

Guiding Principles for Scheduling Fall 2021 Semester (Draft)

June 24, 2020

This document refers to Fall semester courses only and does not include Intensive Learning Period scheduling

1. Theory courses and course components will be online for the entire 15 weeks. Courses that have been taught online in the previous year (Covid), will continue in that delivery method.
2. Prioritization of course components will be made to ensure the optimal scheduling for student timetables. First priority will be scheduling all f2f course components. Secondly, synchronous online components will be scheduled. Asynchronous course components will be not be scheduled.
3. There will be minimal students scheduled to be on campus for fall semester courses. Exceptions will be flagged by chairs and approved by Health and Safety staff.
4. As much as possible f2f labs and mandatory face to face activities will be scheduled on consecutive days for students to limit # of days on campus.
5. As much as possible non-contact days will be scheduled by program to ensure adequate time for f2f activities. This will also alleviate travel time and possible conflicts in student schedules.
6. As much as possible, students should remain in same lab/space for the entire day with faculty moving to decrease interactions.
7. Cohorts of students should remain together to decrease the number of interactions. There will be some limits on numbers of cohorts that will be on campus in one day within the same program.
8. Classroom capacities for Fall 2021 have been changed in response to COVID by PRD. All f2f activity will require a safe work plan. This work-plan will be created by chairs and sent to Kim English and the Health and Safety team for approval. Chairs will provide class section numbers to AO.