To: All Department Chairpersons and Area Coordinators  
From: Deb Bolen, Assistant Provost  
Date: September 17, 2020  
Re: Spring 2021 Course Submissions

SPRING 2021 COURSE SUBMISSIONS  
ARE DUE BY NOON, MONDAY, SEPTEMBER 28, 2020

Spring 2021 Guidelines  
The same guidelines initially established for the Fall 2020 semester, prior to the change to fully remote, will be in place for Spring 2021. They include:
- Faculty will have the option to teach in-person, remotely or a mix of the two.
- Students will have the option to continue remote learning, with the understanding that not all classes may be available to them. Faculty are encouraged, but not required to accommodate these students.
- For the health and safety of faculty and students, no more than 25 students at a time will be permitted in attendance in an indoor classroom.
- Classroom capacities have been determined based on social distancing requirements. Tents will be an option.
- Evening time slots for classes will only be utilized if the current faculty-approved time slots are full and no rooms are available. This is particularly important this semester, so that final exams can be completed by May 18, and senior grades submitted in time to clear students to graduate.
- For faculty who plan to teach remotely, APSC strongly encourages a synchronous component to the course with an alternative option if a student is unable to attend that portion of the class.

Electronic Course Submission  
Departments will use the electronic course submission application in CLIQ to review and update courses. To access CLIQ for submitting your courses go to the Dickinson Gateway and press the CLIQ icon. For details on entering the information, review these instructions.

Adjunct Requests:  
If requesting an adjunct or full-time visiting faculty position, send an email to me (bolend@dickinson.edu) and Catrina Hamilton-Drager (hamiltoc@dickinson.edu). This is the case even if the department has regularly relied on an adjunct or full-time visiting faculty to offer courses. Indicate the reason for requesting the position -- typically student demand, but other staffing needs may apply (replacing a course for a faculty member on reassigned time, for example). Requests will be reviewed in light of demand and resources available; the Provost has final approval.

New Courses  
If a new course will be offered, refer to the Curriculum Revisions section of the Academic Program and Standards Committee web page for information. All new courses must be approved by APSC and the faculty. The completed New Course Proposal Form was due to Bonnie Lehman by September 1, however APSC will still consider them as time permits. Include proposed courses with your department submission using the “Create a New Course” option in CLIQ.

Mode of Delivery  
Banner section attributes will be used to indicate how a course will be delivered. Please be sure to choose one (and only one) of the following attributes for every section you submit in the CLIQ “Course Attributes” box (along with any other attributes for the section):
- Taught Remotely – all portions of the class are taught remotely for all students
- Taught in Classroom – all portions of the class are taught in the classroom for all students
- Classroom & Remote Mix – any mix of remote and in the classroom

**Remote Students**
For all sections designated as Taught in Classroom or Classroom & Remote Mix, please be sure to indicate whether or not the faculty member will accommodate remote students in the class. This should be entered in the **Comments field** of the CLIQ “Prerequisites” box as either:
- Remote students permitted
- Remote students **not** permitted

**Class Meeting Times**
In the CLIQ “Schedule & Capacity” box, please be sure to submit the days/times based on the mode of delivery. If the class is:
- Taught Remotely* – include only **synchronous** meeting days/times where all students are required to attend
- Taught in the Classroom – include meeting days/times as usual
- A Classroom & Remote Mix* – include days/times for portions **in the classroom and synchronous** where all students are required to attend

*Note: Details about the format of the section should be entered in the **Comments field** of the “Schedule & Capacity” box for all sections that are taught remotely or a mix of classroom & remote. This information will be displayed on Banner Self-Service for students to see.

APSC will be enforcing the course scheduling policy, which includes spreading course offerings across the **weekly schedule**: a second 50-minute course may not be offered in a time slot unless all 50-minute slots have been used; likewise, for 75-minute time slots. **This is essential this semester due to the limited number of classroom spaces available.**

As a reminder, every course, including Senior Seminars, unless otherwise noted in the Academic Bulletin, is equivalent to four semester hours. Credit for courses is based on the assumption that at least three hours of study accompany each class period (excluding labs).

**Classroom Preferences**
Classroom capacities based on social distancing (SD) can be found on the [Registrar’s Course Submission Information web page](#).
In the CLIQ “Schedule & Capacity” and “Room Requests” boxes, please be sure to submit the requested classroom and any equipment/technology needs, respectively. If the class is:
- Taught Remotely – There’s no need to submit a classroom or equipment/technology needs.
- Taught in the Classroom – Use the SD capacity list at the link above to determine if a classroom will accommodate the section’s capacity. If “Tent” is entered as the building no room needs entered, but be sure to include the equipment/technology needed.
- A Classroom & Remote Mix – Use the SD capacity list at the link above to determine if a classroom will accommodate the maximum number of students that will be in the room at a time (ex. if only half of the class will be in-person at a time, a room isn’t needed to fit the full section capacity). If “Tent” is entered as the building no room needs entered, but be sure to include the equipment/technology needed.

Note: Things to keep in mind about tent classrooms… Depending on the location of the tent, exterior noises, such as people or traffic passing by, will be heard. Tents have side walls that can be raised or lowered, electrical power, white boards, a podium/table for the instructor, and heat, if needed. It’s not recommended that classes requiring a webcam/microphone for students off campus are held in a tent. The acoustics and residual noise could make it challenging to hear and, depending on how bright a day it is, it could be difficult to see. The daylight could also cause a glare on anything displayed on a screen for students in the tent.

**Course Priority for Registration**
The Course Request Period will take place **9:00am, Monday, November 16, through 4:00pm, Wednesday, November 18.**
Please be sure to review all of the priorities for each course submitted. There is a report available containing just the priorities in CLIQ. If the priorities listed are correct, there’s nothing additional that needs done. If changes are needed, do so in the CLIQ “Priorities” box.

Remember, if more students request the course than there is space available, students will be registered randomly within each of the priority designations. In other words, there is no first-come, first-chosen procedure during the initial Course Request Period.

Courses meeting Graduation Requirements
If a course meets one or more of the Graduation Requirements, choose the appropriate attributes in the CLIQ “Course Attributes” box. If the course has not met that requirement in the past, please send supporting information to the appropriate person (listed at the bottom of this page) for review.

Course Descriptions for Topics Courses
Include course descriptions for any new topics courses in the CLIQ “Course Description” box. If a topic was previously offered including description, that description should automatically default into this box when the topic is selected.

If you have any questions, please don’t hesitate to contact me. Thank You!

cc: Neil Weissman
    Mary Ann Leidigh
    Catrina Hamilton-Drager
    Academic Department Coordinators