

Winter term Course selection

Audience: Instructors

From: Academic Continuity Team Leads

Subject: Deadline/Last Change for Course Delivery mode is 10/22

I wanted to supplement the information you're receiving from Deans and the Registrar with a few notes on what we are learning about instructor/student experience as faculty choose their course delivery modes for winter term. Please share with instructors, and don't hesitate to contact me if you have questions.

The deadline for all plans for winter term 2021 is noon on Thursday, October 22nd. After the deadline, the Timetable Editor will be locked for you to make changes. The Registrar's Office publishes the winter term 2021 *Timetable of Class Meetings* on Friday, October 23. During course selection, no changes to course delivery mode can be made.

The information below is designed to help instructors choose your course delivery mode. The Registrar, ITC, and DCAL will also be hosting an open Zoom meeting if you'd like to drop in to discuss the pedagogical, technological, and logistical aspects of your choice of mode on Monday, October 19th from 12-3:30. To join us, use [this Zoom link](#) (password 870444). Drop in any time during that window.

It is possible for a course to have multiple sections with different delivery modes. For instance, courses that are Remote with synchronous components may also have a section that is Remote with on-campus components to accommodate both remote and on-campus students.

You'll receive more information in the coming days, and I look forward to continuing to work with you and your faculty.

Best,

Scott Pauls

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Professor of Mathematics

Delivery Method	Description	Considerations for instructors and students
Remote, with synchronous components	The course section is delivered remotely and includes some regularly scheduled synchronous	Students with significantly contrasting time zones, inconsistent wifi access, and other barriers to

	components delivered in a fixed time block.	attendance such as those posed by certain disabilities are still required to attend the synchronous sessions. Share information about which of your assigned blocks you'll actually be meeting as soon as possible. It is difficult to anticipate which constraints your students will face, but if you choose this mode all students should have the opportunity to participate in the synchronous sessions.
Remote, entirely asynchronous	The course section is delivered remotely and has no scheduled synchronous components that require a time block.	This format offers the greatest accessibility, increasing the likelihood that any student, regardless of barrier, can enroll. Begin working with a Learning Designer as soon as possible if you're able to teach your course in this mode, which is highly sought after for students who have timezone or bandwidth constraints. Learning Design and Technology can assist you in understanding how to use media you've created in the past, how to design for student engagement, and create effective assignments.
	<i>If you would like to use a classroom (or any campus space other than your office) to record media or Zoom with students, with or without (additional) students present, you will be receiving additional information on how to submit these requests.</i>	
Remote, with optional	The course section will be delivered remotely but requires a classroom for some optional	You can choose this mode if you'd like to meet with the students in your class who are approved to be on

on-campus components	on-campus/in-person course activities.	<p>campus Winter term. All Remote with optional on-campus courses must be paired with a fully remote section (see above). Instructors for a Remote with optional on-campus components section can choose how often to meet, and will be assigned a classroom that meets safety standards for the course size. Each on campus meeting that you offer must have an equivalent experience option for the remote students. Note: this is a difficult mode for courses with >30 students because of space constraints. Note also: This is a difficult mode for courses built upon student discussion with >10 students per on campus session given social distancing and mask use.</p>
<p>On Campus</p> <p>Note that <u>all</u> courses, including on-campus course sections require, at minimum, two weeks of remote delivery at the start of the term to accommodate students' 14-day quarantine.</p>	The course section is delivered with an on-campus component	<p>This mode is restricted to students who are approved to be on campus for Winter term. Each course offered in this mode must also have an equivalent remote offering or be offered on campus every term.</p> <p>Instructors can choose how often to meet, and will be assigned a classroom that meets safety standards for the course size. Note: this is a difficult mode for courses with >30 students because of space constraints. Note also: This is a difficult mode for courses built upon student discussion with >10 students given social distancing and mask use.</p> <p>This format may restrict the enrollment of some students with chronic medical conditions, mobility</p>

		<p>impairments, and/or international students.</p>
<p>Individualized Study</p>	<p>The course section is delivered to single students by the instructor.</p>	<p>Courses with arranged meeting times must be coordinated based on the availability of all members in the course.</p>