



## Attachment to House Committee on Appropriations testimony

### Classroom Instruction

Washburn University remained open throughout the entirety of the declared pandemic emergency. We worked closely with all accrediting and licensure bodies to meet all education and experiential requirements. We were dedicated to ensuring our students were well prepared for graduation and work in their professional field as well as for those continuing along their education pathway. Our faculty spent countless hours converting classes to different modalities and learning to teach in different environments.

### Spring 2020

- For only one week, all in-person classes were *suspended* to allow faculty time to transition their course content to the University's online instructional platform, D2L, and to use tools such as Zoom to conduct courses remotely.
  - Courses that were already conducted fully online or remotely continued without interruption or schedule change.
- The remainder of the semester was conducted remotely.
- Students finished the semester and were able to graduate or complete their courses.
- Academic policies were adjusted to give students maximum flexibility.
- Campus housing and dining closed during the remainder of the Spring 2020 semester, in accordance with Shawnee county orders, but the University itself remained open conducting business and operations remotely.
- Pursuant to the below, housing and dining refunds of \$740,000 and \$570,000, respectively, were made to students during the Spring 2020 semester.
- **Housing Credits**
  - **Residents Not Returning to Residential Living Following Spring Break:** Credits for residents who checked out of the residence halls by the April 1 deadline were calculated based upon the daily rate for their respective residence hall and room type, beginning on March 16, 2020.
  - **Residents Who Received Permission to Return to Residential Living Following Spring Break:** Credits for residents who checked out of the residence halls by the April 1 deadline, were calculated based upon the daily rate for their respective residence hall and room type beginning on the day they vacated their residence hall room.
  - **Residents Who Received Permission to Return to Residential Living Following COVID-19 Closure:** Residents who received permission to remain living on campus for the duration of the semester continued to be charged according to the terms of their contract.
- **Dining Credits**
  - Dining credits were calculated according to the same criteria used to calculate housing credits. Meal plan "swipes" were converted to a daily rate. Bod Bucks remained on the iCard as Bod Bucks roll from semester to semester/year to year as long as you remain active with the University.

## **Summer 2020**

- Most courses were delivered asynchronously online according to the prior planned summer schedule with only a few exceptions based on the nature of the course content.
- In cases where a change was made from delivering a course in-person to online, each student was notified by the respective academic department that the course in which they had enrolled was now being offered online and were advised to drop the course if they did not wish to take it in an online format and at the online tuition rate.
- On April 28, 2020, Dr. Farley announced to campus the intention to return to face-to-face teaching for the fall semester.
- Each instructor formulated a plan for the mode of course delivery for every class.
- Students were informed via email on July 16, 2020 of course modes and other key details for the fall semester.

## **Fall 2020**

- The semester began and ended on the regularly scheduled dates.
- Courses were offered in one of five modalities. We were careful to deliver the course in the modality it was advertised in the course catalog.
- Our fall break was moved to the week of Thanksgiving. After that holiday, classes met remotely to finish the semester and for finals.
- All classrooms had technology added to enable both in-person and live streaming simultaneously.
- Many of our students desired to attend in-person classes and we also had students who desired to not have to attend in-person classes.
- Other students made a choice for personal reasons to attend classes remotely even if the option to attend in-person was available.
  - The personal reasons varied: some students were at high risk for Covid-19 themselves; they had unforeseen changes due to Covid-19, like childcare; and others were taking care of high risk friends and family members.
- Classrooms across campus were reconfigured for social distancing and numerous event and library spaces were redeployed as classrooms.
- Housing and dining services were open, as was the Rec center and other student services.
  - Additional housing refunds totaling \$79,000 were made during the Fall 2020 semester.
- Following CDC, the State of Kansas, and Shawnee County guidelines, safety protocols were instituted about face coverings, distancing, and events.
- Teaching evaluations were statistically similar to past evaluations, indicating that on average, students were satisfied with their instructors.






## **Spring 2021**

- The semester began on the regularly scheduled date.

- Due to Topeka having the highest community transmission rates in Shawnee County at the time, we began the semester remotely.
  - This was communicated to faculty, staff and students on January 8, 2021 by the Vice President of Academic Affairs.
- The University monitored the community scorecard and stayed in close conversation with county health and hospital leadership to determine the best time for students to return to campus.
  - We communicated with students each Thursday via email about the status of the health environment in Shawnee County and about the University's determination about returning to in-person instruction or remaining remote for another week.
- On January 21, the Vice President of Academic Affairs announced that due to significant improvements in scorecard and trends in community transmission, Washburn's intent to return to in-person instruction on Monday, February 1, 2021.
- The first two weeks of courses were remote, then all courses moved to their planned and advertised modality.
- Courses were offered in five modalities, with greater emphasis on in-person classrooms.
- Schedules were reconfigured so all students could fit in the physical classroom at the same time with distancing.
- The persistence rates of degree-seeking students were good (85%), like our normal rates. This is the percentage of students who finish the fall semester and continue coursework in the following spring.

## Course Modalities

Washburn University has identified five modalities for delivering instruction to our students described and depicted below. All course modalities were delivered subject to the constraints imposed by required social-distancing. This significantly impacted in-person classes due to the significant reduction in seat capacity for each campus classroom. Because of this space constraint, students would attend in-person some days and would participate remotely on other days. Remote classes were held on Zoom.

Class (On Campus)	Hybrid	Remote-Virtual Class	Remote-Virtual Hybrid	Web (Online)
				
<ul style="list-style-type: none"> <li>• Face-to-Face On-Campus</li> <li>• Fixed Meeting Times</li> </ul>	<ul style="list-style-type: none"> <li>• Some On-Campus &amp; Online</li> <li>• Fixed Meeting Times</li> </ul>	<ul style="list-style-type: none"> <li>• Online via Zoom</li> <li>• Fixed Meeting Times</li> </ul>	<ul style="list-style-type: none"> <li>• Online via Zoom &amp; D2L</li> <li>• Fixed Meeting Times</li> </ul>	<ul style="list-style-type: none"> <li>• Online via D2L</li> <li>• No Fixed Meeting Times</li> </ul>

**Class (on campus):** All seat hours face-to-face in a physical classroom. In addition, will have capability for remote synchronous delivery.

**Hybrid:** Face-to-face seat hours in a physical classroom, with the remainder of required seat hours completed with asynchronous D2L components. In addition, will have the capability for remote synchronous delivery for face-to-face seat hours.

**Remote-Virtual Class:** All seat hours face-to-face in a virtual classroom.

**Remote-Virtual Hybrid:** Face-to-face seat hours in a virtual classroom, with the remainder of required seat hours completed with asynchronous D2L components.

**Online:** Fully online asynchronous delivery of course through D2L creating maximum flexibility for students. Some face-to-face experiences may be incorporated into the class by the faculty member and will be coordinated with student availability.

Fall 2020 Course modalities	Percent of all courses offered
Modality 1 - Class (on campus)	37%
Modality 2 - Hybrid	34%
Modality 3 - Remote-Virtual Class	2%
Modality 4 - Remote-Virtual Hybrid	9%
Modality 5 - Online	18%

The majority of our online, totally asynchronous, courses were offered in this modality before the pandemic. Programs like sonography, physical and radiation therapy, masters in nursing, and others, have been in this format for years. Students who select this type of program are typically self-motivated and understand the different way of learning required to complete these programs successfully.

In all modalities, Title IV of the Federal Financial Aid regulations prescribe the number of hours required for each credit hour, within a specific timeframe. All these requirements are met, along with additional requirements set by accrediting agencies.

### Classroom spaces

- Each classroom was re-assessed to determine a Covid-19-capacity that included social distancing. Washburn re-configured most classrooms, re-purposed all usable event spaces across campus to build more spaces for classes, and re-assessed course scheduling to maximize our use of space.
- In-classroom seating was arranged and/or marked such that a six-foot distance could be maintained between each person in the room.
  - The largest constraint on classroom capacities was not mass gathering numbers, but the requirement to keep each individual 6-feet apart at all times. This reduced classroom capacities by about 70% across campus, causing massive special constraints.
- All event-type and available athletic spaces on campus were evaluated, and most all were re-purposed to be used as academic classroom spaces during Covid-19. These additional spaces were, and are, a significant contributor to Washburn offering as many in-person classes as possible.
- Shawnee County mass gathering definition: “Mass gathering as used in this order means any planned or spontaneous, public or private event or convening that will bring together or is likely to bring together more than (number changing throughout phases) people outdoors or (number

changing throughout phases) people in a confined or enclosed space at the same time, where social distancing cannot be maintained.”

- Directional guidance was posted in each building to ensure a smooth flow of foot traffic.
- Socially-distanced spaces on campus were identified for students to use for academic purposes when they are not otherwise in a classroom.
- Wireless connectivity was enhanced in parking lots across campus to allow students to attend class or work in their cars, if needed.
- Classrooms were also upgraded with technology to facilitate the teaching of a class where some students could attend in person and other students would have to participate remotely.

### **Course delivery for students or faculty in quarantine**

- Students who were quarantined or isolated were able to join in-person classes remotely because each classroom at Washburn University was enabled with the ability for broadcast via Zoom.
- Faculty were encouraged to record their classes and make those recordings available to students who were unable to join the live class, whether in-person or remote.
- Students were encouraged to communicate with their instructors about their particular situation so that both could work together to find ways to ensure the student’s success even amid quarantine or isolation.
- Faculty who were quarantined or isolated worked with department chairs to design the best solutions for their particular situations. In most cases, courses were able to shift fully remote for the period of quarantine or isolation, with the instructor teaching remotely via Zoom.

### **Faculty Accommodations**

- Employees seeking a modification to their work assignment (e.g., change in location, shift, schedule, method of instruction delivery) due to being in a “high risk” category for developing a severe illness from Covid-19 for themselves or a household member were required to work with Human Resources in a cooperative process with the employee and supervisor to determine what, if any, work modifications were needed. This is the same process as a disability accommodation.
- Employees impacted by changes to the K-12 delivery of instruction were required to follow this same process for modifying their work assignment.
- Our Center for Teaching Excellence and Learning offers numerous resources and methods of support for faculty. There are webinars, discussion groups, lectures, peer support, and other ways that faculty are helping one another teach in this environment.

### **Student Costs**

- Previously established tuition rates remained the same.
- The online tuition rate, which was set prior to Covid-19, for all online courses (“online” being defined as fully online and asynchronous, as opposed to remote offerings) remained unchanged and was assessed in accordance with pre-Covid-19 procedures.
- No new fees were charged for online courses.

- No fees were charged for courses that met remotely due to a change in schedule because of community transmission rates or snow days.

### **Federal Covid-19 funding**

The University has received \$15,556,364 in Federal funds to mitigate the impact of Covid-19, as more fully described in the attached schedule. Of this amount, at least \$4,500,000 will be used to fund emergency student aid. The balance will be used to fund institutional costs resulting from Covid-19 such as housing refunds, classroom technology, personnel support, air quality improvements, public health, testing, lost revenue, and additional student aid.

- The two recent awards are 1) CRRSAA Act (HEERF II) for \$8.0M (January 2021) and 2) Strengthening Institutions Program (HEERF II) for \$342K (February 2021). We are still awaiting guidance from the Department of Education (DoE) regarding the restrictions governing the use of these funds. What we do know is that a minimum of \$2.25M of the CRRSAA Act (HEERF II) funds are to be used for student aid. It is included as an encumbrance/commitment in the schedule.
- Washburn and Washburn Tech have lost tuition revenue during FY21 of approximately \$4 million and \$1 million, respectively, due primarily to Covid-19. Other departments (e.g., Ichabod Shop, Mulvane Art Museum, etc.) have experienced revenue declines too, but tuition is the most impactful. We are awaiting Federal guidance to determine whether we have the latitude to use HEERF grant monies to fund all or a portion of lost revenue.
- There are additional known commitments for technology (\$166K), air quality improvements (\$139K), and Covid-19 testing kits (\$50K) that are not yet encumbered or reflected in the schedule.
- Of the remaining funds (\$7.2 million), \$6.1 million is attributable to HEERF II, for which we are awaiting guidance prior to utilization.
- Of the remaining funds (\$7.2M), \$1.1 million is attributable to HEERF I, of which \$355,000 is earmarked for the known commitments noted above.

**Washburn University and Washburn Institute of Technology  
Federal Coronavirus Aid and Relief Funding  
Inception-to-February 28, 2021**

	CARES Act (HEERF I)	Strengthening Institutions Program (HEERF I)	Strengthening People and Revitalizing Kansas (SPARKS)	CRRSAA Act (HEERF II)	Strengthening Institutions Program (HEERF II)	
<b>General Intent</b>	Emergency Student Aid, Costs with a Direct Nexus to COVID, Etc.	Lost Revenue, Distance Education, Training, Etc.	Reopening Costs, Personnel, PPP, Testing & Tracing, Technology, Etc.	Emergency Student Aid, Costs with a Direct Nexus to COVID, Lost Revenue, Etc.	Lost Revenue, Distance Education, Training, Etc.	<b>Total</b>
<b>Grant Awards</b>	<u>\$ 4,500,174</u>	<u>\$ 203,973</u>	<u>\$ 2,828,201</u>	<u>\$ 8,024,016</u>	<u>\$ 342,426</u>	<u>\$ 15,898,790</u>
<b>Expenditures:</b>						
Emergency Student Aid	\$ 2,104,132	\$ -	\$ -	\$ -	-	\$ 2,104,132
Housing and Dining Refunds	1,166,262	116,771	79,021	-	-	1,362,054
Personnel Support	-	-	1,526,738	-	-	1,526,738
Technology / Distance Learning	-	-	446,974	-	-	446,974
Public Health, PPE, Testing and Tracing	-	-	672,795	-	-	672,795
Other	2,388	-	102,673	-	-	105,061
Total expenditures	<u>3,272,782</u>	<u>116,771</u>	<u>2,828,201</u>	<u>-</u>	<u>-</u>	<u>6,217,754</u>
<b>Encumbrances / Commitments</b>	<u>263,462</u>	<u>-</u>	<u>-</u>	<u>2,250,087</u>	<u>-</u>	<u>2,513,549</u>
<b>Remaining Funds</b>	<u>\$ 963,930</u>	<u>\$ 87,202</u>	<u>\$ -</u>	<u>\$ 5,773,929</u>	<u>\$ 342,426</u>	<u>\$ 7,167,487</u>

**Messages to Students about**  
**20/21 Academic Year**

07/16/2020

## Subject: Fall 2020 Washburn University Academic Experience

Dear Ichabods,

We are excited to welcome you back to Washburn this fall. Washburn University is dedicated to ensuring you can continue your educational journey and achieve your goals for earning your degree while creating a safe and healthy environment on our campus. Our faculty and staff have diligently planned and prepared for the upcoming semester and now it is time to share information with you about the academic experience for our students in Fall 2020. **Please know that due to the evolving nature of the pandemic, we are ready to adapt the following plans as appropriate to new developments as they arise.** We recognize that Governor Kelly's July 15 announcement of a delayed start for Kansas K-12 schools will likely affect the lives of many in the Washburn community and we are currently considering those impacts.

Due to COVID-19, there are necessary adaptations and new rules required for all of us that will change our day-to-day interactions. At this time, we are planning to institute a combination of safety protocols, flexible instructional design, and changes to our academic calendar—all outlined below—to create a safe and healthy environment at Washburn.

### Key Elements of the Fall 2020 Return to Campus Plans

**Face masks:** [Face coverings](#) help slow the spread of COVID-19 and every Washburn student will be issued a face mask this fall. In alignment with Centers for Disease Control and Prevention (CDC) guidance and Shawnee County health orders, Washburn has instituted the [policy](#) that face masks or cloth face coverings are required in all indoor public spaces on campus, including the classroom—therefore, only faculty and students wearing face masks or cloth face coverings will be allowed to be in classrooms on the Washburn and Washburn Tech campuses. Those students who are unable to wear a mask for medical reasons should contact [University Diversity and Inclusion](#) to arrange for accommodations by distance learning.

**Social distancing:** [Limiting close contact with others](#) reduces the spread of COVID-19. Throughout the Washburn University and Washburn Tech campuses, we are reconfiguring spaces to maximize social distance and posting directional guidance in buildings to ensure a smooth flow of foot traffic. To help limit the density of students in classrooms, seating will be arranged and/or marked such that a six-foot distance can be maintained between each person in the room. Additionally, courses may be moved to different classrooms or different buildings to better accommodate the number of students enrolled. We are also identifying socially-distanced spaces on campus for students to use for academic purposes when they are not otherwise in a classroom.

**Modes of instruction:** We are designing instructional formats that allow students and faculty the greatest flexibility in addressing and responding to the current and emerging challenges of COVID-19 while still delivering the highest quality education. Note that these modes of instruction are subject to change based on developing circumstances.

In some instances this fall, a student's class will be conducted entirely in-person in a physical classroom. In other instances, a class will be conducted entirely in a remote or online format and never meet in a physical classroom. But in most cases, students can expect a hybrid model of



instruction, with some instruction happening in a physical classroom and some happening remotely, including rotating in-person and remote attendance within a single class. While this approach maximizes social distancing and accessibility, we recognize that it also presents new complexities for the Washburn community; we are confident we can meet these challenges and we are committed to making the educational experience as smooth and seamless as possible for our students. More information on these [modes of instruction](#) can be found on Washburn University's Academic Affairs site and students will receive additional communication from their instructors on the mode of instruction in their particular course.

For Washburn University students, we have completed an adjustment of the Fall 2020 classroom assignments—in almost all cases, course dates and times have remained the same, but some courses will have shifted to an entirely remote classroom (meeting exclusively in a virtual classroom at their regularly scheduled day and time, with the standard in-person tuition rate) and a very small percentage will have shifted to an entirely online format (instruction is asynchronous, without scheduled meeting dates and times, and with an online tuition rate). At this time, each of you should review your class schedule and consult with your advisor(s) about any adjustments you would like to make.

**Adjustment to academic calendar:** In order to reduce the amount of time students spend on campus, Fall Break 2020 has been moved from October 10-13 to November 21-24, 2020. In addition, on-campus instruction will cease after November 20, 2020. In general, courses will continue in remote format through the end of the semester (the last day of classes is December 4, 2020). Final exams, assignments, and projects will be completed remotely. Some exceptions may occur for health-related courses (Nursing, Allied Health, etc.); such exceptions will be communicated to students by their instructors. ***This change in the academic calendar does not apply to Washburn School of Law or Washburn Institute of Technology.***

**Technology:** We recognize that these new approaches to instruction rely on technology to be successful and we are equipping all of our classrooms with the technology necessary to allow students to continue their learning from any location. Students without the computer or internet equipment necessary to be successful in their courses should contact [mabeetechnology@washburn.edu](mailto:mabeetechnology@washburn.edu) or (785) 670-1550 to arrange for a loan of appropriate equipment.

These plans were crafted by Washburn's Academic Scenario Planning team, in collaboration with the university's COVID-19 Steering Committee, and in consultation with academic leaders from across the university. The safety and well-being of all Ichabods is our highest priority and these plans draw upon the best health and safety guidance available, including that of the Centers for Disease Control and Prevention (CDC) and directives from the State of Kansas and Shawnee County—for that reason, these plans are subject to change as new information becomes available.

Please note this message is just one of a number of messages you will receive in the coming weeks about the Fall 2020 semester. Please monitor your email closely for new messages, consult Washburn's [Coronavirus Information](#) page regularly, and watch for information shared by your specific program and department. If you have any questions, do not hesitate to reach out via email to your advisor, program director, department chair, or dean. We are committed to answering your questions and making sure you have information you need as you plan for your Fall 2020 semester.

We look forward to the weeks ahead for the start of the semester, but there is no doubt that this fall semester will differ significantly from any other. Every member of our community will play an important role in adapting their own behavior to help ensure the health of others, accepting the necessity of some inconveniences, forgoing some activities, and demonstrating flexibility and

resilience as we adapt to changing conditions. It will be challenging, but I heartily believe that not only is each of us is capable of making these changes, we are committed to each other and to living out Washburn's motto *Non Nobis Solum*—***Not For Ourselves Alone***.

Sincerely,

JuliAnn Mazachek

**JuliAnn Mazachek, Ph.D. |Vice President for Academic Affairs**

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08/21/2020

## Subject: Thank You and Next Steps

Dear Washburn students,

Thank you for all you have done to make our first week back on campus a success. I am truly inspired by the Washburn community's commitment to live out our motto *Non Nobis Solum* (Not for Ourselves Alone) as we face a global pandemic.

As you may have seen, today the [Shawnee County Health Department announced](#) an order reducing the size of indoor gatherings where social distance cannot be maintained from 45 to 25, effective Monday, August 24, 2020. Because Washburn classrooms have been modified to conform to CDC social distancing guidelines, Washburn will not alter its current approach to in-classroom instruction. As always, please continue to watch for communication from your instructors regarding any changes in your particular classes.

I just want to remind you all of the importance of following key steps to maximize the safety of our whole community:

- assess yourself daily for COVID-19 [symptoms](#)
- wear a mask
- maintain 6 feet of social distance between yourself and others
- wash your hands
- stay home if you are not well or if you are an individual [at risk for serious illness](#)

As always, the most current information and resources can be found on the [COVID Information](#) at washburn.edu. Please continue to make healthy choices on and off campus. Stay safe so we can stay together.

**JuliAnn Mazachek, Ph.D.** |Vice President for Academic Affairs

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10/1/2020

## Subject: Announcement: Revised Spring 2021 Academic Calendar

Dear Students,

Let me begin by saying thank you. We have had a tremendously successful Fall 2020 semester thus far because of your unfaltering commitment to the safety of the Washburn and Topeka community. And because the continued health and safety of this community is paramount, I am writing today to announce important modifications to the Spring 2021 academic calendar.

After careful consideration of a variety of options, **Washburn University has made the difficult decision to remove spring break from the Spring 2021 academic calendar.** Please know that this decision was not made lightly and we thoroughly explored an exhaustive set of possibilities before arriving at this final decision.

Dr. Farley and I asked Washburn University's Academic Calendar committee to convene and make recommendations regarding the academic schedule for Spring 2021. This was indeed a difficult task with no clear correct answer. We asked the committee to develop ideas and consider different options for the spring calendar given a continuation of the COVID environment. The committee worked in a thorough manner to weigh a broad range of scenarios and ideas. We are grateful for their diligent and careful effort.

Based upon the modification to the Spring 2021 academic calendar, university classes will begin as previously scheduled on January 16 and will continue without recess until the newly scheduled last day of classes on April 30. Finals week will take place May 1-May 7, 2021. The deadline for submission of final grades will be May 19, as previously scheduled. The revised Spring 2021 Academic Calendar is attached.

As the number of COVID-19 cases continues to grow both nationally and in our state, it is incumbent upon the university to design an academic schedule that minimizes opportunity for contraction and transmission of this virus. Washburn University is committed to providing the best possible environment for students to continue their educational journey and meet their goals while protecting the health and safety of all faculty, staff and students.

We recognize that it is difficult to depart from our standard spring schedule. We truly believe our revised spring schedule is the best path to take at this time for you - our students, faculty and staff. As always, our motto *Non Nobis Solum*—Not for Ourselves Alone—leads the way and we thank you for all you do and are doing to make Washburn a special place.

**JuliAnn Mazachek, Ph.D.** |Vice President for Academic Affairs

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10/2/2020

## Subject: Temporary Academic Policies - Academic Year 20-21

***Sent on behalf of Dr. Jennifer Ball, Associate Vice President for Academic Affairs***

Washburn University faculty and administration understand the COVID-19 crisis continues to pose challenges for students as they pursue their educational goals. In an effort to support students and increase flexibility, we have worked together to temporarily adjust the following academic policies for the 2020-21 academic year.

*These temporary academic policies do not apply to the School of Law. School of Law students should refer to the law school website, [www.washburnlaw.edu](http://www.washburnlaw.edu), for policy updated and consult with the Associate Deans for Academic Affairs with any questions regarding law school academic policies in force during the 2020-2021 academic year.*

Please discuss the implications of exercising any of these policies with your academic advisor and the financial aid office, if applicable. Dropping courses or changing grading options may have consequences on your degree progress, financial aid, veterans' benefits, athletic eligibility, and other aspects of your situation. These university policies will not override particular degree requirements, so please check with your school or department before choosing any of these options for courses required for your degree.

### Withdrawals

- The withdrawal deadline for a course or courses has been extended to the Friday before finals week.

### A/Credit/Pass/Fail

- Students with any number of completed credit hours and any GPA may take a course A/Credit/Pass/Fail.
  - Students may elect A/Credit/Pass/Fail status until the Friday before finals week.
  - All other existing restrictions on electing A/Credit/Pass/Fail remain in force.

### University academic probation/suspension

- Students will not be placed on university academic probation status or suspended based on their performance during the Fall 2020 or Spring 2021 semesters.
- This temporary policy change does not override school-, department-, or program-level policies concerning academic probation/suspension/dismissal from a particular degree program.

### Final exams

- As long as the final exam is available to students during its originally scheduled day and time, instructors, at their discretion, may also offer the final exam at other times.

**Jennifer Ball, PhD | Associate Vice President of Academic Affairs**

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10/15/2020

## Subject: Wellness Days Added to Spring Academic Calendar

Dear Washburn students,

I am writing today with additional information about our Spring 2021 academic calendar. On October 1, Washburn University announced that we had made the difficult decision to remove spring break from the Spring 2021 academic calendar. That decision was informed by the thoughtful work of Washburn University's Academic Calendar committee and I am grateful for their diligent efforts in presenting recommendations for careful consideration.

Since that announcement, I have had the opportunity to hear additional feedback from the Washburn Student Government Association, the Washburn University Faculty Senate, and academic leadership across this university; I truly value the rich dialogue that has taken place. In every conversation, I have heard acknowledgement of what our Academic Calendar committee discovered in the course of its work—there is no simple answer when it comes to designing an academic calendar that minimizes opportunity for contraction and transmission of a virus. However, the message that our students would greatly benefit from some planned downtime during the spring semester was acknowledged by all.

**After careful coordination and planning by our academic leaders and faculty, I am pleased to announce that Washburn University is instituting two *Wellness Days* in the Spring 2021 semester, on Friday February 26 and Friday April 2.**

Our intent in instituting these wellness days is to provide our Washburn learning community a dedicated time of respite. On these days, no in-person or remote classes will meet and no course assignments will be due. *Please note that there will be some academic experiences that are necessarily not included in these wellness days, such as practica, internships, and weekend workshop courses—please plan to consult with your academic advisor or professor if you have questions.*

The inclusion of wellness days will not alter the previously announced start or conclusion of the semester; university classes will begin on January 16 and will continue until the last day of classes on April 30. Finals week will take place May 1-May 7, 2021. Please note that these changes do not apply to students in the School of Law.

I want to once again thank everyone who has participated in on-going conversations regarding Washburn University's academic calendar—I am proud to be part of an academic community that is committed to communicating with candor and respect. And I would especially like to acknowledge our faculty for undertaking the hard work to adjust their spring syllabi and instructional approach in order to accommodate these wellness days—please know that your efforts are truly appreciated.

**JuliAnn Mazachek, Ph.D. |Vice President for Academic Affairs**

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01/08/2021

## Subject: Important Spring 2021 Announcement

*Please note that this letter is specific to the operations of Washburn University, including the School of Law. This letter does not apply to operations of Washburn Institute of Technology.*

Dear Washburn community:

Washburn University is deeply committed to returning students to in-person learning experiences in the Spring 2021 semester and will do so as soon as possible. For nearly 10 months, we have continually worked together in the midst of the COVID-19 pandemic to safeguard the Washburn community's health while ensuring we meet the educational goals of our students.

Unfortunately, community transmission of COVID-19 in Shawnee County has worsened since we were last together on campus. Currently, the Shawnee County COVID-19 Community Transmission Severity Index Rating is at the highest level possible. To protect our community, faculty, staff, and students, **Washburn University has determined it is necessary for the safety of the community to begin the first week of the Spring 2021 semester with remote learning classes.** Please note: Students with field placements, clinicals, practica, and internships should look for additional communication from their instructors regarding potential exceptions to this temporary remote-learning model.

**Weekly Review and Update:** In an effort to return to in-person learning as soon as is possible, the university will conduct a weekly review of the [Shawnee County Community Transmission Scorecard](#) and determine the best time to return to in-person learning. Washburn will announce its plans to return to in-person instruction at least 10 days in advance of doing so; the next campus update regarding return to in-person instruction will be Thursday, January 14.

**Campus and Residence Halls Open:** Please note that while classes will be conducted remotely for at least the first week of Spring 2021, the Washburn University campus itself is open, and residence halls and dining halls will reopen as scheduled. Academic offices will continue the in-person staffing and remote work models developed in the fall semester.

We look forward to welcoming our faculty and students back to the classroom environment. We are grateful to each of you for your continued commitment to keeping this community safe and thank you for your continued partnership as we navigate this COVID environment and ensure each student has a path for continued progress in reaching their educational goals.

*Non Nobis Solum—Not For Ourselves Alone.*

Sincerely,

**JuliAnn Mazachek, Ph.D.** |Vice President for Academic Affairs

[Washburn University](#) |Topeka, Kansas 66621

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01/14/2021

## Subject: Remote Learning Extends to January 31

*Please note that this letter is specific to the operations of Washburn University, including the School of Law. This letter does not apply to operations of Washburn Institute of Technology.*

Dear Washburn community:

On January 8, I announced that Washburn University would begin the first week of the Spring 2021 semester with remote learning classes in response to worsening community transmission of COVID-19 in Shawnee County. At that time, we also committed to conducting a weekly review of the [Shawnee County Community Transmission Scorecard](#) in order to determine the best time to return to in-person learning.

Unfortunately, this week's scorecard shows the Shawnee County COVID-19 Community Transmission Severity Index Rating remains uncontrolled and reflects a significant increase in new COVID cases. Based on this information, **Washburn University will extend remote learning classes through the end of the second week of the Spring 2021 semester (January 31st).**

As previously announced, Washburn will announce its plans to return to in-person instruction at least 10 days in advance of doing so; the next campus update regarding return to in-person instruction will be Thursday, January 21.

Please note that while classes will be conducted remotely for the time being, the Washburn University campus itself is open, and residence halls and dining halls have reopened. Academic offices will continue the in-person staffing and remote work models developed in the fall semester.

Sincerely,

**JuliAnn Mazachek, Ph.D.** |Vice President for Academic Affairs

[Washburn University](#) |Topeka, Kansas 66621

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01/21/2021

## Subject: Classes Resume In-Person Learning on February 1

*Please note that this letter is specific to the operations of Washburn University, including the School of Law. This letter does not apply to operations of Washburn Institute of Technology.*

Dear Washburn community:

Last week, I announced that Washburn University would begin the first two weeks of the Spring 2021 semester with all remote learning classes in response to worsening community transmission of COVID-19 in Shawnee County. At that time, we also committed to conducting a weekly review of the [Shawnee County Community Transmission Scorecard](#) in order to determine the best time to return to in-person learning.

Fortunately, this week's scorecard shows significant improvement in key areas, including a significant reduction in new cases. Based on this information, **Washburn University will resume in-person classes on Monday, February 1.**

Please note that Washburn University is utilizing five different modalities for course delivery this semester and the return to in-person instruction applies only to those spring semester courses with the instructional methods *traditional lecture format* or *hybrid-partial web delivery*, as found in the [Spring 2021 Course Schedule](#). Those courses with *remote* or *online* methods will not be in taught in a physical classroom. Students should consult with their instructors if they have questions about their particular course and its instructional method.

For those courses being taught in-person, we look forward to welcoming our faculty and students back to the classroom environment on February 1. Thank you to the entire university community for your dedication and hard work to ensure that Washburn successfully fulfills its academic mission.

Sincerely,

**JuliAnn Mazachek, Ph.D.** | Vice President for Academic Affairs

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