

Curricular Rep Event 1/29/2021

Updates on Summer and Fall 2021 Curricular Builds

Last updated 2/1/2021

Webex recording

To view the recording of the Webex meeting with curricular reps on January 29, please use [this link](#) with the following password: 78JhjbKJ

Questions & answers

The questions and answers from the event have been grouped and summarized below. Additional information and details are available in the Webex recording and the slides.

Summer 2021 Curricular Build Timeline & Guidance

- Can you help me explain to my departmental leadership and colleagues why it is problematic to build classes after the Schedule of Classes is published?
 - Students start thinking about the summer term quite early, and they make decisions for summer alongside their plans for fall enrollment. There will also be a quick turn around between when the schedule is published and when students start enrolling. If class sections are added post-publish, students may miss them and enrollment may be minimal.

Fall 2021 Build & Guidance

- Should we complete special facility requests as we normally would? (i.e., during the build process)
 - Yes, if they are legitimate instructional needs and not simply preferences, you can fill out a [special facility request](#) on the [RO's website](#) as normal.
- Are we to use pre-pandemic room usage in our initial entries?
 - Yes, plan for “normal” room capacities at this time.
- In the script the Registrar’s Office ran that changed 'R' to 'P' for classes that rolled from 1212 to 1222, did the 'ONLINE' facility change to '0000 GA RM' or will we need to do that manually?
 - The script nulled/blanked out the ONLINE facility ID. It did NOT replace it with 0000 GA RM, so you will need to add that manually if needed.
- If we have departmentally controlled rooms, we CAN assign them? But not rooms that are considered GA rooms?
 - Yes, you can assign departmental-controlled spaces during initial and/or final call. However, we are not permitting pre-assigns into GA classrooms during the build process. Please enter 0000 GA RM on all class sections that will need a GA classroom assignment. If your department typically assigns a GA room for their classes and it fits the criteria for a special facility request, you do so via the [form](#) on the RO website.

- What should we do with classroom assignments that term-rolled from 1212 in non-GA/non-instructional spaces that were borrowed specifically for Fall 2020 (e.g., Varsity Hall in Union South, the Pyle Center, the Discovery Forum, etc.)?
 - We do not expect that we will need to use these spaces again in Fall 2021, so please either reassign these class sections to departmental-controlled spaces or enter 0000 GA RM to request a GA classroom assignment.
- How should we handle classes that are usually in person, but instructors decide they want to do a hybrid for fall? Is the expectation that anything that would normally be fully in-person should stay that way?
 - You will need college-level approval to change the format of a class
 - As noted by Associate Dean Shirin Malekpour, L&S departments should consult the [L&S Policy on Offering Undergraduate Class Sections with Online or Hybrid Modality](#).
 - As noted by Associate Dean Karen Wassarman, CALS is expecting that classes will return to how they were offered pre-COVID but is willing to discuss individual circumstances.
- If there ends up being a big problem with our room assignments (e.g., you cannot provide us a classroom for a large lecture class for our specified days/times due to lack of availability), what will happen? Normally we would discover the problem after initial call and have all of final call to fix it, so I'm a little worried.
 - We will be looking at room capacities and requests in SIS. If it becomes necessary, we may look (as we did for Fall 2020) at whether there are some campus spaces that are not typically GA classrooms that can be used for instruction, possibly non-instructional spaces as well as traditionally departmentally controlled spaces.
 - As we have been throughout the pandemic, we will likely be working with Instructional Continuity Deans to make sure they are aware and can offer their input and suggestions.
 - Large classes may be difficult to reschedule if public-health guidelines instruct us to limit capacity, so campus may need to consider how many and which offerings can be in person.
 - As you build your schedule, remember to spread classes across times of day, with an eye toward spreading sections of all sizes, rather than concentrating large classes at peak times.
- Are these timelines published somewhere online?
 - Yes, the Fall 2021 timeline and a January-August 2021 planning schedule are published on the [Schedules and Calendars](#) page of the RO website.
- Should we restrict enrollment numbers in case physical distancing occurs again?
 - This is tricky -- it may be advantageous to be mindful of course capacities in case we need to restrict numbers of students, but we do not want to create barriers to students getting access to the courses they need.

Instruction Mode and Synchronicity:

- How should classes that give students the option to attend either virtually or in-person be set up in SIS?
 - “HyFlex” (hybrid/flexible) or “student choice” is not one of the University Curriculum Committee (UCC) endorsed instruction modes for Summer 2021 and beyond. Thus, these would need to be two separate class sections; one would need to be P and the other would need to be either R/WO or WC.
- For Hybrid (WC) sections, does the online portion have to be synchronous?
 - The online portion does NOT need to be synchronous. If it is intended to be synchronous, please include the meeting pattern and facility ID of ONLINE
 - Please use Class Notes as appropriate
- Is there any special way to list a class that would be two forms of online? Options and/or hybrid between sync and async?
 - Should have required day/time meeting pattern and facility ID listed in SIS
 - Please use Class Notes as appropriate to indicate additional work that will be required asynchronously
 - Please remind instructors to clearly list expectations in their syllabus

Other Questions

- When will info about SOAR be available?
 - It was reported that it will be coming soon; stay tuned!
- This isn't an RO issue, but many GA rooms have been locked this week even though classes are assigned to them.
 - You can report these issues to building managers. The RO will also follow up with FP&M again to ensure that they have an accurate list of classrooms with active class sections.