

**Gonzaga Law School**  
**COVID-19 Emergency Response**  
**Answers to Faculty/Staff/Student Questions**  
**First Edition**

**General Teaching Questions**

- How do we deal with attendance requirements?
  - Attendance can be taken using the specific technology being utilized. For example, students in synchronous courses could be required to sign in by sending you a message via the chat function. For asynchronous modules posted to Blackboard or TWEN, analytics are available to tell you who has watched the videos, and for how long.
- How are we to make up missed minutes from the cancellation of class this week, or are we not to worry about it?
  - For the week of missed class, please make up the lost time by adding synchronous and/or asynchronous components to your class to cover the material. The closing date of the semester remains the same (i.e., April 23), so please make up the time before then. We are not extending the semester.
- How do we give back midterms, etc.?
  - Feedback can be given individually via email. Alternatively, the Law School building is still open. Exams can be scanned and returned electronically.
- Are we required to go 100% asynchronous in all our online course delivery, or may we still choose synchronous course components, keeping in mind the access considerations you outlined for remote students?
  - No, you are not required to go 100% asynchronous in all your online course delivery. You may still choose synchronous course components, provided they are delivered during the same time/date window as regularly scheduled for the course.
- Will asynchronous classes work with ABA requirements? Can we offer synchronous with a recorded one that is asynchronous?
  - Asynchronous classes count for purposes of meeting ABA contact hours. So do things like watching course-appropriate movies, podcasts, and other forms of media. These, of course, are all in addition to the time required to read required course readings. Instructors can certainly offer a mixture of synchronous experiences and asynchronous materials, even for the same course meeting.
- Will the mandatory grade range be affected by the change to online teaching?
  - No. There are no plans to change the mandatory grade range for doctrinal and writing courses. Experiential learning courses will be addressed individually by the professors of those classes and Associate Dean Pearson.
- Is there a preference as to whether faculty use TWEN or Blackboard as the online course management system for their course?
  - No. Either is acceptable.

**Technology Questions**

- Are we permitted to take University tech from our office to use at home?

- Yes, and you are responsible for the use of such telecommuting equipment as specified in section C.b. of the Telecommute Policy found in the Policies & Procedures Manual.
- Will we have any problems with the limits of Zoom?
  - You should not. Zoom meetings can accommodate up to 300 attendees. If you encounter problems, please bring them to the attention of Associate Dean Kim Pearson and Dalean Neiner, or the ITS Department.
- Have students been given info on how to access zoom via Gonzaga's license
  - Yes. That information is available to them at <https://my.gonzaga.edu/campus-resources/information-technology-services/software-and-services/zoom>
- How do adjuncts access Gonzaga's zoom license?
  - Zoom can be accessed at <https://gonzaga.zoom.us/> using your login credentials. You may have to download the software to your computer or device. Additionally, there is a Zoom app for smartphones that can be downloaded and installed using your Gonzaga credentials.
- How do students get access to Zoom?
  - Same as above for adjuncts. Via <https://gonzaga.zoom.us/>.
- If I record a Zoom session to the cloud, how am I and the students to access the recording?
  - Choose to record the Zoom session before it begins. That will then cause it to be recorded to the cloud. After the meeting is over you will receive an email containing a link to the recording that you can then share with your students.

### **Experiential Learning Questions**

- What is the current thinking in regard to clinical programs? Can we continue to work with clients? Can small groups of students/clients meet as needed?
  - At this time, the co-directors of the clinic have communicated with clinic faculty members about online teaching. If students, staff, and faculty can work with clients remotely, that is the best option. If clients cannot work remotely with students and clinical faculty and staff, then other measures will be taken. Our priority is the health and safety of our students. Professor Mann has communicated alternative activities in case client needs cannot be met remotely.
- What is the direction from the University for clinic students?
  - Please do not put yourself or others at risk by acting counter to professional judgment and counsel from local leaders, the President of the University, and the Dean of the Law School.
- Experiential learning - is a possibility that students would be permitted to drop credits without penalty/reimbursement (ie a student has satisfied hours in the field to meet the 3 credit hours but not 4).
  - If there are circumstances that will not permit students in externship placements to continue working on site or remotely, the Dean and Associate Dean of Academic Affairs & Program Innovation will review and consult with the main University on a case-by-case basis about penalties and reimbursement options.
- Akin to labs - I have students in externships where they are not able to go into work at all - what if there really is no way to re-create the educational opportunities for students?

- Please take a look at Lextern, a website run by the AALS Section of Clinical Teaching. The site is packed with good learning resources and an active community of supportive faculty colleagues from around the country. Additional concerns can be directed to the Associate Dean of Academic Affairs & Program Innovation.
- Students in the clinic have to complete a specific number of hours? Will that be stringently applied as we try to figure out how remote client services will work?
  - Please work with your clinic supervisor; maintaining strong communication with your clinic supervisor will prevent unwelcome surprises and can help prevent larger issues with timekeeping. Should there be a persistent issue with an inability to work through remote access issues or clients who cannot work with students remotely, then the clinic supervisor will be aware of the issues and can consult with the Dean and Associate Dean of Academic Affairs & Program Innovation to discuss options.

### **Staff Questions**

- Will staff be allowed to work from home?
  - Staff may be allowed to work from home if they meet the requirements of the GU Telecommute Policy. Any such arrangements must be approved by your supervisor and the Dean.
- What is the direction from the University for federal work study student employees and institutional student employees?
  - Federal work study employees will continue to be paid even if they are not working.
  - At this time, institutional student employees may work. They will not get paid if they are not working. In some cases, remote work may be possible; student employees should check with their supervisors to see if this is a possibility.

### **Graduation Questions**

- Other schools are postponing/canceling graduation. Will we follow?
  - This is a decision that will be made by the University President. At present, the plan is to go forward with the Law School commencement on the same day/time as planned, in-person if at all possible. Any changes to this plan will be communicated to the student body as soon as the decision is made.

### **Library Questions**

- What are the Chastek Law Library's hours when online classes begin on March 23?
  - Barring any changes, the Chastek Law Library's posted hours beginning on Monday March 23 will be:

Monday thru Thursday	8:00 a.m. to 9:00 p.m.
Friday	8:00 a.m. to 6:00 p.m.
Saturday & Sunday	10:00 a.m. to 6:00 p.m.
- Will publishers allow e-book access?

- Several publishers are allowing access to online content for students who do not have access to their print casebooks and other materials. West Academic and Wolters-Kluwer (Aspen) have generously reached out to academic law libraries and law schools in the past few days. West Academic will be providing access to law students, faculty, and librarians to the West Academic Study Aids Digital Collection (it contains over 500 titles, including Short & Happy Guide Series, Acing Series, ExamPro Series, Black Letter Outlines Series, Gilbert Law Summaries Series, Nutshell Series, Hornbook Series, Concise Hornbook Series, etc.) and the Sum and Substance Audio lectures. The West Academic Study Aids Digital Collection and Sum and Substance Audio Lectures are up and running. Students and faculty will be sent instructions in a separate email about accessing the West Academic Study Aids Digital Collection and the Sum and Substance Audio lectures. Unfortunately, West Academic is not allowing students access to the West Academic Casebook Digital Collection. Wolters-Kluwers has asked us to give them a list of the casebooks we are using along with the ISBNs and they will arrange to give us access to those e-book casebook titles. We have not heard anything from Carolina Academic Press as of March 17<sup>th</sup>.

### **Other Questions**

- What do we do if our student(s) left their books in Spokane during spring break, but have returned home now--without the texts?
  - Please see above question and answer in the Library Questions section. Please contact Pat Charles for more information.
- How are finals going to look?
  - Finals constituting written examinations will be administered using ExamSoft. Individual instructors will work with the Registrar's Office and the Associate Dean of Academic Affairs & Program Innovation to finalize these details and provide information to students in the coming weeks.
- Are we allowed to let students come in to pick up materials? If students are not local, is there another way to get materials to them?
  - Students are permitted to travel as they are willing and able under current governmental guidelines. The Law Building is currently open to students during normal business hours. If you wish to leave materials for students to pick up, please contact Kim Sellars or Vicky Daniels to make arrangements.
- Will you suspend all nonessential committee work?
  - Law School committees should continue to function in the virtual environment unless instructed otherwise by the committee's chair after first obtaining the approval of the Dean. Given that committees exist to help the school function and flourish, it is contemplated that most committee work will need to continue (albeit online) through the remainder of the semester.
- Do we know if the COVID-19 situation is going to affect the administration of the July 2020 Washington state bar examination?
  - To our knowledge, the July examination will be administered as scheduled. 3Ls anticipating to take the bar in Washington state should certainly plan for that to be the case. Should we receive any information suggesting a deviation from that plan, we will share it promptly with 3Ls and all faculty and staff.