University. Arrangements for facilities use, academic instruction, and College operations were developed following guidance provided by the University of Houston, the Centers for Disease Control and Prevention (CDC), and the recommendations of national architecture and design educational associations throughout the United States. Primary guidance comes from the University, and all decisions are made in consultation with the University.

Because the impact of the COVID-19 pandemic may continue to fluctuate throughout the semester, the College is positioned to shift plans at a moment's notice. *Compassion* and *flexibility* remain pillars of the University and College during this time. **This resource guide is subject to change at any time.** Updates will be communicated via the College's student and faculty/staff email listservs, and updated versions of this guide will be available on the College's [website](#). Red circles are utilized in this guide to highlight information pertaining to students (S) and faculty/staff (FS).

While this resource guide is intended to provide as much information as possible, some information may not have been available at the time of its publishing. You may also have questions not addressed in this guide. If you seek further clarification or have additional questions, please consult the College contacts indicated below.

*For questions regarding academic instruction, please contact your instructor or the appropriate academic director below:*

- Graduate Architecture** – [Gail Peter Borden](#), Director
- Undergraduate Architecture** – [Rafael Beneytez-Durán](#), Director
- Industrial Design** – [EunSook Kwon](#), Director
- Interior Architecture** – [Alan Bruton](#), Director

*For question regarding facilities use, please contact the appropriate contact below:*

- General Architecture Building Access and Operations** – [Dietmar Froehlich](#), Associate Dean
- Burdette Keeland, Jr. Design Exploration Lab** – [Aaron McEuen](#), Manager & [Zach Brinkman](#), Coordinator
- UHCOAD Computer Lab** – [Antonio Farias](#), Manager & [Daniela de la Cruz](#), User Specialist

*For questions regarding student services, please contact the appropriate contact below:*

- [Trang Phan](#), Assistant Dean (current and prospective graduate students)
- [Ashlie Contos](#), Academic Advisor (current and prospective undergraduate students A-L)
- [Anne Sullivan](#), Academic Advisor (current and prospective undergraduate students M-Z)

*For questions regarding alumni relations or UHCOAD ConneXion, please contact:*

- [Sarah Holloway](#), Director of Alumni Relations

*For questions regarding communications, please contact:*

- [Stephen Schad](#), Executive Director of Communications

## DIVERSITY, EQUITY, & INCLUSION



The College's Diversity, Equity, and Inclusion Task Force has been hard at work this summer working with students, faculty, and staff to address issues surrounding systemic racism and facilitate fruitful conversations. Official updates and documentation are available on our [website](#). DEI Task Force Chair [Sheryl Tucker De Vazquez](#) is the College's coordinator for all DEI initiatives and activities. Students, faculty, and staff may always reach out to [Sheryl](#) with any questions, comments, or concerns.

Prevention and early detection of illness can prevent the spread of COVID-19 in our University community. If you return to campus, the University requires all students, faculty, staff, visitors, and vendors to follow its established prevention protocols. Failure to follow protocols may result in refusal of service or access.

## **Daily Health Self-Screening**

Assess your health prior to arriving on campus by doing the following:

- Take your temperature on the day that you come to campus prior to arrival.
- Conduct a self-assessment of your health/infection exposure on the day of any visit to campus and ask yourself, “Am I exhibiting any new symptoms (see below) related to COVID-19 that are not due to a pre-existing medical condition or a diagnosis of a medical condition unrelated to COVID-19?” Symptoms include:
  - Fever (temperature greater than or equal to 100.0 degrees) or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

If you have a fever or any of the above new symptoms, and those symptoms are not related to a pre-existing medical condition or a diagnosis other than COVID-19, ***you may NOT come to the University of Houston campus or any University of Houston facility unless you are coming to campus to be tested for COVID-19 at the Lone Star Circle of Care testing site.***

## **Exposure Assessment**

Conduct an exposure assessment prior to coming to campus by asking yourself the following:

- Within the past 14 days, have you have had “close contact” with a person who is lab confirmed or diagnosed with COVID-19, and with respect to that person:
  - Were you within six feet for a “prolonged period of time” (currently considered to be at least 15 minutes)?
  - Were you providing him or her care at home?
  - Were you in direct physical contact (touched, hugged, or kissed them)?
  - Were you sharing eating or drinking utensils?
  - Did he or she sneeze, cough, or somehow get respiratory droplets on you?
- Within the past 14 days, have you returned from international travel?

If the answer to any of the above questions is “yes,” ***you may NOT come to the University of Houston campus or any University of Houston facility unless you are coming to campus to be tested for COVID-19 at the Lone Star Circle of Care testing site.***

### **Face Coverings**

Everyone is required to wear a face covering that covers their nose and mouth in indoor public areas (except where marked and even if you are alone) and in outdoor spaces where six feet or more of physical distancing is difficult to reliably maintain. Physical distancing of six feet should be maintained when possible. The face mask is not a substitute for social distancing and regular handwashing.

### **Hand Hygiene**

Good hand hygiene, including frequent hand washing and hand sanitizing, should be followed by everyone before and during visits to the University of Houston campus.

### **Reporting Positive COVID-19 Cases**

If you test positive or are diagnosed with COVID-19 within fourteen days of being in a University building, please immediately notify the University via the forms below. Any questions should be directed to the [UH Covid-19 Response Coordinator](#).

[University Reporting Form for Potential Exposure to an Individual with COVID-19 Diagnosis or International Travel](#)  
[University Reporting Form for an Individual Diagnosed with or Exhibiting COVID-19 Symptoms](#)

### **University COVID-19 Online Resources**

[University COVID-19 Website](#)

[University General Prevention](#)

[University General Information](#)

[Workplace Prevention](#)

[What do I do if I'm sick?](#)

[COVID-19 Diagnosis / Symptom Protocols – Students](#)

[COVID-19 Diagnosis / Symptom Protocols – Employees and Supervisors](#)

[COVID-19 Diagnosis / Symptom Protocols – Visitors](#)

[COVID-19 Diagnosis / Symptom Protocols – Vendors](#)

[University Reporting Form for Potential Exposure to an Individual with COVID-19 Diagnosis or International Travel](#)

[University Reporting Form for an Individual Diagnosed with or Exhibiting COVID-19 Symptoms](#)

[University Response to COVID-19 Cases](#)

[University Work and Learn Remotely](#)

[University Admissions, Financial Aid, and Registration](#)

[University COVID-19 Frequently Asked Questions](#)

[COOG Strong. Mask On](#)

# COLLEGE FACILITIES AND OPERATIONS

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## ***Building Hours and Access***



The Architecture Building is open for students, faculty, and staff Monday through Friday, 8:00 am – 5:00 pm. To maintain a safe learning environment and mitigate the potential for COVID-19 spread and infection, the building is not accessible to students after 5:00 pm each day. Students who have evening classes in the building are required to leave after the class is finished. The University of Houston Police Department (UHPD) will make daily routine checks to ensure building users are out by 10:00 pm.

## ***Office of the Dean***



The Office of the Dean is open while the building is open (Monday – Friday, 8:00 am – 5:00 pm), however, the office’s front doors will remain locked. If you need to visit the Office of the Dean for any reason, please call the front desk at (713) 743-2400 before arrival to ensure a staff member is there to open the office for you.

## ***William R. Jenkins Architecture, Design, and Art Library***



### **Overview of Service**

The general library spaces are closed to patrons. The service desk is open in order to provide services, including borrowing of library materials, scan requests, research assistance requests, and information and basic library instruction. Scans and in-depth research assistance are delivered online. Patrons may only return library materials through the drop-box on the interior wall (located to the left of the entrance to the library).

### **Services**

#### ***Returning Library Materials***

Library items may be returned via the drop-box in the atrium or at another UH library. Materials may also be returned through campus or US mail.

#### ***Borrowing Library Materials***

Patrons may request materials via <https://libraries.uh.edu/locations/jenkins/request/>, and the materials may be picked up at the service desk. Patrons who will not come to campus may request delivery by campus or US mail.

#### ***Reserves***

The library staff will provide e-reserves, as usual. PDFs will be created on request. Library staff will link PDFs and e-materials to Blackboard pages or deliver them electronically to instructors, who may then deliver them via another platform. The library is unable to provide physical reserves (books, DVDs, etc.) at this time due to potential health risks, however, library staff can make scans of readings from books required by instructors.

#### ***Document Delivery***

The library can scan readings from books and journals, upon request. Patrons may request scans via <https://libraries.uh.edu/locations/jenkins/request/>.

### ***Research Assistance***

Library staff may provide limited research assistance at the service desk, if circumstances are optimal, however, most research assistance will be provided virtually. Patrons may request assistance with class and faculty research at [archlib@uh.edu](mailto:archlib@uh.edu).

### ***Holds***

Patrons may request materials be placed on hold for them via <https://libraries.uh.edu/locations/jenkins/request/>. Patrons may also request mail delivery or pick up at the service desk.

## **Staffing**

### ***Virtual assistance***

The library staff is committed to providing the same excellent service that they offer in-person via a virtually format. For the safety of our patrons, staff, and larger community, we strongly encourage our patrons to take full advantage of our virtual services. Contact [archlib@uh.edu](mailto:archlib@uh.edu) with questions and <https://libraries.uh.edu/locations/jenkins/request/> to request library materials.

### ***In-Person Assistance***

Hours of Operation Fall 2020

Monday – Friday, 9:00 am – 1:00 pm

Saturday – Sunday, by appointment only (contact [cwessinger@uh.edu](mailto:cwessinger@uh.edu) to request)

## **Library Use**

Patrons may only access the service desk at this time. This means no in-person events, no browsing, the computer lab is unavailable, art history graduate student carrels are unavailable, and study tables and carrels are unavailable.

## **Workflows**

### ***Service Desk***

During hours of operation, doors will be propped open and only one patron may approach the service desk at a time. Please follow signs and markers, spaced six feet apart outside the library entrance, where patrons may wait to enter the library in a socially distanced line wrapped around the atrium. Patrons are required to wear a mask and sanitize hands (sanitizer provided) in order to enter the library.

### ***Returns***

Patrons may return library materials through the drop-box on the interior wall only (located to the left of the entrance to the library). At the end of each shift, the box will be replaced with an empty one. Materials will be checked in after two days. Employees will wear gloves and/or use hand sanitizer when handling returns.

Fall 2020 access to the Keeland Lab and its resources are available through appointment-based access. Laser cutters and 3D printers may be utilized for remote fabrication. Occupancy in the Keeland Lab is limited to ten students at a time, with specific areas of the lab closed entirely. Room signage reflects social distancing and occupancy requirements.

### **General Changes**

With reduced occupancy, the Keeland lab will be open for appointment-based access Monday – Friday, 9:00 am – 8:30 pm, with two 30-minute breaks where the lab is closed for disinfecting equipment and common touch points. Please note, hours of operation may change throughout the fall semester as circumstances evolve. To stay up to date on hours of operation and other updates, refer to the Keeland Lab [website](#) or the Keeland Design Lab posts through its Microsoft Teams channel (coming soon).

Users are always required to maintain six feet of social distancing and wear masks in addition to regular PPE for shop use. Equipment is rearranged to facilitate social distancing. The woodshop and paint booth are available for student use based on appointments, but the metal shop remains closed until further notice. The laser cutter, CNC mill, and 3D printers will be operated only by lab staff as remote fabrication tools.

Safety orientations and other lab-related demonstrations will be conducted virtually. In order to access the Keeland Lab, foundation level students are required to participate in a virtual training session to learn lab safety policies and use of essential equipment. Faculty instructing a 1500 studio should schedule an appropriate time with Keeland Lab management for the training session.

### **Appointment Access for Students**

Using the [online scheduling system](#), students may schedule an appointment to access the Keeland Lab for a specific date and time. Appointments are only available to students in studios or courses where making is essential to curriculum. This is determined at the start of the Fall semester. Students in an approved course may use the lab throughout the semester whenever appointments are available.

### **Appointment Access for Faculty**

Using the [online scheduling system](#), faculty may request access to the Keeland Lab for themselves. This can be utilized when faculty may want to conduct a demonstration or use lab resources.

In cases where a course is not assigned lab access for the fall, faculty may schedule appointments for their students to make a model. Faculty must create the appointment based on availability on behalf of their student(s). Regardless of the course, any faculty that can confirm the curricular need for their student(s) to use the Keeland Lab may create an appointment. A guideline for determining the validity of the model-making need is available to help faculty through the Keeland Lab, however, this is otherwise an honor-based system.

## Remote Job Shop

Students who follow specific file guidelines available on the Keeland [website](#) and through the Keeland Lab Microsoft Teams channel, may submit files to be laser cut or 3D printed. The same [online scheduling system](#) may be used to create an appointment and attach files for Keeland Lab staff to cut or print. Materials are factored into the cost for cutting and are stored in the Keeland Lab for purchase.

A limited number of materials are available for students to select from. Curbside pick-up of completed 3D print or laser cut jobs is available anytime Monday – Friday, 9:00 am – 5:00 pm, by calling the front desk at (713) 743-2370.

## Computer Lab

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**Hours of Operation Fall 2020:** Monday – Friday, 8:00 am – 8:00 pm

**Available To:** UHCOAD majors and students enrolled in UHCOAD classes (*by reservation*)

**Make an Appointment:** Visit <https://uh.mywconline.net/> and select “Computer Lab Access Schedule”

**Capacity:** 9 (Room 301) + 9 (Room 301D) computer stations

Students must make an appointment in advance to utilize the lab. The number of students in the lab is limited to 18 students at a time, in 2-hour appointment slots. There is limited access to the computer classroom 301D on Tuesday and Thursday while classes are conducted (10:00 am – 1:00 pm; 4:00 pm – 5:30 pm). Printing remains available; however, the plotters area is closed.

To encourage social distancing, available computer stations are 6 feet apart from each other.

Disinfectant products are available for students to clean computer stations, desks, chairs, and other desired surfaces before and after use. Frequent commonly touched surface areas and computer stations will be cleaned each day at closing time. Face masks are required.

## Community Design Resource Center (CDRC)

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The CDRC is currently working remotely Monday – Friday, 8:00 am – 5:00 pm. For more information on their work visit the CDRC [website](#) or reach out to CDRC Director [Susan Rogers](#) via email or at (713) 743-2539.

## Materials Research Collaborative (MRC)

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The MRC’s online [materials database](#) is available for all students and faculty. If you wish to see physical samples, you should contact MRC Director [Ophélie Mantz](#) to make your request. Requests are gathered throughout each week, and on Friday mornings the MRC will open for students who have made requests and wish to visit. Mantz is happy to answer your questions or arrange a virtual meeting, as well as share guidelines about precedents, books, and authors related to materials research for any project.

Studio spaces have been assigned according to HyFlex requests and the College's assigned COVID numbers.

Studio tables/desks are spaced in accordance with University social distancing guidelines, and surplus furniture is moved to block lockers from being used. Lockers may not be used at any time. **Any material brought into studios must be taken home when the class is finished.**

Students may not remain in studio and classroom spaces once class is finished. Studio spaces may not be used without faculty supervision.

Cleaning wipes are provided by the University for disinfection of studio and classroom spaces. Students and faculty must wipe down their respective areas when class is finished. Wipes and other cleaning supplies are available on a table in each studio, as well as on a table outside the Office of the Dean in the building atrium. Please do not remove cleaning supplies from each studio space or the building.

Building signage highlighting COVID-19 preventative measures, including wearing masks, social distancing, washing hands, etc. must be followed at all times. It is the responsibility of studio instructors to ensure all COVID-19 protocols are being observed.

# INFORMATION TECHNOLOGY

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## ***Classroom Technology***



Four classrooms in the College are equipped for HyFlex instruction: ARCH 150, ARCH 209, ARCH 301D, and ARCH 402. Each of these classrooms have a computer, speakers, microphone, and webcam, and each have been tested using Microsoft Teams and Zoom applications.

Faculty members are expected to bring their own laptop and equipment for HyFlex instruction in other classrooms, including ARCH 219, ARCH 401, ARCH 413, ARCH 435, ARCH 436, and studio spaces.

Visit the [University Information Technology-Hyflex Classrooms](#) website for reliable resources and technical support of multimedia equipment available to faculty and staff on the University of Houston main campus. This website includes detailed information for each classroom in the Architecture Building (excluding studios). UIT works with faculty, staff, and instructors to provide the right tools for teaching purposes. Faculty and staff may also view a comprehensive list of the University of Houston main campus [HyFlex Classrooms](#) online. If you are scheduled to teach for the fall and your classroom is not on the list, please email [mdist@uh.edu](mailto:mdist@uh.edu).

## ***College Recording/Streaming Studio – ARCH 421***



**Hours of Operation Fall 2020:** Monday – Friday, 9:00 am – 5:00 pm

**Available To:** UHCOAD Faculty (*by reservation*)

**Reservation System:** Visit <https://uh.mywconline.net/> and select “Recording Room 421”

**Capacity:** 1 recording station

The College’s recording/streaming studio in ARCH 421 may be reserved online via the reservation system indicated above. When arriving for your scheduled appointment, you must pick up the key to the studio from the Office of the Dean in ARCH 122.

If you need a tutorial on how to use OBS Studio and the recording/streaming equipment, email [coadsupport@uh.edu](mailto:coadsupport@uh.edu) to schedule an appointment.

Disinfectant products are available in the studio for faculty to clean touched surfaces on electronics, the desk, the chair, and other desired surfaces before and after each use.

## ***Software and Platforms***



### **Microsoft Teams**

The University encourages faculty to use Microsoft Teams for class instruction. The [Classroom Technology and Microsoft Teams Quick Start Guide-A Visual Aid](#) provides basic instruction on how to use classroom technology and Microsoft Teams in a HyFlex or online teaching environment.

## Zoom

An approved University (UIT) Zoom license is required for use in course instruction to meet University security standards. This license must be purchased through CougarByte <http://store.hied.com/>. Current faculty Zoom licenses expire on September 14, 2020. New Zoom licenses for fiscal year 2021 are still in negotiation and will be announced when information is available. It is likely an annual license will be available for faculty at \$45 for FY21.

Zoom accounts are bound to an email address (@central.uh.edu) or email alias (@uh.edu). Thus, there are not options for single Zoom license with different users. The College cannot comment on purchasing rules or policies because the use of the Zoom license is not sponsored by the College or University. Faculty who opt to use Zoom as a part of their instructional delivery are highly encouraged to review the [Zoom Tips website](#) for more information.

## Blackboard

The University recommends the use of Blackboard learning management system (LMS), as it is officially licensed and under contract with UH, to make online and HyFlex courses effective. More information about Blackboard can be found at <https://uh.edu/fdis/technology/blackboard/>.

## Other Software and Platforms

All platforms and software storing information online on a non-UH device must be approved by the University. *Mural* was not approved for use. The College intends to purchase *ConceptBoard*, however, it is still under consideration by the University at this time.

## Devices



Faculty may consider purchasing the following equipment for class instruction:

### *Webcam*

- USB
- 1080 HD
- Microphone
- View angle
- Stand
- Compatibility
- Plug and play

### *Microphone (Headset)*

- USB
- Compatibility
- Stand
- Plug and play
- Noise cancelling

### *PC Computer Speakers*

- USB powered vs. outlet powered
- Physical Volume control
- Sound quality
- Power in Watts

### *Document Camera*

- USB connectivity
- Shooting area
- Compatibility with your OS
- Capture image resolution

Faculty may consider purchasing these optional items if you plan to record lectures using OBS Studio at home:

*Green Screen cloth (OBS Studio)*

- Photography Backdrop Green
- Solid Color Green
- Screen Backdrop

*2<sup>nd</sup> Monitor*

- Adapter to connect to computer (output port adapter)
- Screen Size (24-inch, 27-inch, etc.)
- Screen resolution (1080p or better)

*OBS Software Download (Free)*

- <https://obsproject.com>

### Power On

Moving into the fall 2020 semester, the University moves from emergency remote teaching to effective and adaptive online or HyFlex teaching. The [Power On](#) website supports that flexibility. It provides faculty and staff a quick reference for best practices, information, and resources—regardless of teaching mode, including [A Guide to Best Practices for HyFlex and Online Teaching at UH](#).

### University Recording Policy

Faculty members **are not required** to record their lectures if they are teaching a **synchronous online class**. Faculty members **are required** to record their lectures if they are teaching a **HyFlex class**.

At the same time, our [Power On](#) online instructional training highly recommends that faculty members teaching a synchronous online class strongly consider recording their lectures for their own convenience, to serve either as a make-up activity for individual students that have received an excused absence, or potentially as an additional class resource to be used at their discretion (e.g. a set of recorded lectures made available online to all students as a revision aid at the end of the semester).

To reiterate, while not required, faculty members teaching a synchronous online class should strongly consider recording their lectures (a capability available on both the Microsoft Teams and Zoom platforms), with the understanding that **the faculty member is not required to make those recorded lectures available to students in their class unless they choose to do so**.

For *one-on-one assistance* please do not hesitate to contact Faculty Engagement and Development (FED) directly by email at [FED@central.uh.edu](mailto:FED@central.uh.edu).

The University has not yet released guidance on copyright questions when recording.

### Lecture Recording in Microsoft Teams vs. Zoom

Microsoft Teams recording features, like Zoom, provide options to start and stop recording. Microsoft Teams recordings are automatically processed and saved in Microsoft Stream after stopping the recording. Recording is saved in a private team group accessible by members of that team. In contrast, Zoom recordings must be 1) saved locally on your computer after stopping the recording, 2) the video file (MP4) must be retrieved to upload into Microsoft Stream, and 3) then you must provide access to students to be able to watch the uploaded video in Microsoft Teams. As stated in [A Guide to Best Practices for HyFlex and Online Teaching at UH](#), Zoom lacks the automatic recording and posting features available in Microsoft Teams. Thus, making recorded video available to students requires more involvement through this process using Zoom.

### College Recording Policy for Desk Crits

Desk crits do not have to be recorded if the students and/or instructors feel uncomfortable with recording personal information that may come up during a desk crit. Breakout rooms and discussions during office hours may be able to help with these situations. All general and public lectures and instructions will be recorded.

## **Absence Policy**



Students are required to attend online (synchronous) and HyFlex classes as if they were regular face-to-face classes. Students are expected to show up / log in at the posted meeting times. For excused absences, see the University Excused Absence Policies below:

### **Excused Absence Policy for Graduate and Professional Students**

Regular class attendance, participation, and engagement in coursework are important contributors to student success. Absences may be excused as provided in the present University of Houston Excused Absence Policy, which applies to all graduate courses in all delivery modes (in person and online). Graduate and professional students are expected to comply with their program's attendance and excused absence policies, and those requirements supersede this policy.

### **Excused Absence Policy for Undergraduate Students**

Regular class attendance, participation, and engagement in coursework are important contributors to student success and consistent with expectations outlined in the [Class Attendance Policy](#). Absences will be excused as provided in the University of Houston Undergraduate Excused Absence Policy which applies to all undergraduate courses in all delivery modes.

## **Class Attendance**



Properly enrolled students are required to attend the first day of class. Failure to attend may result in the student being dropped from the class.

The university has no specific policy regarding the number of excused absences but expects students to attend class regularly. Students whose absences are determined by their instructors to be excessive may be dropped from the course. Unavoidable absences should be reported to the instructor as soon as possible.

Absences caused by participation in a campus-sponsored activity are considered official if the sponsor of the activity has received approval from the appropriate University administrator. Students must make up the work missed even though the absences are official.

## **Grading Policy**



Undergraduate students are operating under an [Interim Grading Policy](#) for fall 2020. There are no changes to the Graduate Grading Policy for fall 2020.

## **Jury Week**



Jury Week is scheduled for Monday, November 30<sup>th</sup> through Friday, December 4<sup>th</sup>. This is the week after the Thanksgiving holidays. The last day of class is Saturday, December 5<sup>th</sup>. Jury week will be held virtually, as will all University classes and exams after Thanksgiving holidays. All juries should be recorded for archival purposes.

# FACULTY AFFAIRS

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## ***Virtual Office Hours for Faculty Assistance***



Below are virtual office hours to answer any specific questions from faculty (click on the date and time for the link to the Microsoft Teams Meeting):

Office Hours for Faculty Affairs, Mark Clarke, [Thursdays, 3:00 - 3:30 pm](#)

Office Hours for Undergraduate Education, Teri Longacre, [Fridays, 1:00 -2:00 pm](#)

Office Hours for Graduate Education, Sarah Larsen, [Fridays, 10:00 – 11:00 am](#)

## ***Probation Extension Policy / Modifications to the Promotion and/or Tenure (P&T) Process***



Guidelines on extension of the probationary period due the impact of COVID-19 will apply to both tenure track (TT) and promotion eligible non tenure track (NTT) faculty members.

With support of their department chair and/or dean, a faculty member may request an extension based on the negative impact of the current COVID-19 situation on their timely progression towards promotion and/or tenure.

Such a request can be made under existing provisions in the current P&T and NTT policies for “Extension of the Probationary Period for Emergencies.”

Extension requests related to the negative impact of COVID-19 on their timely progression towards promotion and/or tenure may be made by a faculty member at any time during their probationary period up until March 1<sup>st</sup> of the year in which their mandatory review is scheduled.

For those faculty members currently scheduled for mandatory review beginning in fall 2020, the March 1, 2020 deadline for the Provost to review such requests was extended until May 31, 2020.

Current policy allows up to two, one-year extensions of the probationary period for birth or adoption of a child.

Faculty members who have already received two previous extensions for birth or adoption of a child may request an additional extension based on the negative impact of the current COVID-19 situation on their timely progression towards promotion and/or tenure.

## ***Interim Student Course Evaluation Policy for UNDERGRADS ONLY (effective April 9, 2020)***



Due to the unique and unprecedented challenges associated with the COVID-19 pandemic, the University of Houston will implement an interim policy for administering and utilizing the results of student course evaluations. The intent of the interim policy is to ensure that faculty members continue to receive useful quantitative and qualitative student feedback on the courses they have taught during this period. In addition, the interim policy is designed to account for the impact of the sudden and unforeseen transition to online instruction, while also acknowledging that standard indicators of student learning and faculty teaching performance might be skewed or un-calibrated under the current circumstances.

The interim policy is as follows:

- The *Interim Student Course Evaluation Policy* was implemented for all faculty members teaching courses offered during the Spring 2020 semester including Sessions 1, 5, and 6, the 2020 Summer Mini Session, and the Summer 2020 semester including Sessions 1 through 4. The policy will be reviewed for possible extension through future terms, including fall 2020, if necessary.
- This policy applies to student course evaluations administered in all undergraduate, graduate and professional program courses taught by all instructors of record regardless of faculty title during the time period this interim policy remains in place.
- The following steps will be undertaken as it relates to student course evaluations under the interim policy:
  - Online student course evaluations will continue to be administered for all classes using the processes and procedures already in place for each department and college. Student course evaluations will be available for students to complete online.
  - Once completed, student course evaluation results will be available online for review by the individual faculty member. The faculty member will have the opportunity to review their evaluation results (both quantitative scores and qualitative comments) at the individual course and/or section level and to then make a choice on whether or not to retain the results of the evaluation or to mask a particular evaluation in the official record.
  - Student course evaluations masked in this fashion by the faculty member shall be excluded from being part of any future faculty performance review processes, such as the Faculty Annual Performance Review (F-APR) process and the promotion and/or tenure review process.
  - As such, if an individual faculty member chooses to mask a student course evaluation, the content of such a masked evaluation shall not be used or included as part of any future performance evaluation of the faculty member by any departmental, college or university committee, or administrator.
  - Faculty members can find instructions on how they may mask their student course evaluations [here](#).
  - In order to specifically acquire student feedback on remote learning in a course, the following four additional questions are added to all student course evaluations. The four questions are as follows:
    - The curriculum changes made to the course during the remote learning period enabled me to continue learning during the COVID-19 pandemic. (scale of 5-Strongly Agree to 1-Strongly Disagree)
    - The online learning tools used in this course were sufficient for me to continue learning during the COVID-19 pandemic. (scale of 5-Strongly Agree to 1-Strongly Disagree)
    - The assessment methods (e.g., tests, quizzes, assignments) used in this course during the COVID-19 pandemic were appropriate. (scale of 5-Strongly Agree to 1-Strongly Disagree)
    - Please share feedback on your course experience during the COVID-19 pandemic. Your comments on different aspects of the course (such as lectures, virtual sessions, online discussions, course communications, assignments and testing methods) will be appreciated. (free response)

# STUDENT SUPPORT SERVICES AND ACADEMIC ADVISING

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## **Academic Advising**

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The Student Services Office is not open for in-person visits or advising, however, virtual advising continues through Microsoft Teams.

### **Regular Advising Appointments**

Undergraduate students should continue to use [Navigate](#) to schedule an advising appointment with their undergraduate academic advisors, [Ashlie Contos](#) or [Anne Sullivan](#). Appointments with [Assistant Dean Trang Phan](#) may be scheduled via email.

### **15-Minute Express Advising Appointments**

The Student Services Office will offer 15-Minute Express Advising Appointments for **undergraduate students** during the first two weeks of the fall semester – August 24th through September 4th. Although not your traditional drop-in appointment, Express Advising Appointments function similarly to drop-in meetings. You will not receive a newly updated degree plan during this appointment. If this is something you need, you should schedule a regular advising appointment now before the semester begins. Express Advising Appointments may be scheduled through [Navigate](#).

## **College Student Organizations**

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The College's student organizations may access the Student Organizations Office by appointment. Please email [Assistant Dean Trang Phan](#) for assistance with these requests. Student organizations should also email [Assistant Dean Phan](#) to schedule an appointment for mail pickup from the Office of the Dean. Due to CDC regulations and COVID-19 occupancy guidelines, student organizations are not allowed to host in-person events or meetings in College facilities. Please continue to plan and host virtual events and meetings until further notice. As soon as it is safe to allow larger groups to return the building, the College's student organizations will be notified.

## **Prospective Students**

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The College's Student Services Office is offering virtual information sessions and tours to prospective undergraduate students until it is safe to return to the building to host in-person information sessions. Please visit the College's website for details on [Prospective Undergraduate Student Information Sessions](#). Prospective graduate students should contact [Assistant Dean Trang Phan](#) for additional guidance and support.

## **Cougar Emergency Fund (CEF)**

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The University of Houston has two funding sources available to assist students whose studies have been disrupted by the COVID-19 pandemic: the federal *Coronavirus Aid, Relief, and Economic Security Act (the CARES Act)* and the *Cougar Emergency Fund*. To make the application process as easy as possible, students can apply for funding from either program using a single application, the *CARES Act Grant/Cougar Emergency Fund Request Form*. To obtain the application, call the Office of Scholarships and Financial Aid at (713) 743-1010, select option 5, or email [sfa@central.uh.edu](mailto:sfa@central.uh.edu). Funding is limited, and if funds are exhausted at the time a completed application is received, assistance may be unavailable.

# ALUMNI RELATIONS

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The UH Architecture and Design Alumni Association seeks to inspire, engage, and support the alumni, students, faculty, and staff of the College through an inclusive community promoting professional development and collaborative partnerships heightening the profile of the College.

## **UHCOAD *ConneXion***



During this time, when virtual connections are so important, UHCOAD students have access to a vast network of alumni via the College's newly launched platform – [UHCOAD ConneXion](http://www.uhcoadconnexion.com). The platform is designed exclusively for Gerald D. Hines College of Architecture and Design alumni, students, and community members around the globe to connect, expand, and grow their networks. Everyone on the platform has opted to help you or seek advice, and there are no costs for “premium” services. You already have your UH experience in common - why make a cold call when you already have a foot in the door?

### *Step 1*

Sign in – You can go directly to [www.uhcoadconnexion.com](http://www.uhcoadconnexion.com) or log in via Access UH.

### *Step 2*

Set up your account – ConneXion will prompt you to answer a few questions so it can recommend the best mentor/mentee for you! You can edit how many connections you receive and what your preferred time and type of communication is under “My Preferences” in your profile settings. You can import your LinkedIn profile, add documents, and add links in the bio of your ConneXion profile.

### *Step 3*

Explore the network and make ConneXions – Send messages, have a phone call or a video chat, all without sharing any personal information! Everything is built into the platform.

### *Step 4*

Stay up to date – Events, resources, and discussion questions are added frequently. Make sure to check back into the platform for the latest!

Any questions? Watch our [tutorial videos](#) or email Director of Alumni Relations [Sarah Holloway](#). You may also reach out to Professor [Roya Plauché '01](#) who serves as the faculty liaison for the alumni association.

# COMMUNICATIONS

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## **COVID-19 UHCOAD FAQs and Updates**



Since the onset of the pandemic, the College has provided a digest of frequent updates to students, faculty, and staff daily. Beginning Monday, August 24<sup>th</sup>, these daily updates will move to a weekly format. Any time-sensitive information or announcements will be sent out separately via the student and faculty/staff listservs.

## **College Communications Policy**



This summer, the College developed a [Communications Policy](#) guiding internal and external communications. Adherence to this policy is integral to effectively conveying necessary information supporting and advancing the mission of the College internally and among our external constituencies.

## **Confidentiality Surrounding COVID-19**



Students, faculty, and staff should always respect the confidentiality of each other's health status. This is even more important during the COVID-19 pandemic. If someone tests positive for COVID-19, faculty and staff cannot discuss the health of another individual with others. Some people may be more open than others with their health status, however, as representatives of the University, staff and faculty must not discuss positive cases. Details on individual positive cases will not be reported publicly, however, the University does have a real-time [Positive Case Reporting Dashboard](#) with data on the University's cases since March 2020.

If it is discovered you have interacted with someone who has tested positive for COVID-19, a contact tracer will reach out to you personally.

# EVENTS

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Information regarding events throughout the semester will be distributed via the College student and faculty/staff listservs.