

Guiding Principles and Other Considerations for Spring 2022 Scheduling
Prepared by the Fall 2021 Interim Scheduling Task Force

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Guiding Principles for Spring 2022

In building the Spring 2022 Schedule, the college will expand face-to-face and hybrid course offerings, in a student-centered process that accommodates the diverse needs of our departments, and the mix of modalities that works best for each.

In expanding course offerings on campus, to the extent possible, we will schedule according to the guided pathways maps and seek to allow students to complete their IGETC general education courses on campus. For GE courses for which there is more than one section offered, when possible, at least one section should be offered on campus.

To accommodate this larger offering of on campus classes, support services and campus offices will need to provide on-site support to serve student needs. We recognize that students utilize on campus services, such as the library, admissions, counseling, study spaces, wifi, and basic needs service. Given that many students take a mix of face to face and online classes, we recognize a further reopening of these services will support all students, those online and on campus.

A full general education pattern on campus will serve populations such as Middle College, College Now, and international students, who are required to take face to face and hybrid classes. We also intend to serve students who do not prefer online and virtual courses, and may have opted out during the pandemic.

Process and Criteria for Spring 2022

1. Beginning Nov. 16, each department with their dean, will evaluate its course offerings and create a plan for serving students in face to face and hybrid classes, using course enrollment and modality patterns prior to covid as a guide, but not using that criteria or data exclusively. Fill rates of on campus courses offered in Fall 2021 will also be considered.
2. Courses that had consistent enrollment on campus prior to Covid will be expected to have at least a minimal face to face presence, with a priority on full time faculty teaching those classes on campus. The college recognizes the need for a faculty

presence on campus, and that relying solely on adjunct faculty teaching face to face is not serving the needs of our students. – *pending negotiated aspects of this principle*

3. The college will not use one set percentage as a means of guiding face to face and hybrid instruction on campus in Spring. We recognize prior to Covid, each department and division had a different percentage of online vs. face-to-face classes, due to enrollment and demand patterns and cuts made to increase productivity from 2017-2020.
4. If a percentage target needs to be established, it will be for the college as a whole, and not imposed on individual departments or divisions.
5. Once the schedule is built, with a representative number of on campus/hybrid classes included, deans will distribute using the normal process, with full time faculty receiving their assignments first.
6. If following the distribution of assignments, there are no available faculty to teach on campus and hybrid classes, due to faculty requests not aligning with available classes, the deans will consult with the Vice President for a plan to staff these classes.