

Subject: Fall Quarter 2020 East-West University Plan

Welcome to East-West University for the Fall Quarter 2020

All of us at East-West University have dedicated ourselves to support your hopes and expectations, including your physical and mental health and safety. We are committed to doing everything we possibly can to help create a successful education and fulfilling future for you. After considering everyone's opinions and following sensible medical advice, we have set a fall schedule to protect all East-West's students and our faculty and staff. Our plan minimizes the risk that we will pass the virus to each other or that anyone will catch it from the environment, and should allow everyone to enjoy a stimulating and rewarding learning experience.

You have already showed strong commitment and self-discipline by enrolling in college to work hard to earn a degree and the life that comes with it. The small additional sacrifices required to keep everyone safe in these difficult times are minor 'bumps in the road' that we know we can all endure.

Health Safety Precautions

When you enter the campus, from either the Michigan or Wabash Avenue entrances, we will have devices to read your temperature. A fever of 100.4° F. is a symptom of Coronavirus, so anyone running a temperature will not be admitted to the campus. If you have other symptoms (sore throat, loss of your sense of smell or taste, cough or chills, shortness of breath or difficulty breathing, fatigue, vomiting, or diarrhea) or have recently come into contact with someone who has Covid-19, you should NOT come to campus. Instead, see or call a doctor who may refer you for a virus test. (If you've got evidence that you or those you've associated with closely have developed Covid-19 symptoms, call Registrar Asma (312-939-0111, ext. 1802) to explain your situation. We can help you figure out and follow a strategy that will protect and sustain your educational future while keeping you and others safe.)

On campus, signs posted everywhere will show you which stairwells to use to go to higher floors, and which to use to descend. Elevators will be limited to use by no more than two people at a time, but taking the stairs is the healthier and faster option. To protect all of us, *everybody* inside the buildings must wear a mask that always covers their nose and mouth. Annoying as this may sometimes seem, it is a small sacrifice, essential to maintain the health of our students, faculty, staff, and their families and friends at home. We need you to stay 6-foot physically distant from others, to wash your hands thoroughly (for 20 seconds, two choruses of "Happy Birthday") as often as possible, and to persuade everyone else to follow these same rules. Covid-19 spreads quickly and invisibly, and many who catch it will suffer badly and or die. Don't take chances with your own or others' health, lives, and futures.

Our 'Blended' Fall Quarter Schedule

Normally, our classes require two weekly meetings of two hours each, either on Mondays and Wednesdays or on Tuesdays and Thursdays. To limit potential exposure (both at the University

and in travelling to and from school), we have crafted a ‘blended’ format, with each course requiring one in-person and one remote-e-learning class every week. In-person classes will all take place on Mondays and Thursdays, each class lasting 100 minutes (from 10 AM to 11:40, 12 noon to 1:40, 2 PM to 3:40, etc.). That way, our cleaning crews will have time to sanitize classrooms between classes (and thoroughly clean the campus Tuesday, Wednesday, and Friday. To avoid people clustering in halls or wandering the building, there will be no breaks during classes, and each class will begin and end exactly on time, never earlier or later. Depending on the number of courses they are taking, students will be on campus Mondays, Thursdays, or on both days. Campus offices will be open every day.

We designed our ‘blended’ format to minimize risk and because we believe it is critical for you to forge a relationship with every one of your instructors, and these close relationships only develop when both parties know each other’s names, appearance, thinking, and concerns. The in-person class each week will provide you an opportunity to see, hear, talk with, and ask questions of your instructor, and for him or her to do the same with you, face-to-face. (Limiting in-person classes to one per week reduces virus risk enormously.) Every Tuesday or Wednesday remote-e-learning class will provide similar opportunities, but with everything shared with the entire class; you’ll hear every question or comment from your classmates, and everyone will hear everything your instructor says, simultaneously. And the remote-e-learning format allows for other innovations, impractical in a face-to-face setting.

Since you’ll be wearing a mask for the in-person classes, it is *mandatory* that you appear *live and mask-less* on video for the remote-e-learning classes via Zoom or Google Meet, both of which we’re using. All our instructors want to know each of their students as a unique individual, and only your active involvement in both the in-person and remote-e-learning classes will make that happen.

Our remote e-learning classes will be stimulating, high quality, and educationally sound. Our instructors are working hard to distinguish their in-person from their remote-e-learning classes each week, using the distinctive features of each format so that both classes add up to a stimulating and effective learning experience for you. Your full involvement in both classes is indispensable for your successful education.

Larger In-Person Classes

For the in-person classes, we have limited the number of desks in classrooms to make certain they are physically separated from each other. If an in-person class enrolls more than 25 students, we assign it to use two rooms, with e-learning audio and video communication between them. The instructor will spend half the class in each room and a trained proctor will oversee the room without the instructor. This setup will give everyone opportunity to ask the instructor for clarification, advice, and opinions, and see his/her reactions face-to-face. Some larger classes will be held in the auditorium, with numerous seats marked to be left vacant.

Additional Support for Student Success

On the syllabus you'll be given at the beginning of every class you take, your instructor will indicate his or her telephone number and email address, and the 'office hours' you can telephone. (You can call at other times, but instructors are sure to be available during 'office hours.')

Some instructors may set up Zoom 'office hours' as well. Take advantage of these means to engage with your instructors: pose questions, seek clarifications, and ask for advice. Promise yourself that, by the end of each course, your instructor will know you by name, voice, and appearance, and you'll have created a permanent supporter as you continue to work for your degree, one you can ask for a reference or counsel whenever you need it.

We continue to follow Chicago Department of Public Health (CDPH) and Center for Disease Control (CDC) guidelines as we ensure proper protocols and preventative measures are in place for the health and safety of our students, employees, and their families. Under the guidance from CDPH, each time a positive COVID-19 case on campus is reported to the University, an email will be sent to all students, faculty, and staff.

Along with faculty, East-West University's other staff are equally important sources of support. Print out the enclosed **Whom to Call for What** list and keep a copy near your computer. Don't hesitate to call or email any of our faculty or staff when you need help. We are all working together, committed to your success.

Whom to Call for What at East-West University

Asma Adnan, Registrar, (312-939-0111, ext. 1802), or asma@eastwest.edu if you have Covid-19 or have been exposed, to obtain a copy of your transcript or have one sent to an employer or another institution, to update your address or contact information, ...

Cesar Campos, Director of Financial Aid, (312-939-0111, ext. 1806, cesar@eastwest.edu) about tuition and fee charges, Pell Grants, student loans and repayment requirements,

M. Wasi Khan, Chancellor, (312-939-0111, ext. 1804, chancellor@eastwest.edu) if you know of companies or individuals that might wish to support the University financially, programs or organizations with which the University should collaborate, ...

Madhu Jain, Provost, (312-939-0111, ext. 1803, madhu@eastwest.edu) for issues about faculty, about academic policies and requirements, about the University's Covid-19 response, ...

Michelle Kopteros, Librarian (312-939-0111, ext. 3503) or **Lawrence Huston, Librarian** (312-939-0111, ext. 3502) for information on library services or hours, for help in using the library catalog or databases electronically from remote locations, ...

Nadia Hallak, Director of Counseling and Student Affairs, (312-939-0111, ext. 2101, nadiah@eastwest.edu) if need to change a course, arrange for tutoring, find out about or suggest a student activity, form or join a club, ...

Raul Andrade, Director of Admissions, (312-939-0111, ext. 1834, raul@eastwest.edu) for information on your admission status, first-time registration, making sure East-West University has received all your records (particularly transcripts of courses you want to transfer),

Program Directors, for information about the degree programs and their requirements, any program course, program faculty, registering for future quarters, ...

Badrinath Mirmira, Director of the Electronics Engineering Program (312-939-0111, ext. 2301, mirmira@eastwest.edu)

Carl Cooper, Director of the Behavioral and Social Sciences Program (312-939-0111, ext. 2315, cooper@eastwest.edu)

Injoo Jeong Kim, Director of the Computer and Information Sciences Program (312-939-0111, ext. 2212, injoo@eastwest.edu)

Karishma Mukherji, Director of the Biological Sciences Program (312-939-0111, ext. 2407, karishma@eastwest.edu)

Ken Gaines, Director of the Business Administration Program (312-939-0111, ext. 1816, keng@eastwest.edu)

Maria Polski, Director of the English and Communications Program (312-939-0111, ext. 1406, mariap@eastwest.edu)

Robert Creel, Director of the Mathematics Program (312-939-0111, ext. 2202, robertc@eastwest.edu)

If an automated recording (rather than a live person) answers 312-939-0111, simply enter the four-digit extension number to get connected to whomever you're calling.