

From: [Sphinstructorswinter](#) on behalf of [Carey Farquhar](#)
To: sphinstructorswinter@uw.edu
Subject: [Sphinstructorswinter] IMPORTANT reminders and updates for winter quarter SPH instructors and TAs
Date: Wednesday, December 22, 2021 1:48:16 PM
Attachments: [image001.png](#)
[Portable Air Cleaner Placement and Operation Guide TRIO PLUS 08312021.pdf](#)
[ATT00001.txt](#)

Dear winter quarter instructors and TAs,

Happy holidays! I hope you have a relaxing and restorative break and look forward to working with you this coming quarter.

I wanted to make sure that all of you saw the [message yesterday from President Cauce and the Provost](#) stating that the first week of classes will be online. If you have any questions, feel free to reach out to me (but please keep in mind that I don't have a crystal ball).

I'm sharing the following with you in anticipation of resuming in person classes at some point winter quarter:

- My email from 11/24 about extra TA support, tech in the classroom, and resources for recording your lectures (**pasted below**).
- Links to the [instructor guidance](#) and [FAQs](#) that were revised and emailed to everyone last week.
- A request to **Save the Date** for two Zoom meetings we will have in January that will cater specifically to winter quarter instructors:
 - [January 12, 2022 at 3pm](#) **Check-in session for all SPH winter instructors and TAs** to share how teaching is going and address any questions. Meeting requests with Zoom details will be sent soon.
 - [January 20, 11:00am](#) **Jen Nguyen, the SPH Counseling Center Liaison**, will be presenting a one-hour workshop: **Helping Students Access Counseling and Mental Health Resources**. Look for registration information coming to your inbox soon.
- Guidance regarding **air purifiers in classrooms**. The attached document from EH&S provides general guidance about the proper placement of a portable air cleaner within a room and product-specific instructions for operation.

Please forward this email to your TAs and do not hesitate to contact me directly via email if you have questions or concerns.

I wish you a wonderful start to the New Year!

Best,
Carey

Carey Farquhar, MD, MPH
Vice Dean for Education, School of Public Health
Professor, Departments of Global Health and Epidemiology
Professor, Department of Medicine, Division of Allergy and Infectious Diseases
University of Washington
Pronouns: she/her

Address: Ninth and Jefferson Building, 13th floor, Seattle, WA 98104
Tel: 1-206-543-4278
Email: cfarg@uw.edu



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November 24, 2021 email to winter quarter instructors

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Subject: IMPORTANT technology updates and resources for winter quarter instructors and TAs

Dear winter quarter instructors and TAs,

It's exciting to be coming to the close of autumn quarter and I am sure all of you are thinking about your winter quarter classes!

As you prepare for winter quarter teaching, we wanted to provide you with information about the technology in your classroom and make sure you are aware of several available resources to support you – both now as you prepare and during winter quarter. This email provides the following information:

- **Learn more about the technology in your classroom**
- **Get support from SPH Instructional TAs* (they are available to support all instructors and TAs)**

**We recommend that you reach out ASAP to make an appointment with them (and include your TAs in this meeting) to visit your classroom before winter break, to review the room technology together and ensure you are comfortable using it before the first day of class. Read on for how to do this!*

- **Familiarize yourself with classroom COVID protocols**

To learn more about the technology in your classroom, please open the attached spreadsheet, look for your name, and review the information for each course you are teaching this quarter. Please note if you are co-teaching, the course may only list your name here. Communicate as needed with your co-instructors and TAs.

Guidance for Reviewing the Attached Spreadsheet

- This information is based on time schedule data as of November 8.
- The “courses” tab is currently sorted by the instructor column (P).
- Review your information and the technology provided in the room(s) in which you are teaching: columns H-M show the tech;
 - see the comments in the heading row added to understand the abbreviations.
- The “IT” tab shows the IT staff per course code: please reach out to these individuals for equipment needs. See below for “how-to’s” on recording.
- This spreadsheet only includes lectures and seminars; lab and quiz sections are not expected to be recorded but feel free to arrange if you wish to do so.

SPH Instructional TAs, Trainings, and Recording Class Sessions

- We have two fabulous teaching assistants: Meagan Bernatchez and Jeff Taylor-Kantz. Meagan and Jeff can be reached at: sphta@uw.edu. Email them to set up a 1:1 appointment.
- Meagan and Jeff also host weekly drop-in office hours:
 - Jeff:
 - Autumn: Thursdays, 12:00-3:00 pm
 - Winter: Tuesdays, 12:00-2:00 pm
 - Meagan
 - Autumn: Wednesdays, 3:00 pm- 5:00 pm
 - Winter: Mondays, 3:00-5:00 pm
- They are here to support your training and informational needs and will provide office hours in addition to training sessions on:
 - using equipment and software
 - optimizing Canvas pages
 - recording, storing, and sharing recordings of lectures
- Classroom Services can respond to **urgent requests** for troubleshooting and technological assistance:

- Main Campus 206-221-5000 (press 2)
 - Health Sciences 206-543-6729
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- You can also visit the [SPH canvas page](#) for teaching remotely and in person with recorded sessions.

To learn more about how to use the A/V equipment and instructional technology available to you in:

- Health Sciences classrooms, visit the [Classroom Services AV Learning Resources](#) page
- Main Campus classrooms, visit the [Classroom features web site](#)

UW-IT also provides the following resources:

- Panopto or Zoom: <https://itconnect.uw.edu/learn/tools/panopto/panopto-or-zoom/>
- Panopto Zoom integration: <https://itconnect.uw.edu/learn/tools/panopto/panopto-zoom-integration/>
- Set up your Panopto Zoom integration: <https://itconnect.uw.edu/learn/tools/panopto/panopto-zoom-integration/panopto-zoom-setup/>
- Classroom hardware video tutorials: <https://itconnect.uw.edu/learn/technology-training/equipment/>

COVID Protocols to Review

You may get messages from UW Environmental Health and Safety (EH&S) about any potential exposures in your classroom. The [Exposure Guidance Flowchart](#) will let you know what to expect and be knowledgeable about COVID protocols. More EH&S links are below:

- UW [EH&S web page](#), continually updated as things change
- [Eating and drinking in the classroom guidance](#)
- [EH&S information on how they are continually responding to positive COVID cases](#)

Please forward this to your TAs and do not hesitate to contact me directly if you have questions or concerns. Also, **SAVE THE DATE** for a check-in session for all SPH instructors and TAs to share how teaching is going and address any questions - currently planned for Wednesday, January 12, 2022 at 3pm.

Best wishes and Happy Thanksgiving!

Carey

Carey Farquhar, MD, MPH
Vice Dean for Education, School of Public Health
Professor, Departments of Global Health and Epidemiology
Professor, Department of Medicine, Division of Allergy and Infectious Diseases
University of Washington

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SCHOOL OF PUBLIC HEALTH
UNIVERSITY *of* WASHINGTON

