Academic Affairs Guide for Fall 2021 Course Scheduling
February 8, 2021

HSU is committed to the hands-on learning experiences that we provide our students. As we look to fall 2021, the pandemic situation keeps evolving and we are likely to still be wearing face coverings, and observing social distancing. Timing is not on our side as we need to meet certain deadlines to produce a schedule and for students to be able to register.

We would like to increase the number of courses offered in the face-to-face (F2F) modality but at the same time we encourage and welcome those who want to remain virtual to do so. This is important to note as we will continue to operate on a reduced seating capacity across all instructional spaces on campus and must adhere to COVID room capacities. All disciplines, independent study, lecture, and seminar courses are assumed to be able to be taught successfully in a virtual format.

It is not a requirement that departments offer up to 40% of their classes F2F. When possible, instruction for any given academic program should aim for between 30% and 40% in-person/hybrid delivery, with the rest of the courses in the program in online modes (synchronous, asynchronous, or bisynchronous). Programs proposing to offer in-person courses in lower or higher percentages than the range indicated above must be approved by the dean and forwarded to OAAVP@humboldt.edu for provost and vice provost approval and review by FITT, Facilities, and Environmental Health and Safety.

Below are broad guidelines:

a. HSU will have 30-40% F2F course offerings for fall 2021. This is dependent on the campus space that is available with safety and distancing requirements. This is an increase from the current state we are in at about 13%. To put in perspective, the largest class that we currently have is Founders Hall 118 (160 seats). This room's capacity adjusted for COVID will take a maximum of 30 seats (about 19% of normal capacity).

b. Courses with 31 students and below, taught in general-purpose classrooms may meet in-person for all class meetings (as reduced room capacity allows) or they may be taught in online/hybrid modes. We strongly encourage a hybrid mode even for smaller courses.

c. Current requests for course offerings lie between 10 and 2 pm. To support the increase of F2F offerings, it is advisable to utilize time frames before 10 as well as after 2 pm.

d. For classes with expected enrollment of more than 31 students, each department is expected to plan utilizing the following formats: in-person, hybrid, and online. The modality decisions should be primarily based on pedagogy. It is expected that this decision-making process will result in a reasonable number of F2F course sections in each college. Due to the decrease by social distancing guidelines room capacities, classes with enrollment of 31 and more must not have more students in the classroom than the “COVID room capacity”, i.e. students must be split in groups and alternate F2F instruction days (See Hybrid with Rotation Below).

e. Faculty may opt to use a hybrid mode of instruction (an in-person class in which some students attend virtually) if they complete the necessary training and make a request to the dean. Courses taught in this mode are often most successful when offered as senior-level or graduate courses. A Class Note that indicates the course delivery method should be made on all courses taught as hyflex. The hyflex course delivery method must be also clearly stated in the class syllabus.

To help colleges with the decision regarding the F2F courses, the following should be prioritized:

i. The achievement of course learning objectives depends on specialized location and/or equipment that cannot be replicated in a virtual format;
ii. The course must be offered in the fall to maintain timely progress to degree and there is no substitution.

iii. 100-level courses or courses for first-year students, especially in math, English, and first-year learning communities

iv. Introductory, lower-division courses in the major for first-year students

v. Lab courses

vi. Courses for special cohorts of students who must live and do field work or clinical practice in the immediate area (e.g., Forestry, Marine Biology, Credential students in the School of Education)

Health and safety protocols require that a faculty or professional staff member be present during any face-to-face instructional experience to insure compliance. Courses that do not include direct faculty or professional staff supervision of the activity at the learning site may not be offered F2F and will need a virtual option.

All in-person courses must have a plan to pivot to remote instruction in the case of pandemic surges or other emergencies requiring campus closure. We continue to encourage faculty to include contingency plans in their syllabi to account for loss of remote access due to wildfires, planned public safety power shutoffs, or other emergencies.

Course Delivery Mode options are:

**Face-to-Face:** A course held in-person in a University classroom or instructional space.

**Hybrid:** A flexible course where students will have both face to face and virtual components. This can also include on and off campus components. Online components can be either synchronous or asynchronous.

**Hybrid with Student Rotation:** A flexible course where students will rotate between face to face and virtual instruction. Rotation schedules will be based on adherence to COVID-19 social distancing and safety protocols. This may entail, for example rotate half of its students between fully online and fully face-to-face instruction on a weekly basis. Students are divided between meetings. Examples may include, but are not limited to:

a. A 40-student hybrid course, where half of the students meet in-person on Tuesdays and the second half meet in-person on Thursdays. Other activities are taught asynchronously in remote mode.

b. A 30-student hybrid course, where students are divided into six 5-student working groups. Each group comes to campus twice for intensive workshopping with the instructor.

c. A 24-student lab course might have half the students attend in person for two weeks then have them work remotely for the next two while the other half of the class meets in person.

Alternatively, courses in the hybrid mode may include all students, but only meet a limited number of times during the course of the semester, essentially sharing the classroom with other courses. Importantly, the in-person dates need to be included in the schedule. Examples may include, but are not limited to:

d. A 50-student Tuesday/Thursday hybrid course, in which students meet in-person on Tuesdays and remotely on Thursdays.
e. A 30-person Monday/Wednesday hybrid course, in which students only meet in-person four times during the semester and the remaining meetings are remote.

**Hyflex (Hybrid Flexible):** Course design model that presents the components of hybrid learning in a flexible course structure that gives students the option of attending sessions in the classroom, participating online, or doing both. Students can change their mode of attendance weekly or by topic, according to need or preference. HyFlex, presents multiple paths through course content.

**Virtual Synchronous:** 100% of the course instruction is delivered in virtual mode and in real time. Students do not need to be on campus for any portion of the course work or evaluation. Students are seated at other locations at the exact time indicated in the schedule - please check to make sure your students are in the same time zone as you are. PeopleSoft coding should be **done according to these instructions**.

**Virtual Asynchronous:** 100% of the course instruction is delivered in an asynchronous instruction mode. Students do not need to be on campus for any portion of the course. Day/time should **NOT** be listed in the course schedule. PeopleSoft coding should be **done according to these instructions**. Special note should read: This section is a 100% virtual or online course with no scheduled face-to-face class sessions. Coursework or evaluation interactions are not expected to occur in real time.

**Virtual Bisynchronous:** A mixture of both synchronous and asynchronous components. Synchronous and asynchronous meeting patterns will appear on the schedule.

**For those courses designated as S-Factor or similar activity** (e.g. Individualized Experience: an individual or small group format including but not limited to internships, independent study, or research projects with faculty or off-campus partners). This may include a combination of F2F or virtual instruction, supervision or guidance. It is assumed that all participants have had appropriate training in the area of activity and are aware of all applicable job hazards, safety practices and risk mitigation protocols and procedures. The instructor and department/program will determine the appropriate modes for interaction necessary to ensure safety and further the learning objectives.

**Time and Location**

- Departments should plan on placing their classes in the restricted instructional spaces under their purview (labs, dance and art studios, etc.) while restricting the planned number of students physically present in the classrooms at one time to the room capacity adjusted for social distancing (COVID layouts in 25Live).

- Classes that need to be placed in unrestricted smart classrooms, will have their classrooms assigned by the standard Schedule25 process (March 22-23).

- Based on reduced classroom operating capacity, class sections in the 30 and below size category assigned to departmental instructional space may require adjustments to their location (including laboratories, music/art studios, dance facilities or other professional instructional spaces). Be sure to review optimum enrollment to prevent overbooking the reduced capacity sizing. Additionally, providing realistic enrollment projections enables improved classroom allocations across all disciplines.

**Important Reminders**

Each F2F section must have a faculty member assigned who is able to safely work face-to-face and willing to do so. For each F2F class, a major program must offer an alternative course or approach for students who cannot safely work face-to-face or return to the area. All sections must be able to “pivot” to virtual instruction if health and safety should require it.
Important Dates

- **March 1**, the colleges submit proposed schedules to the provost and vice provost. Once approved, the course entry into PS class schedule can be finalized.
- **March 19**, ASC deadline to submit computer lab and faculty ADA room requests to the academic scheduler (deadline moved from Feb 12). Large lecture requests will not need to be submitted because all classes of 31 and more are to be delivered virtually.
- **March 19**, ASC deadline to complete class schedule data entry into PeopleSoft in preparation for classroom assignments (moved from March 5).
- **March 22-23**, Schedule25 classroom assignments, computer lab assignments, faculty ADA room assignments (moved from March 8-10).
- **March 24-25**, class schedules get finalized (condensed from March 11-25).
- **March 26**, class schedule goes live (unchanged).
- **March 29-April 9**, advising (unchanged).
- **April 12-23**, early registration (unchanged).

Fall semester dates

- **Mon, Aug 23 - Fri, Sep 3, 2021** - the first 2 weeks of the semester will be virtual to accommodate any quarantine needs.
- **Tue, Sep 7 - Fri, Dec 17, 2021** - F2F instruction commences and continues to the end of the semester (including finals week)*

*We are assuming two weeks quarantine/ with all virtual classes at the start of the Fall semester and none at the end. This is pending a PMG decision.*