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## getting started

1 message

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**Suzanne Keen** <skeen@hamilton.edu>  
Reply-To: Suzanne Keen <skeen@hamilton.edu>  
To: NOTICES-FACULTY@listserv.hamilton.edu

Wed, Aug 19, 2020 at 6:44 AM

Dear Colleagues,

I hope this email, a cornucopia of advice and requests, finds you well. Much of what follows pertains especially to the two thirds of you who have chosen to teach in person, but big chunks of it apply to all of us. Please give it your attention for updates on classrooms, calendars, canopies, add/drop procedures, auditors, and for a set of useful links.

### Making Classrooms Work

If you have tested a classroom and have a review or a suggestion about the tech or the set-up, **please send an email to [continuity@hamilton.edu](mailto:continuity@hamilton.edu)**. As a reminder, canopies are designed to be minimally equipped, with chairs and wireless. If you are teaching under a canopy, please bring a charged laptop to accommodate any remote students.

### Saturdays

First, no individual faculty member is required to teach on a Saturday. *Not one*. Second, no student can ever be penalized for missing a class *on any day of the week* for purposes of religious observance. This includes Saturdays. To review options for making up the missing Wednesday, Thursday, and/or Friday from Fall Term, please see the guidance here: <https://www.hamilton.edu/documents/Fall%20calendar%20planning%20for%20Saturday%20classes.pdf>. You have options beyond the designated Saturdays: "You may also choose to replace a missing class with a recorded lecture (an asynchronous task), assigned attendance at a poetry reading or lecture, or an alternative activity during the week (if students' schedules permit). Groups of colleagues in a department or program may choose to plan a single 'Wednesday-replacer,' 'Thursday-replacer,' and/or 'Friday replacer' event for all students in a set of courses, so long as either physical distancing or remote access will work."

*If you are using a Saturday class* to make up a missing Wednesday, Thursday, or Friday, **you will need to go into 25Live to book your assigned classroom (or an available canopy) for the date(s) you have chosen** from the designated curricular Wednesdays, Thursdays, or Fridays. It's important to stick with the designated options so students are not put into impossible conflicts. **Please make sure all class meetings, including any Saturday meetings, appear in your syllabus.** Here is a link to 25Live: <https://www.hamilton.edu/offices/college-events-and-scheduling>.

The Calendar Subcommittee of Academic Council considered and devised a series of options that would avoid using Saturdays for the three missing class days in the Fall calendar, as previously adopted. Senior Staff declined the request to alter the previously promulgated Fall Term calendar, which has already been registered with both the New York States Department of Education and Middle States, our regional accreditor. No faculty member at Hamilton College is required to teach on Saturday; no student is required to attend class instead of a religious observance (and must not be penalized for an absence due to religious observance, for any faith tradition).

### Reservable Canopies for Office Hours

The canopies for academic purposes have proven very popular and have filled up with classes. Three additional 10 x 20 canopies are being set up for faculty office hours at (my most recent information indicates) these locations: outside KJ (left of the ramp as you walk up); outside KTSA (front lawn); and outside Taylor Science (small east quad). Each one will have four chairs. **This brings us to twelve reservable canopies for faculty office hours with a total of 44 chairs.** We all owe a big thanks to both facilities and LITS for responding to faculty demand for outdoor academic shelter until 15 October.

### Online Add/Drop Period

Add/Drop will begin on Monday, 24 August (the first day of classes) with a fully online form and process. There will be no paper forms. Students will be asked to communicate with you by email, phone, or during your published office hours (remember, those should be outdoors or remote). Please discourage students from coming to the first in-person class meeting if they are not fully registered for the class! Instead, please ask them to use the online process to request permission to add or drop your courses. Details on the new online process will be coming from the Registrar's Office soon.

### Employees, Partners, and High-school Students in your Classrooms

Partners, community-members, high-school students, and emeriti who are not currently serving as active Senior Lecturers may *not* join in-person classes because they are not eligible for Hamilton's COVID testing program. If you are teaching remotely, or if you choose to accommodate an extra student who comes to class remotely, this kind of student *could* be accommodated, but only

remotely. *The consent of the instructor is required to add any such person, or an employee, to your class.* Nobody can be inside buildings or use facilities except Hamilton testing-eligible people.

**Health and Safety Summary:** <https://www.hamilton.edu/returning-to-campus/guide-for-employees/health-safety#ppe>

**Detailed Academic Space Guidelines:** (PPT): <https://www.hamilton.edu/documents/COVIDAcademicSpaceGuidelines.pdf>

This email, and a set of earlier communiques pertaining to academics, can be found here:

**Academic COVID-19 Messages Collection** (scroll down to COVID-19 Information): <https://www.hamilton.edu/offices/dof/handbooks-and-forms/forms>

Stay healthy, get tested if you are coming into a campus facility, and let us know in the DOF office if we can assist in any way. I continue to work remotely, though I am booking walking meetings, and I have two camp stools that would allow an outdoors, in-person, distanced, masked meeting if that's more your cup of tea (bring your own tea). Niki can get you on my calendar and provide you my cell phone number.

All best,

Suzanne

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