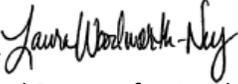




MEMORANDUM

TO: Deans, Associate Deans, Department Chairs, Program Directors, and Department Schedulers

FROM: Dr. Laura Woodworth-Ney 
Executive Vice President and Provost for Academic Affairs

SUBJECT: Summer and Fall Course Schedule Change Processes

DATE: April 29, 2020

As Idaho State University continues to monitor and respond to the COVID-19 outbreak, we are working to limit negative enrollment impacts and ensure appropriate course offerings for the health and safety of our students and faculty. Please note that the course schedule is live and minimal changes should be made at this time. All schedule changes should be made only after serious evaluation on the impact to students. Active advising of all affected students is critical.

Summer 2020

All summer courses (those courses beginning in May, June or July) will be taught through distance-based instruction. All CTE and clinical rotation courses are exempt; however, these courses will require a health plan approved by ISU's Course Scheduling Working Group in order to offer any face-to-face instruction. Additional programs and/or courses may be considered for an exception if face-to-face instruction is crucial to the academic success of their students. Departments should work with their college dean's office and submit a written plan to Blake Beck, Operational Lead of ISU's Scheduling Working Group (beckblak@isu.edu), which provides for the health and safety of students and faculty. (Note: The schedule type, building, room and times will not change in the online course schedule; this preserves this information for next summer's scheduling cycle.)

Department Level Changes - The summer course schedule will open Thursday, April 30th for Department Schedulers to make the following changes in CLSS:

- Adding sections
- Increasing enrollment caps
- Changing instructors
- Canceling sections without enrollment
- Changing day and time for sections without enrollment
- Cross-listing existing sections

College Level Review - Contact college dean's office for approval before making the following changes in CLSS:

- Cancellations of sections with enrollment
- Changing part of term - please work directly with the Office of the Registrar

Fall 2020

The ISU Course Scheduling Working Group has been formed to help ensure that the fall course schedule accommodates the many health and safety needs of our faculty and students. This Working Group will act with centralized scheduling authority to ensure that a range of instructional modes are implemented, appropriate social distancing for all venues is created, and contingency plans are developed. This Working Group will evaluate the entire Fall Course Schedule and make recommendations by May 29. The plan will include various trigger points and outcomes examining the schedule holistically. Thus, at this time, **schedule type and course location will be developed centrally by this scheduling team and will not be completed by Department Schedulers.**

Department Level Changes - The fall course schedule will open Thursday, April 30th for Department Schedulers to make the following changes:

- Adding sections or cross-listed distance sections
- Increasing enrollment caps
- Changing instructors
- Changing day and time for sections without enrollment

The ISU Course Scheduling Working Group will develop a holistic course schedule that supports the needs of the entire university and the health of our university community. Therefore, at this time, this working group, in collaboration with college leadership, will make the following changes:

- Changing building and room
- Canceling sections with or without enrollment
- Changes to day and time for sections with enrollment
- Changes in part of term
- Changes in schedule type
- Changes in campus

Idaho Falls Review - Contact the Idaho Falls dean's office (Catherine Black blaccath@isu.edu) before making any changes to Idaho Falls courses in CLSS:

- Changing courses taught in Idaho Falls
- Changing distance learning (DL) courses with students attending in Idaho Falls