



MEMO

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

FROM: Laura Woodworth-Ney, Executive Vice President and Provost
Blake Beck, Instruction Committee Operational Chair
Lyle Castle, Instruction Committee Co-Chair
Joanne Tokle, Instruction Committee Co-Chair

CC: Office of the Registrar

SUBJECT: Update to the Summer and Fall Course Schedule Change Processes (Memos sent April 29 and June 4, 2020)

DATE: June 29, 2020

As an update to the *Summer and Fall Course Schedule Change Processes Memos* (April 29 and June 4, 2020), the Instruction Committee continues to evaluate the Fall 2020 course schedule based on CDC health and safety guidelines. Based on Instruction Committee recommendations and student-centered implementations:

- Instructional room capacities (i.e., “COVID capacities”) across campus have been determined by Facilities Services based on strict CDC guidelines, consultation with universities around the country, and the understanding that the student takes up space themselves before the 6-foot diameter for appropriate distancing is calculated. These room capacities from facilities will be the room capacities utilized by the Office of the Registrar for the re-rooming process. **We will not be revisiting these numbers.** Any exceptions will need an approved health plan. The Health Exception Request Form can be found [here](#).
- Some face-to-face courses will need to be moved to non-peak times, including evenings and Saturdays, particularly for courses with multiple sections.
- All 1000 and 2000 level Hyflex (hybrid-flexible) courses will be scheduled such that students meet face-to-face at least **once each week**. If COVID room capacity does not allow for that level of contact based on current enrollment, a concurrent synchronous online section will be added to complement the Hyflex course.
- Faculty members teaching 3000- and 4000- level Hyflex courses have the flexibility to manage face-to-face weekly meetings for their courses in consultation with their students, departments and colleges. Faculty members will be required to communicate individualized rotations to students **PRIOR to the first day of classes**.
- All experiential courses (e.g., labs, clinicals, student teaching, etc.) which, for educational purposes, require students to be socially distanced *less than 6'* will need an approved health plan.
- Online exam proctoring for the entire fall semester will be available for all courses at no cost to the department.
- Tutoring will be available through [tutor.com](#) for many general education and “high use” courses regardless of whether these courses are online or not. University Tutoring will continue to provide Content Area, Writing Center, and Math Center tutoring both face-to-face and through virtual formats. ISU student peer tutors will continue to provide tutoring support.



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- Webcams for instructional spaces should arrive by the middle of July. Installation will start as soon as they arrive. The Instruction Committee will be made aware of the installation schedule as soon as that information is available.