

Guidelines for Classroom Allocation for In-Person and Hybrid Instruction for Fall 2020

Approved by the Committee on Instruction on July 10, 2020. The definition of “remote synchronous” course was amended on July 21, 2020.

Definitions of Modalities

An in-person course meets at regularly scheduled times according to the daily schedule entirely in-person. Some students may participate remotely as exceptions.

A remote synchronous course meets entirely remotely at some or all of its regularly scheduled times according to the daily schedule.

A hybrid course meets in-person and remotely at regularly scheduled times according to the daily schedule. It combines the use of in-person class meetings and remote class meetings. Students in these courses should expect to meet in-person during some but not all of the scheduled times. Instructors will decide how students will be divided across the meeting days each week. Some students may participate entirely remotely as exceptions.

An asynchronous course has no regularly scheduled meeting time and is conducted online.

Guidelines

1. All requests for classroom space will be reviewed by the Associate Dean of the Faculty and the Registrar in consultation with the Director of Instructional Technology and the Associate Dean of the Conservatory. Requests must indicate whether a course will be in-person or hybrid. The Associate Dean of the Faculty will have the final decision about classroom space allocation for all courses in the college; the Associate Dean of the Conservatory will have the final decision about classroom space allocation for the Conservatory.
2. All in-person and hybrid courses must be listed in the course schedule as such and meet at regularly scheduled times according to the daily schedule. Requests to meet outside of the daily schedule require (as always) approval by Instruction.
3. The Registrar and the Director of Instructional Technology will prepare a list of available instructional spaces, indicating maximum capacities, subdivided into the following categories:
 - a. Specialized instructional spaces (e.g., art studios, laboratories, computer labs).
 - b. Spaces with cameras and microphones suitable for remote participation of students.
 - c. Generic instructional spaces.
4. In reviewing requests, the Committee will consider the following criteria:
 - a. Is an in-person component ideally required to fulfill course learning outcomes? Such courses would receive priority for classroom space. An example might be a laboratory science course.

- b. Is an in-person component desired to fulfill learning outcomes? Such courses will be scheduled after all courses meeting case “a” are scheduled.
 - c. Is an in-person component desirable for purposes other than fulfilling learning outcomes? Such courses would be scheduled after all courses meeting case “b” are scheduled. An example would be a seminar course where some in-person component might be pedagogically desired.
 - d. Courses requiring specialized learning spaces and fulfilling case “b” will receive priority over other such courses for those spaces.
5. Tutorials, independent studies, private music lessons, and other 1-1 instruction will not be allocated classroom space and will typically be conducted via videoconference. Ensembles will be allocated classroom space by the Associate Dean of the Conservatory.

Table of Course Modalities

Course modality	Requires a classroom?	Meets at a regularly scheduled time?
In-person	yes	yes
Synchronous remote	no	yes
Hybrid	yes	yes
Asynchronous remote	no	no