

Note to Deans from Laura W-N:

Happy Weekend! I know that there have been many communications and much anxiety about the Summer and Fall Course Schedules. Thank you all for all you are doing to move us forward as we continue to evolve in our COVID-19 response efforts.

I am sharing, for your feedback, a draft of the Charter for the Course Schedule Working Group. The Working Group has been formed in response to requests that Academic Affairs create contingency planning for the Fall Term; it also has some summer duties. Academic Affairs received many questions related to the need for this planning at its Town Hall meetings. Associate deans have been included as members of this planning group, but if you want changes to the membership, please let Darren Blagburn know. Meeting schedules are in process, and we anticipate a significant time commitment for this group.

As you know, we are allowing some changes to the Fall Schedule, but others will require review by this group. In particular, we envision many classroom space changes in response to public health requirements for contingency planning, including larger spaces to accommodate social distancing requirements. Most of these changes will need to be done simultaneously in order to manage the footprint requirements.

Please provide input to the Charter by close of business on Tuesday, May 5, 2020. We will also discuss any questions or concerns at the Council of Deans meeting next week.

Course Schedule Working Group

Blake Beck --Chair and Operational Lead
Joanne (Co-Chair)/ Lyle (Co-Chair)

AVP - Cindy Hill

ITRC - Blake Beck

CAL

John Gribas

COB

John Ney

COE

Emma Wood

COT

Debbie Ronneburg

KDHS

AVP Rep

Chris Owens

Public Health

Ryan Lindsay

CHP

Ryan Lindsey

COP

Brooke Buffat or Jen Adams

Facilities

Cheryl Hanson

ITS

Tony Lovgren

SA

Dean of Students

Laura McKenzie

Chris Hunt

Schedulers

Lara Kreitzer (University)

Micheal Timm (Idaho Falls)

Sandy Shea (Meridian)

Patty Tryon (Meridian)

Faculty Senate-

Rick Wagoner

Charter-

To provide the faculty and students with a course of action to accommodate their health and safety needs, ISU's Fall Schedule Working Group will evaluate the Fall Course Schedule and make recommendations for contingency planning by May 29. The plan will include trigger points and outcomes aligned with state guidelines (for example, if the State of Idaho moves to a stay-at-home order during the Fall term, the following actions will be taken).

In addition, the plan should include the following elements:

- 1.) Large course sections (larger than 50 students): Includes plans for larger venues with appropriate social distancing, may require classroom space transitions and online contingency plans for scheduled courses.**
- 2.) Medium course sections (20-50 students): Includes plans for larger venues with appropriate social distancing, may require classroom space transitions and online contingency plans for scheduled courses.**
- 3.) Small course sections (under 20 students): Includes plans for larger venues with appropriate social distancing, may require classroom space transitions for scheduled courses.**

In addition to the information above, Kevin has authorized that larger classes that are not online be allowed to use rooms in the SUB available to support social distancing requirements. Recommend that the SUB and class scheduler be added to the group to support the requirements of the group.

Please review the [CDC guidelines for US Institutions of Higher Ed](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html) before our first meeting.
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

Please review the [state of Idaho plan for reopening the state](https://rebound.idaho.gov/)
<https://rebound.idaho.gov/>

Please review the [ISU Roaring Back Rebound Plan](#)

Time commitment: This committee will require the members to participate from May 7 through Fall 2020. Please, prioritize attendance at these meetings because it will be this committee's responsibility to support faculty and student needs as well as support University Workflow requirements for affected information dissemination. The working group will establish the meeting schedule, but as issues arise, last-minute meetings may be required.