

Priscilla Mora

From: Priscilla Mora
Sent: Monday, July 18, 2022 9:33 AM
To: Rolland Petrello; Erika Lizée; Nathan Bowen
Subject: Spring 2023 Schedule Building

Hi Rolland, Erika, and Nathan,

As we get close to the beginning of Fall, I wanted to remind you that we'll be building our Spring 2023 schedules shortly after we return. I know some chairs like to start thinking through this process early, so here are a few reminders about things we've talked about before in relationship to building the schedule: though certainly particularly important now as we navigate our continued return to campus under endemic conditions.

Now that we have all of our program plans posted on the college website, it will be especially important to review offerings for the semester to ensure that they align with semesters listed on each program mapper. Erika, you and I have talked about that before particularly in relationship to Design given that we are a bit more restricted in how frequently we can offer the full suite of courses given student demand.

For all programs, we'll want to look again at days, times, and modalities to ensure that we are covering the full range of day, afternoon, and evening needs. Regarding the balance of in-person and online schedules, we now have several semesters of student enrollment history to show what the relative balance is in each of your areas. Rolland, thank you for having made the shift to more online sections to meet student demand, and, Nathan, thank you for balancing as many in-person sections against some online sections, particularly for those larger, GE courses.

As always, we'll want to look at fill rates for the corresponding Spring 2022 semester as indicators of how many sections we need to meet student demand while not distributing sections so broadly so that fill rates are too low and will require us to consider cancellation. Looking at the prior three years of data will also be helpful, though with recognition that 2020 and 2021 were very particularly impacted by COVID and won't necessarily provide clear direction for where we are moving now.

We'll talk in detail as we move through the schedule-building process, but I wanted to get us starting on thinking through these relevant factors as we begin to build the next set of schedules.

Thank you.

Priscilla

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