



TEXAS TECH UNIVERSITY  
Office of the Provost

**MEMORANDUM**

DATE: August 31, 2021  
TO: Faculty and Staff  
FROM: Ronald Hendrick, Provost  
RE: Revised Faculty and Staff Guidance

We appreciate all of your thoughtful feedback and suggestions on classroom management following the first week of in-person classes. With this in mind, we are providing revised classroom management guidance, including attendance and flexible instruction. We want to acknowledge faculty in the College of Arts and Sciences who suggested this approach to flexible instruction.

Due to current COVID conditions, instructors of record are encouraged to be flexible to accommodate the effect of public health protocols on student attendance. Instructors choosing to implement a flexible classroom attendance policy should continue to hold face-to-face classes for those students who wish to attend. Implementing a record of seating location and attendance is now strongly advised. However, recorded lectures and other courses materials may be provided online through Blackboard, Mediasite, Zoom, or MS Teams to allow for students not in attendance to participate fully in-class activities. The online activities must include student-to-student interaction and instructor-to-student interaction beyond providing feedback.

This instructional option is intended to be temporary. During this current period when there is an increase of COVID cases, including among students in our classes, providing an alternative means for students to participate without requiring in-person attendance will enable them to continue their learning and serve to mitigate classroom-associated COVID risks. The Provost may revise this guidance based on changing conditions.

TTU's [eLearning](#), the TLPDC and the IT Division are ready to offer resources for instructors, including assistance in recording lectures, captioning, and posting videos and other teaching materials to Blackboard.



**FROM HERE, IT'S POSSIBLE**