

Dear Faculty,

There are a few very important things that you need to be aware of regarding course schedules and scheduling for spring and summer terms.

- Shortly, you will be receiving a request to start the process to build the spring schedule. We have been instructed by OCHE to adjust our schedule to convert spring break into a week of instruction and end instruction for the semester one week earlier than planned. This change does not alter the number of weeks of instruction.
- OCHE has indicated to all universities that the primary mode of instruction for spring semester will be face-to-face. Campuses are to offer online courses where appropriate, but need to keep the number of online course offerings where they were during fall semester.
- If an instructor would like to offer an online or hybrid course, they need to complete and submit the fully executed form that can be found on the Provost web page ([Online/Hybrid Course Request Form](#)). This is following the same practice as instituted last summer. Note that in order to offer online courses, you will need to have participated in some professional development offered by Lloyd Curtis. (If you have completed the professional development at any time, you do not have to repeat and/or participate in further professional development.)
- The summer schedule will not be created this fall. We are going to return to a past practice of building the summer schedule during the winter term and have students register for summer classes at the same time they register for fall classes.

I realize that there are several items here that may prove to be controversial and/or represent changes in past practice. With regard to the first two items on the list, we anticipate that OCHE will be issuing a statement to all MUS schools very soon. Prior to sending this message, I confirmed with Deputy Commissioner Tessman that these expectations would be forthcoming. We need to get started putting the spring schedule together now, hence this message prior to the official release of the directives from OCHE.

Although some may not want to be bothered by going through an approval process for offering online courses that goes through both the department head and dean, as stated above, we are going to continue this practice. In part, this is to ensure that we continue to offer the robust face-to-face experience that we are committed to offer. It is also noteworthy, that during a recent CAO call, it was made abundantly clear that any significant changes to the modality of course offerings on any MUS campuses would require OCHE approval. Please consult with Vanessa in HR if you are in a situation that requires that you teach your classes online.

Thanks again for all that you have done and continue to do in support of our students and each other. It is no small feat that we have made it this far through the semester with in-person instruction and students on campus. Of course, this feat would be impossible without your extraordinary commitment and work.