

Enclosure 2: AY24 Operational Guidance (23 June 2023)

1. **Purpose.** This document provides AY24 guidance for organizations within the Dean's directorate. Guidelines and policies described herein may be updated based on changing conditions or other factors impacting operations.

2. General Expectations.

- a. Classes are generally administered in-person in sections of 18 or fewer cadets.
- b. Any time when on duty representing the Dean's Directorate away from West Point (e.g. at an academic conference), cadets will be in either White over Gray or Dress Gray as dictated by USCC based on season. Staff and faculty may wear civilian clothes when appropriate but should wear AGSU-A or ASU-A when in uniform. Uniform guidelines for individual trip sections or AIADs take precedence over this policy.
- c. Canvas is USMA's official learning management system. All attendance and grades will be posted in Canvas; no graded events need to be entered into AMS. Course directors of any course not fully migrated to Canvas for AY24-1 must notify the Dean's IT cell via the Canvas Presence-only Notification tracker [here](#) NLT 1 July.
- d. All courses must be fully migrated to Canvas by AY24-2. Cadets should be able to access course materials, schedule, and links to applications and content via Canvas for every course. Questions should be sent to canvas@westpoint.edu.

3. Classroom Standards

- a. Food in the classroom: For standard class days, cadets cannot have food or gum in the classroom at any time.
- b. Drinks are generally authorized in the classroom. Departments may implement further restrictions on the type of drink and/or container allowed.
- c. Uniform for classes: Cadets will be in the duty uniform of the day. Faculty and/or section marchers should ask a cadet to clarify why he/she is not in the duty uniform. This serves as a mechanism to not only enforce standards but also to help us become aware of other things going on in a cadet's day.
- d. Uniform for AI: Cadets will be in the duty uniform of the day.
- e. Uniform for guest lectures: Cadets must be in a complete military uniform (e.g. As-for-class or ACU) for all lectures with an external guest speaker, whether the lecturer is in person or virtual. This rule still applies during occasions where a modified uniform, such as spirit wear, is allowed for class. The uniform for lectures during the Dean's evening

lecture period is White over Gray or Dress Gray as dictated by USCC based on season; the uniform for staff and faculty is AGSU-A or ASU-A.

f. Jackets, Sweaters, and Backpacks:

(1) Cadets will leave outer garments in the hallway. If environmental conditions dictate, instructors can allow reasonable outer garments to be worn in the classroom (black jackets, or ACU/OCP fleece). All cadets in the class will remain in the same uniform. It is unacceptable for any cadet to wear their jacket as a means to conceal that they do not have the proper uniform shirt on underneath.

(2) Cadets will leave backpacks and bags in the hallway. We have had isolated issues of theft in academic buildings in the past, so instructors can allow cadets to bring valuables into the classroom as long as they do not disrupt the class. If we encounter issues with theft in the future, we will re-address this issue.

g. Teaching Assignments. Mission requirements determine faculty assignments to courses, sections, and hours of instruction. Faculty members should be prepared to teach during any period of instruction including the first and last attendance periods.

i. Engagement Strategy. In accordance with one of the Dean's priorities ("leverage the Academy's intellectual capital for the benefit of the Army and Nation"), we will place increased emphasis on outreach and require Department commitment to assisting with this effort. Additionally, departments should adhere to the "doctrine of no surprises." Let the Dean and the Dean's staff know what your departments are doing. Over-reporting of activities is authorized and encouraged. For access or questions on the below reports, contact MAJ Renée Sanjuán at renee.sanjuan@westpoint.edu.

(1) SIGACTs Report- Departments will submit the Dean SIGACTs Report twice a month (1st and 3rd Friday of every month) through the SIGACTs Report Submission Form: <https://bit.ly/DeanSIGACTs>. The first report of the academic year will serve as the Dean's Summer Recap Report and is due NLT 9 August. The Summer Recap Report will have NO MORE than 3-4 events for the entire summer.

(2) Priority Events Report- Departments will submit the Dean Priority Events Report for the year NLT 9 August via the shared excel spreadsheet: <https://bit.ly/DeanPriorityEventsAY24>. Department interim updates are due NLT 7 December and 15 April. Reports should include all events the Department would like increased visibility on (to include request for higher-level social media, article, and engagement coverage). This is also an opportunity for departments to annotate events related to the intellectual theme. AY23's report can be viewed for reference at <https://bit.ly/DeanPriorityEvents>.

(3) Partnerships Report- Departments will update their Partnerships Report input NLT 9 August via the shared excel spreadsheet at <https://bit.ly/DeanPartnershipsAY24>.

Department interim updates are due NLT 7 December and 15 April. AY23's report can be viewed for reference at <https://bit.ly/DeanPartnerships>.

j. Print Requirements for Cadets. We encourage departments to not require material to be printed for in-class use, to include readings, worksheets, etc. If materials are required in hard copy, the instructor should provide them to cadets.