



Idaho State
University

MEMO

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

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

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

DATE: June 4, 2020

As an update to the *Summer and Fall Course Schedule Change Processes* Memo (April 29, 2020), the Instruction Working Group continues to evaluate the Fall 2020 course schedule in order to ensure it accommodates the health and safety needs of our faculty and students, that a range of instructional modes are implemented and that face-to-face instruction is maintained with appropriate health safeguards.

The Instruction Working Group, made up of representatives from across campus, met weekly from May 7th to May 28th. Each college evaluated and categorized their courses with [one of nine identified course classifications](#) and submitted their master course lists to the Chairs of the Instruction Working Group.

At this time, it is necessary for the Instruction Working Group to:

- Freeze the Fall course schedule at close of business on June 5, 2020. Changes will not be allowed to the Fall 2020 course schedule for at least 3 weeks while we evaluate the master lists from each college and make the necessary changes in the system.
- Move some courses based on six-foot distancing requirements. Many of the small classroom spaces that students and faculty are accustomed to will hold only 25% of the normal enrollment capacity. Thus, even courses with small enrollment may need to move to bigger rooms. We are scheduling courses based on distancing requirements, not on instructional tool requests made by instructors (although additional classroom equipment will be ordered and installed).
- Consider all large spaces on campus for instruction. Distancing is the priority of the re-rooming effort. Large spaces within the Pond Student Union Building, Rendezvous Building, and Frazier Hall will all be utilized for instruction.
- Gather COVID-19 capacity information. Facilities Services is currently analyzing all space across campus to determine appropriate social distancing. They are working quickly to complete this major undertaking and are currently approximately 80% complete.
- Prioritize first and second-year courses for face-to-face delivery. It may be necessary for many 3000/4000 level courses with enrollment above 12 students to move to a hybrid flexible - Hyflex option.
- Evaluate the scope of our technology needs. We are working to address the technology needs of the campus and purchasing some technology to fill in the gaps.
- Change course times and add sections for some courses in order to support the priorities listed above.

Division of Academic Affairs

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