

Given our experience scheduling Winter Term classrooms, we anticipate high demand for our largest teaching spaces in the Spring Term (for classes with greater than 24 students). We know that students (and faculty) prefer an in-person experience, when possible. We aim to continue to schedule classrooms so that there is a rest period in between classes, in order to refresh the air in the classrooms. This full-class-period rest contributes to scheduling challenges because class periods on either side of a scheduled class period are blocked from using the space. For example, on the “a” schedule, a room can be scheduled *either* 1a, 3a, 5a, 6a *or* 2a, 4a, 6a. One of these options provides more opportunities to use a classroom.

We may consider changing our practices and utilize only the 20 minute passing period for fresh air exchange in some classrooms. The windows in some classrooms could be opened during the passing period, to aid with ventilation. IF we decided to do this, we would follow the advice of our epidemiological consultant and we would target only the spaces with the greatest ventilation rates.

We also intend to have outdoor tent classrooms, as we had in the Fall Term. However, during Fall Term one of the tents collapsed under heavy, wet snow in October. Clearly, the tents will not be available until the risk of snow is very low, likely in mid-May. This would not preclude classes moving outdoors on fine days and we could consider setting up tentless classrooms as well.

Given this information, below are some suggestions to bear in mind while planning course schedules. We welcome departments’ creative ideas to help imagine ways to ease the classroom space crunch. If you have additional suggestions, please forward them to the Academic Operations Team at aot@carleton.edu and we will add them to this document.

- Spread classes with an in-person component across all class periods. The 6a and 5,6c periods are least utilized in Winter Term. Please note that an alternative to 6a is a M,W version of 5,6c, in which classes meet from 7:00 - 8:45 PM on Mondays and Wednesdays.
- Consider favoring periods 1a, 3a, and 5a over 2a and 4a for larger classes.
- Consider teaching a hybrid course where 50% of the class meets in person on alternate days. This would enable scheduling that class in a smaller classroom.
- Consider teaching a hybrid course where the class meets in person on only one day a week. For two classes adopting this strategy during the same period, they could share a classroom.

If you could signal a willingness to utilize either of the last two strategies when you submit department planning forms, that information would be very helpful for assigning classrooms.

Thank you again for your hard work and creative solutions for teaching in the time of this pandemic.