

## Course Scheduling Timeline

# Accelerated Scheduling Timeline: Spring 2021 (202111 & 202112)

Modified 10/7/2020  
Subject to Change

<b>Phase 1</b> <b>Data Prep (completed)</b>	Sep. 17 - Sep. 22	<ul style="list-style-type: none"> <li>• <b>Lecture times</b> adjusted to Covid-19 grid with 30-min passing periods.</li> <li>• <b>University Classroom</b> assignments removed. University classrooms will be assigned from a central pool in Phase 3.</li> <li>• <b>Exams</b> <ul style="list-style-type: none"> <li>○ Dates adjusted for 2021 calendar.</li> <li>○ Times shifted later to reduce conflicts.                             <ul style="list-style-type: none"> <li>▪ Mon/Wed exams start no earlier than 8:45 PM</li> <li>▪ Tue/Thu exams start not earlier than 8:30 PM</li> <li>▪ Fri exams start no earlier than 6:00 PM</li> </ul> </li> <li>○ Location listed as 'ONLINE'. All exams proctored outside of class are to be proctored online.</li> </ul> </li> </ul>
<b>Phase 2</b> <b>SRS, Astra, and Compass (In-progress)</b>  F2F Goals (Provost) <ul style="list-style-type: none"> <li>✓ All Undergraduate students have 2 or more face to face classes</li> <li>✓ 50% of UG credit hours are face to face</li> <li>✓ 50% of UG sections are face to face</li> <li>✓ Prioritize first year classes, senior capstones, and UG classes over graduate classes</li> </ul>	Sep. 23 - Oct. 16 (5:00 PM)	<b>SRS Checklist</b> <ul style="list-style-type: none"> <li>• Add new, cancel, and edit sections as needed.                     <ul style="list-style-type: none"> <li>○ New Section Form Best Practices                             <ul style="list-style-type: none"> <li>▪ Distance Education sections (approved for non-traditional delivery NTFA) should be submitted using standard practices.                                     <ul style="list-style-type: none"> <li>• Check distance education or web onsite check box</li> <li>• Delivery mode 'Web-based'</li> </ul> </li> <li>▪ Sections that will have one or more meetings delivered remotely due to Covid-19                                     <ul style="list-style-type: none"> <li>• Use Delivery mode 'Traditional, Face-to-Face'.</li> <li>• Scheduling will update mode based on how meetings are scheduled in Astra (Phase 3).</li> </ul> </li> </ul> </li> </ul> </li> </ul> <b>Astra Checklist</b>  <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> <ul style="list-style-type: none"> <li>• Step 1: Meeting Days and Times                     <ul style="list-style-type: none"> <li>○ Best Practices                             <ul style="list-style-type: none"> <li>▪ Update meeting days and times first.</li> <li>▪ Lecture times should adhere to Covid-19 standard patterns (<a href="#">view Covid-19 Class Lecture Times</a>)</li> <li>▪ If your program schedules single day "block" patterns, do your best to start at a standard time.</li> <li>▪ Update lab and recitation times as needed.</li> </ul> </li> </ul> </li> <li>• Step 2: Rooms                     <ul style="list-style-type: none"> <li>○ Note: access is restricted to internal, departmentally allocated spaces only. University classrooms will be assigned from a centralized pool in Phase 3.</li> <li>○ Best Practices                             <ul style="list-style-type: none"> <li>▪ Drop rooms that will not be used</li> <li>▪ Assign departmental spaces (e.g., labs, meeting rooms, etc.)                                     <ul style="list-style-type: none"> <li>• Assume same occupancy guidelines as fall 2020.</li> <li>• 33-40%, departments determine what's appropriate in each space within the range.</li> </ul> </li> </ul> </li> </ul> </li> <li>• Step 3: Remote-Online Meeting "flag"                     <ul style="list-style-type: none"> <li>○ Assign the 'Remote-Online' resource to flag remote only meetings.</li> <li>○ Refer to <a href="#">Phase 2 - Astra Guidance</a> for detailed instructions on assigning resources.</li> <li>○ This is new to most Astra users. Contact Scheduling at 979.458.4950 or <a href="mailto:scheduling@tamu.edu">scheduling@tamu.edu</a> if you need help.</li> </ul> </li> </ul> <b>Compass Checklist</b> <ul style="list-style-type: none"> <li>• SSASECT Max Enrollment (critical if you need a room)                     <ul style="list-style-type: none"> <li>○ Set to anticipated final enrollment</li> <li>○ Scheduling will use Max enrollment settings in effect on Oct. 16 to search for classrooms.</li> <li>○ Max enrollment can be adjusted after Oct. 23 as needed.</li> </ul> </li> <li>• SSASECT Instructors                     <ul style="list-style-type: none"> <li>○ Update instructors prior to publishing on October 26, 2020.</li> </ul> </li> </ul>
<b>Phase 3</b> <b>Classrooms &amp; Delivery Mode (upcoming)</b>	Oct. 19 - Oct. 23	<b>Classrooms Assignments</b> <ul style="list-style-type: none"> <li>• Scheduling will assign university classrooms for meetings not flagged for remote delivery during Phase 2.</li> <li>• Reminder: be sure to set max enrollment on SSASECT prior to Oct. 12. Max enrollment will be used to search for classrooms.</li> <li>• Priority will be applied in the following order:                     <ol style="list-style-type: none"> <li>1. Standard 3-hour lecture patterns</li> <li>2. Standard 2-hours lecture patterns</li> <li>3. Standard 1-hour lecture/seminar patterns</li> <li>4. Non-standard patterns that start at a standard time</li> <li>5. All other non-standard patterns</li> </ol> </li> </ul> <b>Delivery Modes</b> <ul style="list-style-type: none"> <li>• <a href="#">view Spring 2021 Delivery Modes</a></li> <li>• Scheduling will update delivery modes based on how meetings are scheduled in Phase 2 - Astra using a scripted process.</li> <li>• Subsequent request to update delivery mode should be submitted via SRS using the comment field.</li> </ul>
<b>Phase 4</b> <b>Publish in Howdy (upcoming)</b>	Oct. 26	<b>Schedules Published in Howdy</b>