Fall 2021 Academic Planning
Guidelines and Strategies for the Class Schedule

January 29, 2021

General Guidelines

1. There is significant uncertainty about our readiness to be back on campus in Fall 2021. As it is hard to predict the state of the COVID-19 pandemic in August 2021 with any degree of certainty, our planning must continue to prioritize the safety of our campus community at the highest level, and must also be flexible to allow for modifications and adjustments as pandemic conditions change throughout winter, spring, and summer 2021. Campus repopulation plan and implementation strategy will be adjusted as appropriate based on evidence and following guidelines provided by the LA County Department of Public Health and CSU Chancellor's Office.

2. Campus repopulation will depend on guidance provided by the LA County Department of Public Health and CSU Chancellor's Office, reflecting the percentage of general population with immunity against SARS-CoV-2. Ideally, a very high rate (80–90%) of population immunity is required to allow for 100% campus repopulation. This rate is highly unlikely to be achieved by August 2021. At the time of this writing, it is projected that ~50% of Los Angeles County population will have achieved immunity against SARS-CoV-2 by August 2021. Therefore, campus Fall 2021 planning must continue to prioritize safety, and establish specific protocols for select classes to have in-person teaching/learning components.

3. Planning must assume that not all students and faculty will be ready to return to in-person instruction and learning in Fall 2021. Therefore, sufficient flexibility must be built in the class schedule and, when necessary, appropriate alternative plans must be in place to ensure the success of all students. Alternative plans must be clearly stated in course syllabi to ensure students are aware of options available to them. Colleges/Departments should ensure that alternative plans are included in course syllabi.

4. We must continue to provide a high-quality inclusive polytechnic education to our students. Colleges/Departments must give considerable thought to the alignment between the class student learning outcomes, mode of instruction, enrollment capacity, and instructor readiness (e.g., for mode of instruction).

5. Colleges/Departments will offer more options and flexibility in building the class schedule by adopting one of four (4) possible class formats: (i) entirely virtual (i.e., fully online), (ii) mostly virtual with an in-person component (i.e., hybrid), (iii) entirely face-to-face, and (iv) HyFlex (pilot program in Fall 2021).

6. When a class section is offered in person (entirely or partially), then whenever possible, additional sections of the same course should be offered virtually to allow maximum flexibility and options for students. For classes with in-person components, and especially for classes that target the same

student population (e.g., co-requisite classes), as much as possible, departments should create coordinated scheduling times to allow students to efficiently manage their on-campus presence. Particular attention should be paid to the schedule for incoming freshmen to ensure manageable, meaningful, and engaging on-campus experiences for these students.

7. Lecture classes with enrollment ≥ 30 should be fully online. Laboratory and activity classes with enrollment ≥ 30 are also encouraged to be virtual, but left to the department, provided that proper social distancing and other safety measures can be observed. The mode of instruction for classes with enrollment < 30 will be decided by colleges/departments. As noted below under #16, careful consideration should be given to the number of students within any given instructional space at the same time.

8. Priority for in-person instruction/learning shall be given to laboratory and activity classes, and other classes in which hands-on experiential learning is essential to achieving the student learning outcomes (studio, design, performance, first-year experience, internship, service-learning, field trip, capstone classes, classes with specialized equipment, etc.).

9. Our Fall 2021 planning for study abroad programs will follow travel advisories issued by the U.S. Department of State, as well as guidance provided by the CSU Chancellor's Office. We recommend suspending study abroad activities for Fall 2021, and instead work on plans for Spring 2022. Plans for Spring 2022 should have contingencies and allow for last-minute changes.

Approval Process for Classes with In-Person Instruction/Learning

10. Colleges and departments must submit lists of courses which will have in-person instruction/learning components in Fall 2021. **This information must be provided to the Provost's Office by February 15, 2021**. It is understood that this list may need to be revised and, therefore, colleges/departments should be building their full Fall 2021 class schedule in PeopleSoft. The initial list of in-person classes will allow us to coordinate at the University level and examine our ability and capacity to deliver the in-person class schedule. Only courses on this list may have an in-person component. All other classes offered must be fully online.

11. Colleges/Departments should be proactive and consult with the Associate Provost for Academic Planning and Faculty Excellence and/or Environmental Health & Safety regarding their plans (general safety measures, room capacity limit, student rotation protocol, etc.).

12. By February 26, 2021, the Provost's Office will notify the colleges/departments if their in-person classes can proceed as proposed/scheduled.

13. **The Fall 2021 class schedule must be complete, or nearly complete, by March 1, 2021**. The class schedule will become visible to students by this date. Registration advising period starts on March 22, 2021.

Class Scheduling Guidelines

14. **Instruction Mode**. For Fall 2021 please only use the following instruction modes: (1) Face-to-face, (2) Hybrid with Asynchronous Component, (3) Hybrid with Synchronous Component, (4) Fully

Asynchronous, (5) Fully Synchronous, and (6) Synchronous with an Asynchronous Component. Using this set of options will help as we prepare for an update to instruction modes that is under consideration by the Academic Senate (http://academic.cpp.edu/senate/docs/aa006201ref.pdf). Those interested in participating in the HyFlex pilot should use the Hybrid with Synchronous Component instruction mode.

15. **Meeting Pattern**. Classes approved for in-person teaching/learning must have complete meeting pattern information entered in the PeopleSoft schedule of classes. This includes: Facility ID, Meeting day(s), Class start time, and Class end time, Instructor (if known), etc.

16. **Instructional Space**. Classes with in-person instruction/learning must be placed in instructional spaces that allow for appropriate social distancing. As a general rule, the number of students planned to be in an instructional space at any given time should not exceed 30–50% of the room capacity limit noted in PeopleSoft. If the class enrollment exceeds this occupancy limit, an appropriate student rotation protocol must be in place (e.g., half of the students attend in-person on Tuesday while the other half attend in-person on Thursday). Therefore, the number of students in any instructional space at any given time cannot exceed 30–50% of the room capacity limit.

17. For each class section with in-person teaching/learning, appropriate information should be added as "Class Notes" in the PeopleSoft class schedule. Information added should include the mode of instruction (e.g., hybrid), synchronous and asynchronous schedules, rotation of students for on-campus presence, and any other information unique to the class section.

18. Fall 2021 schedule of classes will become visible to students on March 1, 2021. Therefore, **the class schedule must be complete, or nearly complete, by March 1, 2021**. Registration advising period starts on March 22, 2021.

19. Departments should not schedule back-to-back classes in the same instructional space to allow for cleaning/sanitation between classes.

Professional Development for Faculty (Tenure-Track and Lecturers) and Graduate Teaching Associates

20. In Fall 2021, Cal Poly Pomona will move to Canvas as its learning management system. The campus will implement a comprehensive migration plan to ensure faculty courses are properly migrated from Blackboard to Canvas. Canvas training opportunities will be provided to the faculty in Summer 2021.

21. It is expected that faculty will maintain contents for their classes in Canvas to include, at a minimum, class syllabus, up-to-date gradebook, and communications with students.

22. Similar to summer 2020 and in preparation for Fall 2021, the Center for the Advancement of Faculty Excellence (CAFE) will offer professional development opportunities for instructors related to online/hybrid class design, inclusive engagement, equity-minded pedagogy, HyFlex, Canvas, etc. Program offerings will be announced later in the Spring 2021 semester.

University Library

23. The University Library is preparing a phased reopening plan for fall. Specifics will be based on public health directives and CSU and CPP directives and guidelines. Electronic resources will continue to be able for CPP community. Virtual services – instructional sessions, library workshops, research consultations – will be provided virtually. Contactless lockers will be installed mid-Spring which will offer faculty, students, and staff access to physical materials from the Library collection and from other CSU library collections. For Fall 2021, the Library is planning for a limited access model – shorter library hours; by appointment/reservation model; access restricted to CPP faculty, students, and staff initially; and socially distanced spaces and workstations and furniture. Access may be limited to select floors and/or may be based on recommended occupancy levels. Plans will be developed to provide safe access to the 24/7 computer lab and library workstations.