

To: Sciences Division, Humanities Division, Social & Behavioral Sciences Division, All Portland Faculty
Subject: Week of July 27-31 Fall Planning Update
Date: Friday, July 31, 2020 at 11:57 AM

Colleagues –

Thank you for all your input and definition regarding teaching and enrollment. We have completed the room assignments. There are some significant changes from years past, and we appreciate the flexibility you have all demonstrated in the process.

Here is the link:

<https://linfield.sharepoint.com/:x:/s/Fall%20Planning/Ed17r0fj0rRjISSbE3swxxgBaQKoN0AYjYKsx8zimF114w?e=DjbBS1>

A few notes:

- When the teaching method was listed as “Hybrid” only, for assignment purposes, we assumed 50% of the enrolled students in a classroom at any given time.
- A number of you asked about utilizing tents as classroom space; we have tents on order. As you might imagine, there is a backlog and we will keep you posted as we learn more.
- We have addressed most equipment needs in the planning. However, feel free to contact Kris Wessel at Kwessel@linfield.edu with any questions or if you need additional information.

In a typical year, the Registrar’s office automatically adds students upon receipt of the signed Add/Drop/Withdraw Form in Etrieve. This fall, hours of course planning was based on maximum capacity for each course, in concert with maximum occupancy for each room, so Add requests will be reviewed individually. Faculty approval of an Add Form does not automatically guarantee the student’s inclusion in the class, even if the faculty selects “add student to class even if it’s full.” As long as the cap is not exceeded, Adds will be processed as usual. If the Add request is denied, faculty will be contacted by the Registrar’s Office to problem solve.

Next steps:

Now that Plan A is lined up with all assignments, it’s time to start looking at Plan B.

Update all published schedules with additional information on course delivery methods.

We are creating a comprehensive document collecting information we have sent out (as well as additional information) on best practices for teaching to assist in the specifics of your course planning.

Next Tuesday, the Academic Affairs Every Other Weekly will start up again so be looking for your old friend in your email. Fall planning update information will be included there and will no longer be sent out via email.

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