Fall 2021 Schedules

At this time, we will plan for the upcoming schedules with the new IBHE room capacities and guidelines in mind.

Please find the modalities below. *Please note that online (V) now indicates a fully online section, not linked with lecture capture. If you would like to have two sections, one fully online and one in a technology equipped room with the same instructor, the online section would be V and the on campus section should be S or A. These can then be linked in Blackboard.*

Instructional Method	Instructional Method Full Name	Description
Hybrid (A)	Hybrid Asynchronous	Lecture capture. If enrollment exceeds room capacity with social distancing restrictions, faculty will establish an alternating attendance schedule that will allow a substantial in-person experience for non-distance learners. Non-distance learners are expected to attend live when scheduled, and watch lectures electronically on other days.
Hybrid (S)	Hybrid Synchronous	All classroom activities (audio and video) will be able to be seen and heard by students regardless of their location. The course will have a meeting pattern. If enrollment exceeds room capacity with social distancing restrictions, faculty will establish an alternating attendance schedule that will allow a substantial in-person experience for non-distance learners. Non-distance learners are expected to attend live when scheduled, and attend remotely on other days. This technology allows for asynchronous attendance as well (if approved by the instructor).
In Person	Traditional In Person	Fully on-campus in a classroom with social distancing. Distance Learners should not enroll.
Online (V)	Online	Course structure will vary by instructor. Physical attendance is not required. Can be linked in Blackboard to a Hybrid (S/A) course.

Course Scheduling Policies

- Classes must meet in a standard meeting pattern as indicated on the Course Schedule Time Grid. *The twenty minute passing period will remain in effect for Spring, Summer and Fall 2021.*

Current	New
8:35-9:50	8:05-9:20
10-11:15	9:40-10:55
11:25-12:40	11:15-12:30
12:40-1:50	Lunch
1:50-3:05	2-3:15
3:15-4:30	3:35-4:50
5-6:15	5:10-6:25
6:25-7:40	6:45-8
7:50-9:05	8:20-9:35

- o If the section meets once a week or has nontraditional contact hours, it must start at the beginning of a meeting pattern. To expand the options for room assignments/instructional methods nontraditional courses should be offered in the evenings/Saturday.
- After registration opens certain changes will be restricted. Please create the course with the appropriate selections during the scheduling period.
  - o Instructional method
  - o Part of term
  - o Reserved Seating (please remove if it will not be needed)
- Classes must meet according to the number of contact minutes in the catalog. A contact hour is equivalent to 50 minutes. To update the contact hours for a course, please submit a CIM request form through the portal.
- Classes (excluding labs and studios) may be scheduled as follows each week:
  - o Two days a week (MW, TR, WF)
  - o Three days a week (MWF, TRF)
  - o Once a week during the evening (5:00 pm or 6:25 pm), Monday through Thursday
  - o Once on Fridays (excluding 100 and 200-level lecture courses)
  - o Be paired with another course of similar size in the same time slot but on corresponding days (MW, TR, or WF; excluding 100 and 200-level lecture courses)

  This applies only to undergraduate, graduate, continuing education, and professional learning classes that meet in shared classroom space in Siegel (SH), Perlstein (PH), Wishnick (WH), Pritzker Science Center (PS), Alumni Memorial (AM), Rettaliata (RE), Stuart (SB), IIT Tower (IT), Hermann (HH), and Kaplan (KI) buildings.

- For academic departments that regularly schedule course sections in the morning and afternoon, it is required that the department schedules at least one MW course section <u>and</u> one TR course section that meets in an academic classroom in the 8:35 am time slot.
- The current situation has highlighted that the 2nd and 3rd time blocks are the most popular. This causes conflicts for the room assignments, and students schedules - especially with the space restrictions.
- We will look for a room based on your max enrollment. With this in mind, please look at your historical enrollment trends to create your sections. *Some examples - a max enrollment that is never met, or a section that always has seats added late (it will be easier to find a larger room at the start of room assignments if that is what is needed).*

Date	Item	Owner
2/15-2/17	Service Course Scheduling ● Applied Mathematics ● Biology ● Chemistry ● Computer Science ● Physics ● COM 101/111 and ROTC courses (*Air Science, Military Science, and Naval Science)*	Service Units

2/18-3/8	Course Scheduling	All Units

	Course Schedules Due
	
	   o Must be submitted in CourseLeaf CLSS
	   o This deadline is firm. If there is no department submission, the rolled courses will be removed.
	   o *Reminder: Validate and Submit Schedule*
	
	       Check for:
	          ● Adherence to meeting patterns
	          ● Verify part of term
	          ● Verify instructional method
	          ● Instructor assignments
	          ● Max Enrollment
	          ● Remove Reserved Seating if *not* needed
		All Units

3/9-3/15	Review and Edits
	   ● Administrative Phase
	   ● CLSS is closed to edits
		Office of the Registrar

3/16-3/21	CLSS open for final edits prior to schedule posting	All Units
3/22	Fall 21 Schedules viewable on web	All Units

	The following changes can be made in CLSS:
	
	   ● Increase/Decrease Max Enrollment
	       o Except sections with reserved seating. Please email registrar@iit.edu with any changes. Please remove reserved seating if not needed.
	   ● Instructor Changes
	   ● Day/time Changes
	   ● Creating New Sections
	   ● Cancelling Sections
		All Units

4/12	● Fall 21 Registration Begins	All Units
4/19-4/23	● Room assignments. CLSS will be locked, preventing all section changes.	Office of the Registrar
	Before the term begins and after add/drop please review your schedule and cancel any applicable courses.	All Units

Additional Agenda Item:

- Kelly Roark will present and discuss Blackboard

[Course Scheduling Resources](#)

New Hire Process

- HR will provide the A#
- Department course scheduler will email Khalilah with new faculty member information
- Office of the Registrar will grant Faculty access in Banner and CLSS
- Please allow 24 hours for info to appear in CLSS

Important Dates

Schedule visible on the web for Fall 21 on March 22, 2021
Last day to withdraw from Full term courses for Spring is April 5, 2021
Registration for Fall 21 begins on April 12, 2021
Last Day to request Spring 21 Incomplete Grade is May 9, 2021

REMINDERS

- All course sections are rolled active. If you choose to not offer a section, delete or inactivate the section.

- If registration exists and the course is no longer needed, please cancel the section. Please submit via CLSS

- Lab sections must lead with an "L," followed by a two-digit number (e.g., L01 and L02).

- Waitlist capacity is a required field for most sections.

    - Waitlist is not required for "Does Not Meet" sections.

    - For courses with a linked lab section, add the waitlist to the **lab** section only.

- Make reserve seating requests in the Comments section.

- Being that the schedule is rolled from last year, if you will not be using the reserved seating, please remove before registration opens.

- For special topic courses, add the long title in the Comments section.

- Please add classroom preferences in the Comments section. Please note that we would do our best to accommodate the request, but sometimes it will not occur depending upon our space availability.

Course Schedulers

Contact the course scheduler for the pertinent department to request information regarding course offerings or to request a specific course to be offered in the current or upcoming term.

Department	Course Scheduler(s)	Email
Architecture (Architecture and Urbanism, Landscape Architecture)	Cynthia Torres	ctorres2@iit.edu
Biology	Tanya Bekyarova	bekytan@iit.edu
Biomedical Engineering	Bonnie Haferkamp	haferkamp@iit.edu
Business (Economics, Marketing Analytics, MBA, Management Science, MSF, Public Administration, Sustainability Management)	Justine Grant	jgrant2@stuart.iit.edu
Business (Undergraduate Courses)	John Twombly	twombly@stuart.iit.edu
Civil and Architectural Engineering (Engineering Graphics, Engineering Management, Environmental Engineering)	Brent Stephens	bstephe5@iit.edu
Chemical Engineering	Beatrice Person	person@iit.edu
Chemistry	Katherine Leight	kleight1@iit.edu
	Zabel Panosyan	panosyan@iit.edu
Computer Science	Matthew Bauer	bauerm@iit.edu
Electrical and Computer Engineering	Jafar Saniie	saniie@iit.edu

English Language Services (English Language Program, Intensive English Program, Professional Communication Advancement, Proficiency of English as a Second Language)		els@iit.edu
General Engineering (Armour College)	Darci McHale	mchale@iit.edu
Food Science and Nutrition	Todd Diel	diel@iit.edu
Humanities (Art and Architectural History, Communications, History, Literature, Philosophy)	Warren Schmaus	schmaus@iit.edu
Institute of Design	Matthew Mayfield	mayfield@id.iit.edu
Industrial Technology and Management (INTM)	Cynthia Spoor	spoor@iit.edu
Information Technology and Management (ITM)	Kayla M. Botica	kbotica1@iit.edu
	Raymond Trygstad	trygstad@iit.edu
Interprofessional Project (IPRO)	Emily Harrington	eharrington@iit.edu
Mathematics	David Maslanka	maslanka@iit.edu
	Michael Pelsmajer	pelsmajer@iit.edu
Mechanical, Materials, and Aerospace Engineering; Materials Science	Jessica Nicholson	nicholsonj@iit.edu
Mathematics and Science Education	Sharon Grant	grant@iit.edu
Physics	Pavel V. Snopok	psnopok@iit.edu
Professional Learning	Ryan Nelson	nelsonr@iit.edu
Psychology	Kristina Bauer	kbauer1@iit.edu
Science (SCI 511 and SCI 522 only)	Elizabeth Friedman	friedman@iit.edu
Social Sciences (Lewis College of Human Science, Political Science, Sociology)	Rebecca Steffenson	rsteffe1@iit.edu