

## Plan for Managing Room Data for Fall 2020

July 6, 2020

### Step 1:

Department schedulers first need to review OIR data to determine which classes may need to be moved to new rooms. OIR has created a dashboard called [OIR COVID-19 Fall Course Planning](#) on their dashboard website at app.powerbi.com. There will be a status provided for each section on this report: Acceptable, Split Days if Needed, Monitor, Move, Move Online.

The breakdown is as follows:

1. If the Banner section capacity is less than or equal to 1/3 EMS classroom seat capacity, then room will not have to be moved and will be coded in report as ACCEPTABLE
2. If the Banner section capacity is less than or equal to (1/3 EMS classroom capacity\*number of days) then room will not need to be moved but in-person attendance may need to be split over multiple days if enrollment exceeds 1/3 EMS classroom capacity. Status will be SPLIT DAYS IF NEEDED.
3. If the Current number enrolled is less than or equal to (1/3 EMS classroom capacity\*number of days) then MONITOR
4. If the Current number enrolled is greater than (1/3 EMS classroom capacity\*number of days) then MOVE
5. If #4 is true and current number enrolled is greater than or equal to 90 then MOVE ONLINE

### Step 2:

In the OIR report, if a class is marked as ACCEPTABLE, no change is needed. The class can meet at 100 percent capacity in the currently assigned room.

If a class is marked as SPLIT DAYS – these classes are following the 1/3 room capacity for the hybrid model and no room change is needed. Note: All classes are considered hybrid this Fall (unless indicated as WEB.)

If a room change is needed, student enrollment in the section will dictate the process for changing the room assignments as follows:

- *15 or fewer students*  
Departments can change room with no approval.
- *16-30 students*  
Approval needed to change rooms. Consult Dean for approval and send approved form in ticket system for Registrar review. The Registrar will make the recommendation to the Provost's Office.
- *31-90 students*  
Approval needed to change rooms. Consult Dean for approval and send approved form in ticket system for Registrar review. The Registrar will make the recommendation to the Provost's

Office.

- *Over 90 students*  
These classes will be moved to remote. In rare circumstances, the Provost may consider exceptions. Consult Dean for approval and send approved form in ticket system for Registrar review. The Registrar will make the recommendation to the Provost's Office.

### **Space Planning Data**

Space Planning staff measured social distancing capacity assuming 6 ft. spacing for 206 out of 458 classrooms. In many cases, the social distancing capacity is less than the EMS 1/3 capacity (average difference: -3 seats).

An additional 435 sections may need to be moved, moved online, or split into hybrid using the measured 6ft capacity instead of the EMS 1/3 capacity.

All room assignments will be checked against Space Planning Data by the Registrar's Office and the Provost's Office in a secondary review process that will occur by July 27. Departments will be consulted if a move should occur after the administrative review.

### **Timeline:**

July 6	Departments can begin to move rooms or request to move rooms based on above guidelines and OIR room report.
July 13	Department schedulers will meet with the Registrar's Office at 10:00 a.m. to discuss this plan and questions will be answered
July 27	Registrar's Office and Provost's Office will meet to review Space Planning room data and will contact department schedulers if a room assignment should be moved after this secondary review
July 31	Noon deadline for section requests to be submitted to ensure that all section changes and room assignments are completed by 4:30pm on 8/14/2020, prior to the beginning of Fall 2020 term.
August 3	Room assignments that need approval to be moved (and based on prioritization) will be completed; department schedulers will be notified
August 10	Room assignments should be correct in Banner
August 17	Classes begin
August 31	Continual review of actual enrollment in classes by Registrar's Office ends
September 30	Registrar, OIR, and Space Planning collaborate to submit assessment of process to the Provost's Office

**Further considerations:**

Moving any classes to 100 percent online must happen through existing process for creating M50 sections.

Departments are not allowed to substantially lower maximum class enrollments for space planning purposes. This outlined process is to be used for managing enrollments and class assignments. Requests to lower maximum class enrollment should be submitted to the Registrar for recommendation and review by the Provost Office.

Priority for room assignment changes will be given to classes that are changing a room for another during the same time.

Physical markings in classrooms such as tape or stickers indicating available space should be consistent with the final determination of the maximum seat number for that classroom (1/3 EMS vs Space Planning measurements).

All questions can be routed to the Registrar's Office who will assist and who will work in conjunction with the Provost's Office and Space Planning. Please send all questions to Darla Keel, University Registrar, at [darkeel@memphis.edu](mailto:darkeel@memphis.edu) and to [reg\\_regsched@memphis.edu](mailto:reg_regsched@memphis.edu).