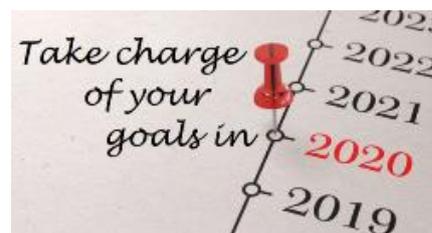


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From the Dean of Engineering and the Built Environment (FEBE)

Communique 2: FEBE update and status to staff: 18 - 22 May 2020

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Dear faculty staff

As with the previous communique of 11 May this one continues to align with the institutional updates, the institution's business continuity plan (BCP); the BCP for Teaching and Learning (T&L); the BCP for postgraduate (PG) studies; the revised academic year 2020 (AY2020) framework and the Carousel Delivery models framework that are all guided by the government regulations, the Minister of Higher Education, Science and Innovation's risk-adjusted strategy for the post-school education and training sector and the national Higher Education sectorial approaches.

As a faculty we need to prepare to deliver the curriculum in a multi-modal, flexible, remote teaching and learning environment. This communique is the weekly update on progress made and the way forward.

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## Revised AY2020

This week the faculty will finalise its planned dates that aligns with scenario 1 from 1 Jun – 24 Dec 2020 as well as scenario's 2 and 3 that extends into 2021 should the lockdown not allow for completion of the academic year in 2020. This will include revised assessments periods and dates. These dates will be communicated as soon as the revised institutional calendar has been approved by Senate.

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## Teaching and Learning

Academic staff must continue to prepare the curriculum and to support student learning suited to our context. This includes the preparation of physical print material to be delivered to students who do not have access to an appropriate device and internet until such time that contact teaching and learning is feasible and permitted under the lower risk levels.

The past two weeks from 1 – 15 was used to assess:

- the status and readiness of each department and programme.
- the portions of the curriculum that was delivered and completed prior to the lockdown.
- how the curriculum could be delivered in a multi-modal flexible remote learning environment.
- realigning teaching and learning with assessments in a remote flexible learning environment.
- staff to reconnect and engage with students and determine the most appropriate means of communication.
- Discuss the sharing of resources across the faculty.

The past week was used to finalise academic staff connectivity and all departments submitted their requests and any academic that still require access after this week should contact the HOD urgently. Unfortunately, due to limited stock hourly paid contracted staff was not included in this round. We are working hard on resolving the access to an appropriate device where this is still required through reallocation of 2020 budget line items.

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### **This week 18 - 22 May departments and faculty staff must:**

- Continue curriculum planning and implementation: Material development for delivery of multi-modal remote learning; and realignment of teaching, learning and assessment strategies.
- Develop learning materials and formative assessments for each unit of learning.
- Prepare and finalise folders for printing of physical material (more information on the logistics for this process will follow).
- Upload material on Blackboard for the online learning part of the subject.
- Revise and remodel laboratory based practicals for digital/online/simulated experiences where appropriate.
- Plan student support for remote learning (TAs; ROs; tutors; mentors in conjunction with Fundani).
- Plan student support for differently-abled students (this is in conjunction with student affairs)
- Finalise revised learner guides with revised assessments and dates.
- Plan revised timetables for term 2.
- Departments must submit assessment changes where required for approval and quality assurance.
- Departments must submit their requests for all staff that require a once off permit to collect teaching and learning material from campus. Please engage your HOD should you need access for this purpose.



### **Workplace-based learning**

In the past two weeks departments also needed to work on alternative projects for work-integrated learning. A meeting was held last week with all departmental work-integrated learning (WIL) coordinators to discuss, evaluate and assess, in conjunction with their HODs, the options to reposition or remodel the workplace-based learning (WPbL) with other forms of work-integrated industry-based and project-based learning where applicable and appropriate. This week must be used to prepare for the delivery of multi-modal alternatives considering Professional body requirements. A follow up meeting will continue this week.

### **Contacts**

- Centre for Innovative Educational Technology (CIET): Dr Faiq Waghid ([WaghidF@cput.ac.za](mailto:WaghidF@cput.ac.za)) for blackboard training
- Learning Development Unit for staff development and training on Microsoft office applications ([HendricksS@cput.ac.za](mailto:HendricksS@cput.ac.za))
- CTS support desk for technical support with digital platforms such as Ms Teams and Zoom
- Student affairs: Dr. Amanda Ismail; HOD: CPUT Disability Unit; All campuses ([IsmailAM@cput.ac.za](mailto:IsmailAM@cput.ac.za))

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### **Research and Postgraduate studies**

The faculty's Covid-19 pandemic response projects continue with the aim of making a difference. All campus-based research activities continue to be on hold until the facilities has complied with government regulations and the institution has been granted permission for staff and students to return. In the meantime, all supervisors and postgraduate students must continue to engage.

The past week was used to:

- Finalise the postdoctoral fellow 2019 renewals and 2020 new applications.

### **This week 18 – 22 May should be used to:**

- Assess the status of PG student HDC digital registration and presence.
- HODs must continue to link all registered PG students to supervisors and co-supervisors on the HDC digital system with immediate effect.

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- All supervisors in conjunction with their PG students must make an assessment and evaluate the current state of the research, revise research objectives if required and align and revise experimental plans and research methodologies (this might also require changes to existing signed supervisor and student agreements).
  - Continue to focus on desktop related activities as far as is possible; i.e. writing of proposals, articles, theses/dissertations and other related activities.

The faculty's research coordinator is finalising the plans for online proposal, article, theses/dissertation writing support and more detail will follow on this in next week's communicate.



#### **Contacts**

- Faculty Research Coordinator: Prof Tunde Ojumu ([OjumuT@cput.ac.za](mailto:OjumuT@cput.ac.za))
- Postgraduate studies: Ms Taylia Green ([GreenT@cput.ac.za](mailto:GreenT@cput.ac.za))
- Research and Innovation: Nonyaniso Didiza ([DidizaN@cput.ac.za](mailto:DidizaN@cput.ac.za))

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### **Staff readiness: Access; training and development**

Staff development and training continue to be one of the most important aspects for the curriculum to be delivered in a multi-modal flexible remote environment. Staff are encouraged to continue to engage CIET (Prof Ivala and Dr Waghid) and the learning development unit (Ms Shahieda Hendricks and her team) who are ready to support staff with training and development on the use of available and CPUT supported digital platforms such as Blackboard, Blackboard collaborate, Respondus, Microsoft Teams, Zoom, Office 365 applications and other online learning and assessment related modules. Please make use of every opportunity for training and development on your specific needs.

I want to also use this opportunity to thank and acknowledge those staff members that have completed the training under very difficult circumstances and have stayed connected and engaged their students.

#### **Contacts**

- Centre for Innovative Educational Technology (CIET), Prof Eunice Ivala ([IvalaE@cput.ac.za](mailto:IvalaE@cput.ac.za)); Dr Waghid ([WaghidF@cput.ac.za](mailto:WaghidF@cput.ac.za))
- Learning Development Unit: Shahieda Hendricks ([HendricksSh@cput.ac.za](mailto:HendricksSh@cput.ac.za))

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### **Student queries and communication**

All staff should by now have engaged and connected with their students to determine the most appropriate means of communication which could be different for different students. Please respond to student queries timeously with care, understanding and flexibility. Communicate clear expectations; how learning material will be made available; any changes to the planned modules from what was originally set out in the learner guide; and changes to planned assessments timeously.

Hopefully this week we will also get feedback from DHET related to funding for student access to devices and connectivity.

Consideration is currently underway for revised plans related to the 2021 applications and admissions processes for the different scenario's taking into consideration the revised school calendar and when the grade 12 results will be available. More detail will follow as this unfolds.

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Finally, I acknowledge that this is a very challenging time for everyone and the well-being of all our staff and students is of utmost importance. To this end there is an **institutional wellness unit to support staff** during this period. Please do not hesitate to contact them should you require personal support. Thank you to all our amazing staff that are working so hard, persevering under very difficult circumstances and doing everything they can to assist our students. You are all doing a great job.



I urge all staff and students as far as is possible to safeguard themselves from the spread of the Covid-19 virus by exercising physical and social distancing; and self-isolation as required, and adhere to all the COVID-19 and government lockdown regulations, guidelines and requirements.

### **In conclusion**

While we all work our way through this uncertain and unfamiliar period, please remember that you are not alone. Your wellbeing is important to us. Please stay safe and we will get through this together.

**Covid-19 Emergency Hotline: 0800 029 999 | WhatsApp Support Line: 0600-123456**

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Prof Marshall Sheldon

Dean of Engineering and the Built Environment

18 May 2020