

Subject: Course Planning for FA21 – Steps and Guidelines

Dear Deans,

We are entering a crucial phase for Fall 2021 planning involving the final revisions of the course schedule. This final phase allows us the opportunity to set in place a compelling academic program designed to attract new and retain returning students.

Deans, Department Chairs, and Schedulers:

Before offering a process guideline, we have important information from the RO Room Scheduling team:

- **There are no classrooms with caps larger than 25 available from 9:00am—2:00pm, so we need to identify instructors who can teach in the morning, late afternoon or evening.**
- **We are looking for a section to put into Johnson Hall in the 7:00pm MW slot (holds 118).**
- **It is very important that your schedulers understand that requests SHOULD NOT be submitted by email. Instead, schedulers should use the regular course planning software (CPI).**

*The RO team cannot guarantee changes submitted via email after the CPI closes or that such requests will be processed prior to registration opening.

Specific Goals for In-Person Instruction in Fall 2021

1. Increase number of in-person sections to provide strong likelihood that every student who wants in person learning has ample opportunity for such;
2. Ensure that the majority of seats and headcount in Fall 2021 is through in-person sections;
3. Increase opportunities for 1st year students to register for 3 (or 4) or more classes that are hybrid/F2F.

One strategy is to ask each department to identify online seats to bring back to campus using available classrooms. These in-person opportunities can be either hybrid or F2F, though we note that hybrid courses will have impact on a larger number of students. There are at least two approaches to consider:

1. Identify small, medium online sections to move back.
2. Split large online sections, bringing a portion of the seats back to campus to fit size of available rooms and times. (We understand that this will require additional funding as it did in Fall 2020).

Instructions to Departments:

Using the CPI (open 2/26—3/3), departments should submit requests for changes to the Fall 2021 schedule to increase the number F2F or hybrid sections and seats available. Departments are encouraged to consider moving small to medium sections currently scheduled online to F2F/hybrid.

- **Available classrooms between 9:00am—2:00pm have caps of 25 so identify instructors who can teach in the morning, late afternoon or evening.**
- **Departments should add synchronous times to the online meeting portion of hybrid sections so they can more easily return to campus if conditions allow.**

Departments should request changes according to General Assignment (GA) classroom availability:

- Most classrooms available between 9:00am—2:00pm seat only 11-15 students.

- Please do not submit requests for sections >20 students between 9:00am—2:00pm, as there are unlikely GA classrooms available.
- Many GA classrooms (ranging in capacity up to 60) are available at 8:00am.
- A substantial number of GA classrooms (ranging in capacity up to 64) are available in the evening hours.
- Departments can offer 75-minute sections on MW during the following time blocks: 3:30—4:45pm, 5:00—6:15pm, 6:30—7:45pm, 8:00—9:15pm.

Thank you for your prompt effort and of course, thank you for all you have already done to sustain our academic mission.

Sincerely,

Kelly Long, Vice Provost for Undergraduate Affairs
and the Teaching Continuity and Recovery Team