



Updates on the Summer 2021 & Fall 2021 Curricular Builds

Office of the Registrar
Friday, January 29



Agenda

- Welcome, Introductions, and Thank you!
- Summer 2021 Curricular Build Timeline & Guidance
- Fall 2021 Curricular Build Timeline & Guidance
- Summer 2021 and Fall 2021 Enrollment Preview



Housekeeping

- This session is being recorded. Info on how to access the recording will be sent to curricular reps after this event. (WebEx processing usually takes 1-2 days.)
- We plan to talk Summer 2021 curricular build, followed by Fall 2021 curricular build, followed by enrollment. As possible, please ask your questions/provide your feedback during the appropriate term. Type your questions in the “Chat Window.”
- We’re fortunate to have various guests joining today (Academic Affairs Continuity team, various Vice Provosts, members of the RO team, representation from Summer Term). As we’re answering questions, they might be able to provide more information.



Summer 2021 Campus Guidance

On December 9th, Vice Provosts Cramer and Russell [wrote the campus community](#) sharing direction for the **Summer 2021 Schedule of Classes**.

- Instruction-mode decisions made at the department level, with consultation of school/college leadership
- Blend of modalities (4 [instruction modes](#) still in-play)
- In-person instruction will be similar to Spring 2021 offerings:
 - Physical distancing in all spaces
 - All in-person classes will have enrollments under 50, unless approved by school/college and campus leadership



Summer 2021: Instructional Modes

Remote (R) or Online Only (WO)

No in-person activities; the class section can be fully completed while not in Madison.

May be synchronous or asynchronous.

No in-person exams.

Remote class sections would have been in-person if not for the response to COVID-19.

Online-Some Classroom “Hybrid” (WC)

Intentionally designed as hybrid. 25%-75% of the class meetings will be in-person; the rest will be online.

Will be synchronous class sections. Needs day/time and facility information entered in SIS.

May have in-person exams; in-person content is more inclusive than simply exams.

Include a class note to convey hybrid expectations.

In-Person (P)

At least 75% of the class section meetings will be in-person.

Will be synchronous. Needs a day/time meeting pattern and facility information entered in SIS.

Class sections must have (combined) enrollment caps under 50 students.



Summer 2021: Online Only v. Remote

Reminder on the definitions:

- **Online Only (WO):** “Course sections that were specifically designed and predetermined to be offered online on an ongoing basis.”
- **Remote (R):** “Course section that under normal conditions would be in-person is offered totally remote in response to COVID19.”

SIS online-only (WO) and remote (R) sections will all appear as “online only” in Course Search & Enroll for public consumption.

Summer Terms have a history of online-only offerings. As such, we suspect many of you will schedule a larger proportion of WO class sections compared to the Fall 2020 and Spring 2021 terms.



Summer 2021 Curricular Build Timeline

December 12	Depts gained access in SIS
February 5 at 4:00pm	End of “COVID call” for departments; locked out of SIS
February 6-19	RO auditing and room assignments
February 22	Schedule of Classes released in Course Search & Enroll; SIS full access resumes***

*** As we did with Spring 2021, if we can give departments full update access in SIS prior to the publication in CS&E, we will.



Summer 2021: Rooms

- Physical distancing will still be enforced for Summer 2021. We will assign GA rooms using current “COVID capacities.”
- Departments should continue using current guidance in determining a “COVID capacity” in department-controlled spaces (e.g., labs, studios).
- Like in Spring 2021, for Summer we will schedule into only a subset of GA rooms to assist with various campus priorities.
- GA-classroom lists can be found [on the RO website](#); a list for term 1216 will be forthcoming.
- Do not place specific GA classrooms in the Facility ID field unless you have been approved to do so by the Registrar’s Office.



Rooms for Summer 2021: GA

- As part of COVID call period, departments may not pre-assign class sections to any GA room.
 - Departments needing a GA classroom should enter “0000 GA RM” in SIS
 - We continue to recommend that you not request specific seating attributes (e.g., moveable chairs, tables)
- For rooms traditionally department-controlled but continuing to be part of the GA classroom pool, the local department should consult their school/college Instructional Continuity Associate Dean for guidance.
- All other department-controlled spaces should be assigned by departments in SIS.



Term Update Switch General Reminders

- When Term Update Switch is “off,” you CANNOT
 - Schedule new courses or sections
 - Update day/time meeting patterns
 - Update facilities (i.e., classrooms)
 - Update requested room capacities
 - Update class notes
- But you still CAN
 - Assign instructors via Schedule Class Meetings
 - Update textbook information
 - Update instructor provided content
 - Adjust enrollment capacities via Update Sections of a Class
 - Update section-level requisites
 - Update global notes



Questions about Summer 2021?



Fall 2021 Campus Guidance

On January 7, Chancellor Blank and Provost Scholz [wrote the campus community](#) sharing their vision for Fall 2021:

“With a couple of vaccines now in use and others on the near horizon, we are planning for a resumption of primarily in-person classes for fall semester 2021... Moreover, while any changes to course modality are clearly disruptive, it is easier to pivot from in-person to remote than it is from remote to in-person.

Consequently, in planning for fall, ***remote instruction – in person classes delivered remotely — will not be offered as a modality option for course scheduling as we seek to re-establish in-person instruction across campus.*** We will of course adapt, as we have done in the past, if things do not go as planned.”



Fall 2021: A Return to More Normalcy

- A return to three [instruction modes](#):
 - In-Person (P)
 - Online/Some Classroom (Hybrid) (WC)
 - Online Only (WO)
- Bringing back initial and final call for curricular-build process
- As part of the RO's term roll, we updated any class section that rolled with an instruction mode of Remote (R) to In-Person (P), and we removed the facility ID of ONLINE for these sections.



Fall 2021 Curricular Build Timeline

January 22	Depts gained access in SIS; initial call begins
March 3 at 4:00pm	End of initial call in SIS
March 3-17	RO auditing and modeling of GA room demand
March 18-24 at 4:00pm	Depts regain full update access in SIS for final call
March 25 and 26	RO auditing
March 29	Schedule of Classes is released; departments regain access in SIS



Fall 2021: Delaying GA Room Assigns

Given uncertainties in physical distancing/room capacities, the RO will **not** be assigning General Assignment classrooms ahead of the Schedule of Classes publication for term 1222.

It is essential that departments that think they will need a GA room request it in SIS as part of initial call (and final call).

Do not place specific GA classrooms in the Facility ID field unless you have been approved to do so by the Registrar's Office. This will be policy until the RO completes the GA room assignment process.



Fall 2021: Delaying GA Room Assigns

Once we know what the expectations are for room capacities, we will communicate with you. We expect a 1-2 week lock-out in summer as we complete the GA room assignment process (dates are still unknown). We will give you advance notice of the lock-out this summer.

If you're using department-controlled space for Fall 2021 instruction, plan for a return to normal room capacities at this time.



Fall 2021: Do Not Add Async Online Meeting Pattern for WCs

When scheduling an Online/Some Classroom (Hybrid) (WC) section, we request that you do not add an asynchronous meeting pattern using the facility of ONLINE. This has created confusion for students and technical challenges with our room scheduling software.

Add a meeting pattern for the in-person portion as well as any *synchronous* online instruction, but not a meeting pattern with no day/time info and just ONLINE facility.

(Note that this is a reversal of previous guidance.)



Fall 2021: Day/Time Class Spread

As is standard policy, departments are expected to spread...

In particular, please attempt to spread both larger enrollment sections (50+ seats) and smaller.

The use of [extended standard meeting times](#) in the late afternoon/evening hours is still encouraged.

Non-standards may be forwarded to School/College leadership for review.



Enrollment Timelines

February 22	Summer 2021 Schedule of Classes published
March 29	Fall 2021 Schedule of Classes published
Starting March 22	Enrollment appointment emails sent to continuing students for <u>Summer</u> *
Starting March 29	Enrollment appointment emails sent to continuing students for <u>Fall</u>
Week of April 5	Summer 2021 enrollment appointments for continuing students
Weeks of April 12, 19, and 26	Fall 2021 enrollment appointments for continuing students

**Previously listed here as March 29, updated to March 22 on 2/1/201*



Post-Publication Reminders

- Certain changes to classes can cause problems downstream in CS&E
- As such, please DO NOT change any of the following yourself on scheduled classes -- please reach out to your Curricular Services contact for guidance
 - Session
 - Section number
 - Class type (enrollment v. non-enrollment)
 - Auto-enrollment
 - Class associations
 - Topic ID
- Cancel sections, don't delete them, after publication



Questions about Fall 2021?



Thank you!

Resources

- Reach out to your [Curricular Services contact](#) with questions
- [Defining Modes of Instruction and Synchronicity](#)
- [Enrollment Appointment Times](#) (updates forthcoming)
- [Classroom scheduling information](#), including GA classroom lists and expanded standard class hours
- [SIS webpage](#), including links to Learning Resources & Quick Guides and KnowledgeBase (KB) Documents

