



**Texas Tech University**  
**Edward E. Whitacre Jr. College of Engineering**  
**Department of Computer Science**

CS Students (Faculty & Staff)  
Chair's Communication on COVID 19 & Preparation for Fall 2020  
Jul 21, 2020, 1:00-2:00 pm

### Agenda

- Move from Phase III (Restricted Operations) to Phase II (Limited Operations) **August 1**
- All rules/policies are evolving and subject to changes as COVID 19 does  
[https://www.youtube.com/watch?v=7PPr7m3SQ9A&list=PLrfu-WygEZznFsoBZo\\_AktLO211JBrC\\_&index=3](https://www.youtube.com/watch?v=7PPr7m3SQ9A&list=PLrfu-WygEZznFsoBZo_AktLO211JBrC_&index=3)
- **On Safety**
  - Take COVID-19 Awareness Training<sup>1</sup> and Test and Report Test result to Mary
  - Protocol: When you are tested positive (or think you are) for COVID-19 (Dean Sacco)
    - Isolate yourself and call your doctor
    - Notify [hr.talent.management@ttu.edu](mailto:hr.talent.management@ttu.edu) and Chair
    - Contact and inform others you were in contact with. They will need to self-isolate and be tested if 1) no mask, 2) no social distance, or 3) around more than 15 minutes
  - First day back to campus and in CS building
    - Rules: Mask on, social distance, wash hands, disinfect continuously (see attached 2 WCOE safety procedure)
    - Elevators are not for use - only for disables and heavy equipment
    - **Traffic flow** (see attached 3)
    - Department office access -- stack people for offices outside hall way - social distance
  - Locked rooms - Office 211, Pace Lab 203, Faculty break room 306
  - **Student Labs:** Uncover vents, practice safety procedure and disinfect regularly. Obtain sanitization materials from Mary. No access approval is required but submit stagger graduate students' schedules to Mary and Post in front of Lab by Aug 1.
- **On Enrollment**
  - Enroll by Aug 1
  - International students
    - Current (by DHS/ICE issued Jul 15)
      - In US: can do full load online as well as 6000, 8000 (full load: 9 for G, 12 for UG)
      - Outside US: Appears they must enroll for Fall in a full-time online course load while abroad. More to come.

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<sup>1</sup> <http://www.depts.ttu.edu/ehs/Training/covid19.php>

- Newly admitted who can't get visa to enter US
  - Arriving after Aug 10, email graduate.admissions.international@ttu.edu
  - All should enroll online courses in Fall in a **TPD section** (except those in Iran, Cuba, N. Korea, Syria and region of Crimea). Benefits:
    - Excellent education and superb values with remote advising & services
    - Fees comparable to resident rates
    - Save on living expenses in Fall and other fees (health insurance etc.)
  - If received graduate school support, must enroll in online courses in Fall to keep their future supports (Graduate school will post scholarship for enrollment)
    - 3 credits - 1k competitive scholarship
    - 6 credits - 4k recruitment fellowship
    - 9 credits - DGSA and other fellowships
  - If received TA, should enroll online (min 3 credits) (to secure future assistantships) Department will obtain scholarship to offset enrollment cost
  - If received RA, should enroll online (min 3 credits) to secure future assistantships. PI will provide scholarship to offset enrollment cost (talk to me and Mary)

## Phase II Limited Operations<sup>2</sup>

**Intent:** Continue university operations with modifications and prepare for Phase III.

**Personnel Status:** During normal operations, all team members are working at their normal work location. All faculty and staff are classified as "on duty."

- Move on-campus academic classes to online.
- Move employee in-person trainings to online.
- Approve emergency remote work agreements in accordance with Centers for Disease Control and Prevention (CDC) and state guidelines.
- Cancel all university-related non-essential travel and all international travel.
- Cancel or postpone all university-sponsored conferences and events.
- Use discretion to minimize all non-essential in-person meetings
- Continue university clinical operations unless otherwise directed by the respective Vice President or Dean.
- Adhere to ambulatory clinic policies; direction from health authorities and guidance from the CDC in addressing any COVID-19 related cases.
- Strongly discourage the presence of visitors (excluding patients) and volunteers on campus.
- Use discretion to minimize the presence of third-party vendors to only those essential to ongoing university operations.
- In coordination with Payroll and Tax Services, recommend all personnel to utilize direct deposit.
- Develop department/school/college succession plans to continue operations in the event an individual is unable to perform mission-essential positions.
- Develop emergency remote work agreement plans for Phase III operations
  - Vice Presidents and Deans will identify "essential core" functions\*for Phase III and Phase IV.
  - Identify team members whose work can be performed from a remote location, such as their home.
  - Identify team members who are considered "high risk" as provided by CDC guidelines.
  - Authorize emergency remote work agreements for team members who can complete assigned duties remotely.
  - Identify equipment, systems and documentation necessary to support telecommuting, which should include:
    - Emergency remote work agreement authorization form
    - Temporary use of property authorization form

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<sup>2</sup> [https://www.ttuhsc.edu/coronavirus/documents/20200316\\_TTUSMemorandum-Operational-Phases.pdf](https://www.ttuhsc.edu/coronavirus/documents/20200316_TTUSMemorandum-Operational-Phases.pdf)

## What to do when you are sick

**From:** Sacco-Jr, Al <[Al.Sacco-Jr@ttu.edu](mailto:Al.Sacco-Jr@ttu.edu)>

**Sent:** Friday, June 26, 2020 5:39 PM

**To:** COE All Faculty & Staff <[all.coe@ttu.edu](mailto:all.coe@ttu.edu)>

**Subject:** For faculty, staff or students found positive for COVID-19

Dear friends and colleagues,

In these strange times, with seemingly no answers and often confusing communications, I would like to give you some suggestions/college protocols on what steps to take if anyone in engineering (faculty, staff or student) test positive for COVID-19. If you are positive (or think you are), isolate yourself, call your doctor (if you have not done so already), let HR know at [hr.talent.management@ttu.edu](mailto:hr.talent.management@ttu.edu), notify your Chair and contact and inform any others you were in contact with. Any one that has been around that person (the person that tested positive) and has violated on of these three criterion needs to assume they maybe infected and need to self-isolate and be tested. If you have been around that person and either they/you did not have a mask on, they or you did not practice social distancing and they or you were around each other greater than 15mins you need to immediately self-isolate. Violating any of those 3 criterion (e.g., mask, distance, time) means you have a change of infection and you need to assume you were until you find out otherwise. These college protocols are based on the latest advice from medical professionals.

Please seriously keep them in mind. We are our neighbor's keeper.

Be safe and stay healthy, Al

## Hybrid 1) Traditional - examples

	F2F	Online
M	Lecture Topic1 (G1)	Assignments/activities of Topic1 (G2, G3)
W	Lecture Topic1 (G2)	Assignments/activities of Topic1 (G1, G3)
F	Lecture Topic1 (G3)	Assignments/activities of Topic1 (G1, G2)

	F2F	Online
T	Lecture Topic 1 (G1)	Activities of Topic1 (rest)
Before R	Catch up (G1 does activities while the rest view lecture of Topic 1)	
R	None	Lecture Topic 2 (All)
T	Lecture Topic 3 (G2)	Activities of Topic 3 (rest)
Before R	Catch up (G1 does activities while the rest view lecture of Topic 3)	
R	None	Lecture Topic 4 (All)
T	Lecture Topic 5 (G3)	Activities of Topic 5(rest)
Before R	Catch up (G1 does activities while the rest view lecture of Topic 5)	

## Hybrid 2) Flip class

Hybrid 3) Hyflex -- while F2F you also do synchronous online to the rest of class

## Fall 2020

Courses	#Secs	Course Name	Schedules/Room/Enrollment/IoR	Modality	No.
CS 1382	4	Discrete Comp Structure	TR/MEN 132/169/YZhuang	Online	1
CS 1412	2	Prog Principles II	MWF/IMSE 121/49/SM	Online	2
CS 2350	2	Comp Org/Assem Lang	MWF/ELECE 101/77/SL	Online	3
CS 2365	2	Obj-Orient Prog	MWF/AGRI 214/78/MP	Hybrid	4
CS 2413	2	Data Structures	MWF/TFPETR 110/44/SM	Online	5
CS 2413	2	Data Structures	MWF/LVRMRC 101/88/MP	Hybrid	
CS 3361	2	Concepts of Prog Lang	MWF/CMLL 105/98/ER	Hybrid	6
CS 3364	2	Design/Analysis of Alg.	TR/TFPETR 110/88/YZhang	Online	7
CS 3365	2	Softwr Engineering	MWF/TFPETR 110/84/MS	Online	8
CS 3375	2	Comp Architecture	TR/LVRMRC 101/81/YC	Hybrid	9
CS 3383	2	Theory of Automata	MWF/TFPETR 110/98/LC	Online	10
CS 4352	2	Operating Systems	TR/IMSE 121/85/ZZ	Online	11
CS 4354	2	Database Systems	TR/IMSE 121/98/VS	Online	12
CS 4366	2	Sr. Project Design	MWF/TFPETR 110/71/SL	Online	13
CS 4331	1	Spec Top: Embedded Sys	TR/NA/20/BM	Hybrid	14
CS 4331	1	Spec Top: Data Analysis R	MWF/MES 205/30/AS	Online	15
CS 4331	1	Spec Top: Virtual Reality	MWF/MCOM 281/30/TD	Hybrid	16
CS 4392	2	Comp Network	MWF/IMSE 121/98/SL	Online	17
CS 5120		Graduate Seminar	T/CIVILE/211/16/ZZhang	Online	18
CS 5311	x	Data Analysis with R	MWF/MES 205/27/AS	Online	
CS 5331	x	Embedded Systems	TR/NA/34/BM	Hybrid	
CS 5331	x	Virtual Reality	MWF/MCOM 281/20/ TD	Hybrid	
CS 5332		Pattern-Based Soft Dev.	MWF/MES 205/38/MS	Online	19
CS 5368		Intelligent Systems	TR/MCOM 57/36/RH	Online	20
CS 5374		Software Veri. & Valid.	TR/HUMSCI 216/15/AN	Online	21
CS 5383	x	Theory of Automata	MWF/TFPETR 110/26/LC	Online	
CS 5384		Logic for Comp. Sc.	MWF/ELECE 122/31/YZhang	Online	22

CS offers 8/22 ~ 36% Hybrid; Lab 100% online

Tommy Dang, Yong Chen, Bashir Morshed, Eric Rees and Mario Pitalua

Six legitimates to teach online by Dean's criteria - Remaining possibilities - 14-6 = 8