

Subject: **URGENT** – New Scheduling Opportunity for Fall 2021

Information requested by **Friday, April 23, 5 p.m.**

*Please share this request with your department heads and chairs immediately, as we are requesting department schedulers provide preferences regarding course in-person capacity shifts for the attached list of 100-level courses to the Office of the Registrar by **end-of-day on Friday, April 23.***

Dear Deans and Associate Deans:

We have exciting information to share with you regarding the fall semester and the ability to provide more in-person learning experiences for students. We need your help to make this happen NOW as the deadline is tight.

The Pandemic Preparedness Team (PPT) has informed the Provost's Office that they have approved modified physical distancing requirements in the fall based on changes in Larimer Public Health guidelines, as follows:

- Three-foot distancing in classrooms while still requiring masks be worn at all times.
- No distancing restrictions in labs, but students and faculty must wear masks with additional face shields or goggles at all times.

A shift in physical distancing in the fall opens up new and exciting opportunities for departments to move online classes back to campus and increase capacities for more in-person instruction, especially for our first-year students and other high-priority courses for our graduating seniors. Our goal is to look at our existing schedule and modify it to get as many in-person classes back as possible, without placing undue burdens on faculty.

This news follows a growing consensus among health experts that the risk of COVID-19 infection or serious illness/hospitalization will lessen as vaccination rates climb over the summer. As we have done these past 13 months, CSU will prioritize our community's health and well-being and be prepared to respond to any turn of events. All current health protocols (including six-foot physical distancing) remain in effect on CSU campuses for the remainder of the spring semester.

What the RO Needs from Departments by Friday, April 23, 5 p.m.

The Office of the Registrar (RO) has identified 57 large, 100-level synchronous course sections that currently are designated fully online, but have no students registered yet (see attached spreadsheet labeled "FA21 100 Level Distance Sections"). RO has found classrooms for most of the 57 sections in the same time period that would allow us to move them to in-person instruction with three-foot distancing (and masks), increasing our on-campus seat total by 2700.

We need a fast response so sections can be reopened for registration. We anticipate that this move to campus will be acceptable in most instances, but we need your review and approval. Please look at the list and email roomscheduling@colostate.edu to request to move your courses in-person.

Unfortunately, RO cannot accept requests for specific rooms or provide lists of available rooms given the volume of sections they must manage. Please let RO know which sections you would like to move back and they will assign classrooms when available.

We are asking you to immediately assess:

- What select 100-level courses can be moved from fully remote to fully in-person? (Again, see attached spreadsheet labeled “FA21 100 Level Distance Sections”.) ***Please have schedulers submit your preferences to RO by end-of-day on Friday, April 23.***

We are also asking you to start thinking about the following and will solicit responses via another email in a few days:

- Where do you want to increase your caps for existing 100-200-300-400-level face-to-face or hybrid sections, as a result of our increased seating capacity? (See attached spreadsheet labeled “GA Rooms + 3FT Cap.”)
- What labs do you want to increase to full capacity for in-person instruction?

RO is working on identifying 200, 300 & 400-level distance courses with no enrollment. “Stop Enrollments” will be placed on those sections and RO will follow up with departments to determine which sections may be able to return to campus. RO will also follow up with options for hybrid sections.

If you know of any synchronous or asynchronous online courses in your department that currently have no or very low enrollment, please have your schedulers inform RO and we will try to locate space for the sections.

Planning for modified physical distancing for the fall brings us one step closer to a return to a more familiar academic and university life for our students and faculty. It’s exciting but we also know it is a heavy lift amid a challenging stretch. Thank you for your support as we try to do all we can to navigate the pandemic and ensure the best academic opportunities and robust student life possible for our students.

Sincerely,

Kelly Long
Vice Provost for Undergraduate Affairs

D. Tobiassen Baitinger
Director, Office of the Registrar

Julia Murphy
Associate Registrar, Curriculum, Catalog & Scheduling