

Course Scheduling Timeline

Accelerated Scheduling Timeline: Spring 2021 (202111 & 202112)

Modified 9/28/2020
Subject to Change

<p>Phase 1 Data Prep (completed)</p>	<p>Sep. 17 - Sep. 22</p>	<ul style="list-style-type: none"> • Lecture times adjusted to Covid-19 grid with 30-min passing periods. • University Classroom assignments removed. University classrooms will be assigned from a central pool in Phase 3. • Exams <ul style="list-style-type: none"> ○ Dates adjusted for 2021 calendar. ○ Times shifted later to reduce conflicts. <ul style="list-style-type: none"> ▪ Mon/Wed exams start no earlier than 8:45 PM ▪ Tue/Thu exams start not earlier than 8:30 PM ▪ Fri exams start no earlier than 6:00 PM ○ Location listed as 'ONLINE'. All exams proctored outside of class are to be proctored online.
<p>Phase 2 SRS, Astra, and Compass (In-progress)</p> <p>F2F Goals (Provost)</p> <ul style="list-style-type: none"> ✓ All Undergraduate students have 2 or more face to face classes ✓ 50% of UG credit hours are face to face ✓ 50% of UG sections are face to face ✓ Prioritize first year classes, senior capstones, and UG classes over graduate classes 	<p>Sep. 23 - Oct. 9 (5:00 PM)</p>	<p>SRS Checklist</p> <ul style="list-style-type: none"> • Add new, cancel, and edit sections as needed. <ul style="list-style-type: none"> ○ New Section Form Best Practices <ul style="list-style-type: none"> ▪ Distance Education sections (approved for non-traditional delivery NTFA) should be submitted using standard practices. <ul style="list-style-type: none"> • Check distance education or web onsite check box • Delivery mode 'Web-based' ▪ Sections that will have one or more meetings delivered remotely due to Covid-19 <ul style="list-style-type: none"> • Use Delivery mode 'Traditional, Face-to-Face'. • Scheduling will update mode based on how meetings are scheduled in Astra (Phase 3). <p>Astra Checklist</p> <p><i>Pro Tip: sequence your work in the order suggested below (i.e., days/time, rooms, indicate remote. This will save you time and frustration.</i></p> <ul style="list-style-type: none"> • Step 1: Meeting Days and Times <ul style="list-style-type: none"> ○ Best Practices <ul style="list-style-type: none"> ▪ Update meeting days and times first. ▪ Lecture times should adhere to Covid-19 standard patterns (view Covid-19 Class Lecture Times) ▪ If your program schedules single day "block" patterns, do your best to start at a standard time. ▪ Update lab and recitation times as needed. • Step 2: Rooms <ul style="list-style-type: none"> ○ Note: access is restricted to internal, departmentally allocated spaces only. University classrooms will be assigned from a centralized pool in Phase 3. ○ Best Practices <ul style="list-style-type: none"> ▪ Drop rooms that will not be used ▪ Assign departmental spaces (e.g., labs, meeting rooms, etc.) <ul style="list-style-type: none"> • Assume same occupancy guidelines as fall 2020. • 33-40%, departments determine what's appropriate in each space within the range. • Step 3: Remote-Online Meeting "flag" <ul style="list-style-type: none"> ○ Assign the 'Remote-Online' resource to flag remote meetings. ○ Refer to Phase 2 - Astra Guidance for detailed instructions on assigning resources. ○ This is new to most Astra users. Contact Scheduling at 979.324.6059 or scheduling@tamu.edu if you need help. <p>Compass Checklist</p> <ul style="list-style-type: none"> • SSASECT Max Enrollment (critical if you need a room) <ul style="list-style-type: none"> ○ Set to anticipated final enrollment ○ Scheduling will use Max enrollment settings in effect on Oct. 12 to search for classrooms. ○ Max enrollment can be adjusted Oct. 16 as needed. • SSASECT Instructors <ul style="list-style-type: none"> ○ Update instructors prior to publishing on October 19, 2020.
<p>Phase 3 Classrooms & Delivery Mode (upcoming)</p>	<p>Oct. 12 - Oct. 16</p>	<p>Classrooms Assignments</p> <ul style="list-style-type: none"> • Scheduling will assign university classrooms for meetings not flagged for remote delivery during Phase 2. • Reminder: be sure to set max enrollment on SSASECT prior to Oct. 12. Max enrollment will be used to search for classrooms. • Priority will be applied in the following order: <ol style="list-style-type: none"> 1. Standard 3-hour lecture patterns 2. Standard 2-hours lecture patterns 3. Standard 1-hour lecture/seminar patterns 4. Non-standard patterns that start at a standard time 5. All other non-standard patterns <p>Delivery Modes</p> <ul style="list-style-type: none"> • view Spring 2021 Delivery Modes • Scheduling will update delivery modes based on how meetings are scheduled in Phase 2 - Astra using a scripted process. • Subsequent request to update delivery mode should be submitted via SRS using the comment field.
<p>Phase 4 Publish in Howdy (upcoming)</p>	<p>Oct. 19</p>	<p>Schedules Published in Howdy</p>