Recipient(s): Heads of departments, degree programme boards and boards of studies

Organisation of teaching in Autumn 2020 at Arts

The assignment consists of five elements and involves the boards of studies, the degree programme boards, the chairs of the boards of studies, the chairs of the degree programme boards, heads of department and teachers at Arts:

1. **Experience exchange and implementing principles** (for boards of studies and degree programme boards):
   The boards of studies and the degree programme boards are responsible for communicating an experience exchange regarding the conversion of teaching into digital forms in Spring 2020 to the departments, so that teachers have the opportunity to take these experiences into account when they organise their teaching.
   The degree programme board will also be invited to discuss possible local consequences of the three principles for the organisation of teaching in Autumn 2020 in order to identify good solutions/applications for the department.

   Deadline: end of June 2020 via planned committee meetings. The boards may hold extra meetings or send out written consultations if necessary.

2. **Feedback on communication with the students** (by the chair and the vice-chair of the board of studies):
   The chair and the vice-chair of the boards of studies are invited to give feedback on the planned communication to students regarding times, media and concrete content (the process and result of the organisation of teaching in Autumn 2020).

   Deadline: end of June 2020

3. Reporting which teaching requires physical attendance in order to be conducted (by the head of department and the chair of the degree programme board):
   Cf. principle 1. The head of department, in consultation with the chair of the degree programme board, reports which subjects it would be impossible to conduct within the current frameworks (for example, subjects that require particular equipment). In Spring 2020, there was only a small number of such subjects, and

this number is expected to be similar in Autumn 2020. The head of department also reports the subjects that the department wishes to conduct 100% virtually based on IT-didactic development initiatives.

Deadline: 17 June 2020

4. **Practical organisation of teaching and related announcements on Blackboard** (by teaching staff):
Teachers prepare a practical plan for the organisation of teaching (e.g. virtual/blended/physical) and upload this plan onto blackboard. This plan is a supplement to the published timetable and course handbook. Where the course handbook shows the academic content of the lessons, it also shows the published times of the lessons. The supplementary plan shows *where and how* the teaching is organised and thus the 'room' for the teaching. In the supplementary plan, the teacher must include a text that clearly warns students that, at short notice, teaching may be converted into on-site campus teaching if distancing requirements are lifted or into virtual teaching if the campus is once again physically closed. A standard text for this will follow.
Cf. principles 2 and 3. The practical organisation must be coordinated internally between the teachers for the individual year groups. The Excel spreadsheet "Overview of planned teaching in Autumn 2020 with adjusted room sizes in relation to distancing requirements" has been prepared in order to support this coordination. Hopefully, this will also help to ensure that the students' physical and virtual teaching are practically compatible, so that they can get to and from campus.
Deadline: 15 August 2020

5. **Approval of the practical organisation of teaching** (by the head of department):
The head of department is responsible for approving that the department's general organisation of the teaching has been conducted within the frameworks, that it lives up to the three principles, and that the teaching can be conducted practically for the year group (which means, for example, that virtual and physical teaching are not timetabled immediately after one another). It might be necessary to hold meetings with the entire department, with course coordinators or with semester groups in order to bring the coordination together. In many cases, however, the individual teacher will be able to plan the teaching in a relatively independent manner.
The Excel spreadsheet "Overview of planned teaching in Autumn 2020 with adjusted room sizes in relation to distancing requirements" has been prepared in order to support this coordination. Hopefully, this will also contribute to the overview of the department's general teaching in Autumn 2020.

Deadline: on an ongoing basis or on the basis of a set deadline - latest 15 August 2020.

Tools to complete the assignment:

- The process plan can be found on the teaching portal. The teaching portal is regularly updated with an FAQ section.
- *Overview of planned teaching in Autumn 2020 with adjusted room sizes in relation to distancing requirements* (attached)
  This Excel spreadsheet provides a comprehensive overview of all timetabled teaching activities in Autumn 2020 based on data from the 18th. May 2020[1]. The overview shows which room is booked, the number of registered students, and how many people can be in the room according to distancing requirements. Under "Department Name", it is possible to select the department's different degree programmes. Please note that the spreadsheet represents the most accurate picture available at the current time but that minor changes may occur. Among other things, the admission figures are not yet final, which may change the number of registered students. This applies to both Bachelor's degree programmes, Master's degree programmes and supplementary subject.
- Warning text for students, which teaching staff are responsible for uploading onto Blackboard (will follow).
- *AU Educate*: The EDU IT projects of recent years and the conversion of courses into online formats in the spring has given rise to many positive experiences and examples of purely online teaching and “blended” formats. You can find inspiration on the CUDiM website or write to eduitcudim@tdm.au.dk.

Help to complete the assignment:

- Arts Studies Administration will answer questions concerning the practical organisation of teaching on an ongoing basis and will regularly update an FAQ section on the teaching portal.
  You can contact Arts Studies Administration at arts.uddannelseskvalitet@au.dk
- CUDiM will be available to provide advice on the organisation of blended learning and digital learning forms: eduitcudim@tdm.au.dk

[1] If you have made any corrections to the schedule after 18th of May, you can find the new room in timetables.