

TIMETABLE REDESIGN

DEPARTMENT HEAD & SCHEDULER GUIDE



Deadline to Return Spreadsheets at Timetable@utk.edu - June 17, 2020

Resources

- Attend Registrar Office Hours to gain hands on support in completing your spreadsheets. Visit registrar.utk.edu/2020timetable for dates and to register.
- To request an individual or group meeting, contact Jennifer Hardy, Deputy Registrar and Residency Coordinator at jhardy11@utk.edu.

Spreadsheet Directions:

- Only complete columns highlighted in orange. If you have any questions about the meaning of each column, please refer to the resources section above.
- All other columns are informational only and will not be reviewed by the Registrar team.
- Please do not add CRNs and meeting lines to this spreadsheet. Your responses to the columns highlighted in orange will be used by the Registrar team to add those as needed.
- Completed spreadsheets can be submitted:
 - In full (All rows completed)
 - In portions (By course): Please ensure that all sections of a course are completed before submitting a part of your entire spreadsheet.
- Please return your completed spreadsheets to timetable@utk.edu using this subject line template: "Course_Final Timetable" (ex. Psychology 110_Final Timetable) or "Department_Final Timetable" (ex. History_Final Timetable).

*Please do not send your completed spreadsheet(s) until you have finalized all changes. Once received, no additional changes will be processed until July.

MODALITY DEFINITIONS

Fully Face-to-Face

All students in the class meet with the instructor in the classroom as a single group at every class meeting.

Hybrid - Daily Flip-Flop

All students in the class meet with the instructor in the classroom as a single group (face-to-face) at one meeting per week. During the other meetings of the class, students learn online, through either synchronous or asynchronous instruction. As an example, a class that meets for 50 minutes MWF might meet face-to-face on Mondays and engage in synchronous online instruction on Wednesdays and Fridays.

Hybrid - Rotating Face-to-Face

Students in the class are divided into two or more groups. Each group of students meets with the instructor in the classroom (face-to-face) once per week. Students who are not meeting in the classroom are learning online, interacting with the instructor and their peers through Zoom (or similar technology). As an example, a class that meets for 50 minutes on MWF might be divided into three groups of students. One group meets face-to-face on Mondays, one group meets face-to-face on Wednesdays, and one group meets face-to-face on Fridays. Students who are not meeting face-to-face are engaged in synchronous online learning.

Hybrid - Synchronous Simulcast

Students in the class are divided into two groups. One group of students meets with the instructor in the classroom (face-to-face) at every class meeting. All other students in the class interact with the instructor and their peers through Zoom (or similar technology) in a synchronous manner.

Fully Online

All teaching and learning takes place online. If the class meets at regularly scheduled times, it is synchronous. If there are no regularly scheduled meetings at all, and students learn on their own schedule, the class is asynchronous. A partially synchronous class has some regularly scheduled meeting times, but fewer meeting times than the class would have had if it were face-to-face. Students are expected to carry out some activities asynchronously, on their own schedule.

Alternating Weekly Lab

A lab section is divided into two groups of students. One group participates face-to-face in the lab during even weeks of the semester, while the other group participates face-to-face in the lab during odd weeks of the semester. Students who are not in the lab are participating in some kind of online learning, which might be synchronous or asynchronous.

EXAMPLES OF NEW MODALITY AND MEETING TIMES

The following are examples of what changes in modality could look like for a hypothetical section of 30 students in a classroom that will now only seat 10.

New Section Delivery	New Section Modality	Meeting Line Examples (Note: some sections will need additional CRNs and meeting lines)
		Existing CRN 10001, 30 students F2F MWF 10:30-11:20
Fully Face-to-Face (may need a new room)	Fully Face-to-Face	(CRN 10001, Line 1) All 30 students always meet F2F MWF 10:30-11:20
Hybrid	Daily Flip-Flop + Synchronous	(CRN 10001, Line 1) All 30 students always meet F2F M 10:30-11:20
	Daily Flip-Flop + Synchronous	(CRN 10001, Line 2) All 30 students always meet Online Synchronously WF 10:30-11:20
Hybrid	Daily Flip-Flop + Asynchronous	(CRN 10001, Line 1) All 30 students always meet F2F M 10:30-11:20
	Daily Flip-Flop + Asynchronous	(CRN 10001, Line 2) All 30 students complete additional coursework online asynchronously
Hybrid (one section will be F2F)	Synchronous Simulcast	(CRN 10001, Line 1) 10 students always meet F2F MWF 10:30-11:20
Hybrid (other section will be Online)	Synchronous Simulcast	(CRN 10002, Line 1) 20 students always meet Online Synchronously MWF 10:30-11:20
Hybrid	Rotating F2F	(CRN 10001, Line 1) 1st group of 10 students always meet F2F M 10:30-11:20
	Rotating F2F	(CRN 10001, Line 2) 1st group of 10 students always meet Online Synchronously WF 10:30-11:20
Hybrid	Rotating F2F	(CRN 10002, Line 1) 2nd group of 10 students always meet F2F W 10:30-11:20
	Rotating F2F	(CRN 10002, Line 2) 2nd group of 10 students always meet Online Synchronously MF 10:30-11:20
Hybrid	Rotating F2F	(CRN 10003, Line 1) 3rd group of 10 students always meet F2F F 10:30-11:20
	Rotating F2F	(CRN 10003, Line 2) 3rd group of 10 students always meet Online Synchronously MW 10:30-11:20
Fully Online	Fully Online Partially Synchronous	(CRN 10001, Line 1) All 30 students always meet synchronously M 10:30-11:20
	Fully Online Partially Synchronous	(CRN 10001, Line 2) All 30 students complete coursework online asynchronously
		Existing CRN 10001, 30 students F2F MWF 10:30-11:20
Fully Online	Fully Online Synchronous	(CRN 10001, Line 1) All 30 students always meet synchronously MWF 10:30-11:20
Fully Online	Fully Online Asynchronous	(CRN 10001, Line 1) All 30 students complete coursework online asynchronously