

From: [Dean of Undergraduate Education](#)
Subject: Updates to Winter and Spring Class Scheduling Process
Date: Wednesday, August 5, 2020 4:19:58 PM

To: Deans, Chairs and Provosts
From: James Antony, Dean, Graduate Division
John Moore, Dean, Undergraduate Education
Re: Updates to Winter and Spring Class Scheduling Process

Dear Colleagues,

As previously noted, due to the current uncertainty surrounding COVID-19, the Office of the Registrar has adjusted the Winter and Spring Quarter Schedule Build timelines and required academic departments and programs to submit their initial schedule build via the Instructional Scheduling Assistant (ISA).

In order to further streamline the scheduling process, the AVC Educational Innovation will not be collecting course information. We ask that departments evaluate their online and in-person classes to ensure that there is a balance of in-person/hybrid offerings for 1st/2nd year on-campus students. Unlike Fall quarter, this process will be left to the departments. To that end, when the schedulers submit their coursework in the ISA, they will be required to check a box acknowledging that the Department Business Officer (DBO), Chair, Provost or Divisional Dean has endorsed and approved the proposed courses and instructors (if assigned) submitted to the Registrar via ISA. (Chairs endorse departmental courses; Provosts endorse college courses, and Divisional Deans endorse courses in academic programs.) As always, classroom requests may be subject to Registrar review/approval dependent upon availability of classroom space. Classroom capacity may be reduced due to COVID-19 social distancing guidelines.

This acknowledgment is already in place for the Summer Quarter. The addition of this endorsement will bring the Academic Year Schedule Build in alignment with the Summer Quarter Schedule Build.

We appreciate your continued support, patience and flexibility during these unprecedented times. Please feel free to reach out to us directly should you have any questions.

Thank you,

James Antony, Dean, Graduate Division

John Moore, Dean, Undergraduate Education

