

Subject: Important Information about Fall 2021 Budget Request Repurposing

Dear Colleagues:

We are writing today regarding the original Fall 2021 budget requests and ask you to *repurpose* them to meet the new requirements to bring the majority of our classes back to campus and up to full capacity. We recognize that this repurposing will take shape differently across different units. Please work with your teams to develop the new proposals and return these budget forms to us **by Wednesday, May 19th**.

As we strive to create on campus course learning at scale, our goal is to move as many of the synchronous course back to face-to-face. Asynchronous courses will remain online. As we move most synchronous courses from online to face-to-face, we are aware that some students who are eligible through Student Disability Center or other reasons (e.g., international students) may still need an online version. This may require the development of asynchronous or synchronous online version. Please note that asynchronous versions of online course may help to accommodate more students' schedules. We will need to repurpose some of those COVID-19 course capacity funds to support the new **online** courses.

We are aware that some of you have already made offers to faculty to teach added sections. Please work closely with them to align their workload with our revised teaching needs. That means some sections may need to shift to a different time or the faculty may need to teach different courses.

Please reach out to me (Kelly.Long@colostate.edu) if you have questions about possible approaches to this repurposing activity. Attached is the spreadsheet already submitted for the Fall 2021. We are requesting updates be made and then returned back to Cheyenne.hall@colostate.edu and Kristin.mravinec@colostate.edu by **Wednesday, May 19th**.

Thank you as ever for all you do.

Please let me know if you have any questions.

Thank you,

Kelly Long and
the Teaching Continuity and Recovery Team