Fall 2021 Scheduling Process

A MARCH OF LAMBS AND LIONS (MORE LAMBS WE HOPE)
Summary Of Key Points

GOAL—Increase in-person learning experiences
Higher Priority for in-person: hands-on component, graduation requirements, material not well suited to online format, and/or first and second year courses

- Important Mondays:
  - 3/29 at 5pm: GA Room Request Spreadsheets Due
  - 4/5: Course Explorer Live; reports shared with Provost office
  - 4/19: Priority Registration Begins (Summer & Fall)

- Classrooms
  - 50% capacity model, room assessment revisions not yet known
  - Maximum in-person attendance approx. 200 (extremely limited space for sections 150+)
  - No GA allocations to departments
  - All previous GA room assignments dropped
  - Standard teaching times still prioritized
  - Use previously assessed department rooms first
FMS sends spreadsheet showing what rolled from Fall 20 to Fall 21 before the “Fall 20 Redo” (after July 9, 2020 when sections starting changing to hybrid or fully online delivery)

Departments return spreadsheet with only lines for sections needing GA classroom space:
- If using department space: enter directly into Banner and remove rows from spreadsheet
- Distance cap is required for all room requests
  - For distributed attendance, indicate number of students desired per class meeting
- Utilize the notes column for any additional information
- Do not hide rows/columns or rearrange column order when submitting

All GA space is requested via spreadsheet (including CIF and I-Flex); no additional forms needed

We will use as much space as requests require but will consolidate if demand warrants.

After 3/29: all room requests (including using department space) need to be emailed to FMS
Processes and policies for online and hybrid delivery remain the same as Spring 2021:

- For instructions on changing the schedule type to a fully online section (or any schedule type change), look here
- For guidance on sections with partial remote attendance (where some students always attend in person and others always remote), look here
- For sections with distributed attendance (students attend in person on a rotation and participate remotely otherwise), put the following in SSATEXT:

  “This section will have distributed classroom attendance with supplemental instruction. You will receive an email from our department with specific attendance directives.”
We know four weeks is a quick turnaround. If your other 63,845 duties are pulling your focus, we suggest this priority workflow:

- First, work on sections requesting GA classroom space from FMS (since those are due first)
- Second, work on sections requesting space outside your department that FMS doesn’t manage (computer labs, spaces shared with other departments, etc.)
- Third, work on sections using your own department space
- Fourth, work on online sections geared towards returning students (typically non-freshmen)
- Last, work on online sections geared towards new students (primarily freshmen) since freshman registration doesn’t begin until May
Quick Q & A

- Do I return the room request spreadsheet?
  - Only if you need GA rooms and return the sheet with only those lines

- What do I put for distance cap needed if the section is distributed attendance?
  - Indicate the number of students per meeting (1/2 the max if students attend every other meeting, 1/3 the max if students attend every three meetings, etc.)

- What if all my sections are in department space or online?
  - Enter all dept. space in Banner by 3/29. No spreadsheet needs to be returned.

- What if I need sections to be cross-listed?
  - Email FMS with the CRNs, term, and cross-list max enrollment. Online and in-person sections cannot be cross-listed with each other.

- Where can I find capacities for GA classrooms?
  - Planning capacities and room seating types are listed on our website

- Do you have training documentation online?
  - We have re-formatted our training website: Check it out!
Classroom Additions/Changes

- **Upgrades**
  - Webcams added to all GA classrooms used in Spring; more possible
  - Audio bridges added in several rooms to allow for dual in-person/Zoom mic capability (through the in-room PCs)
  - External lecture capture boxes added in mid-size lecture spaces

- **Fall 21 Additional Space** *(info on specific tech and seating TBA)*
  - 11 remodeled rooms in Davenport Hall with updated technology
  - New option: Choosy instructors can choose CIF! [Take a peek.](#)