What we are covering today:

Summer 2022 Updates
      Summer A Grades Deadline
      Summer B Add/Drop Deadline

Fall 2022 Updates
      Orientation Dates
      Pause on Adding Hybrid and Online Classes
      Low Enrollment Cancellations

Spring 2023 Key-in
      Rollover Overview
      Best Practices
      Standard Mtg Patterns & Special Room Requests
      Strategy & Goals - Shifting Course Offering from Online to Face to Face

Center For Advancement of Teaching Update

Summer 2022

Summer A

Classes ended June 17th

Deadline for Faculty to Submit Grades in PantherSoft:

<u>Tonight, 11:59PM - June 22, 2022</u>

Please remind your Summer A Primary Instructors to Submit Grades by the deadline

Summer C

- Classes Began May 9th
- Classes End July 29th

<u>Summer Late Student Registrations Procedures</u>

<u>Summer Student Reinstatement Procedures</u>

Deadline for Faculty to Submit Grades in PantherSoft: August 4th, <u>11:59PM</u>

Summer B

- Classes Began June 20th
- Classes End July 29

Add/Drop **Deadline** for students: <u>Monday, June 27th</u>

Deadline for Faculty to Submit Grades in PantherSoft: August 4th, <u>11:59PM</u>

OneStop Academic Calendar 2021-2022
<u>https://onestop.fiu.edu/_assets/calendars/2021-2022-draft-calendar-03-04-22.pdf</u>

Summer 2022 – OCM Tickets

The only summer OCM tickets we are accepting right now are <u>modify tickets</u> for classroom change requests

At this point, depts. should <u>not </u>be submitting:

- course cancel tickets with students enrolled
- add course tickets, except for independent research/study-like courses

Fall 2022

Upcoming Orientation Dates

    @ BBAY June 23

    @ MMC June 27-28, June 30-July 1, July 5-6, August 18-19

CASE Low enrollment Cancellation Period begins on August 1st

Last day to cancel classes in Fall 2022 - August 11th

OneStop Academic Calendar - 2022-2023
https://onestop.fiu.edu/_assets/calendars/2022-2023-ems-calendar-06-01-2022.pdf

Fall 2022 - OCM Helpdesk Tickets

Add Course Tickets Update

- Only In-Person Course Additions are being approved at this time
  - Exception: Fully Online & Online Live Course Additions may be approved, if section is reserved for fully-online (2.0 students) admitted to fully-online degree programs only
- Certified Hybrid Course Additions are not being approved at this time

Cancel Tickets

Please ensure students are contacted with alternative course offerings if your department has to cancel a class with students enrolled.

*If you are planning on cancelling a class with 20+ students enrolled, please run it by our office first: casesched@fiu.edu
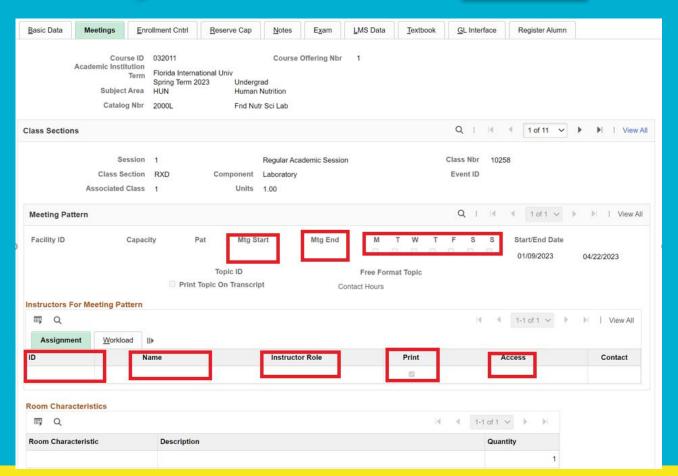
Spring 2023 – PantherSoft Term: 1231

1. PantherSoft Key-in Deadline - August 19th

   Including Lectures, Lab sections, Independent Studies, Thesis, etc.

2. Special Room Requests via OCM Helpdesk Deadline - August 19th
   - STEM Active Learning Large Lecture Rooms (PG6, PG5, and SASC rooms)
   - Chemistry/Physics Large Lectures that have to be in CP and OE
   - MMC to BBAY Polycom Courses

   Computer Lab Requests - request via Room Characteristics field in PantherSoft

3. Recitation Form Requests - Deadline - August 19th

Term 1231 Rollover – What did not roll over

Spring 2023 Course Schedule Rollover

Please abide by standard timeblocks for 3 credit courses:

Standard Meeting Patterns - Fall & Spring

If you do not know who will be teaching a course, use the PID 100000 for TBA

Keep an eye on:

- classes that your majors tend to take together in the same semester
- instructor overlapping schedules

Standard Timeblocks for 3 credit courses

Official Daytime Schedule: Fall and Spring Terms			
Monday, Wednesday, Friday		**Tuesday, Thursday or Saturday**	
Start	**End**	**Start**	**End**
7:00 AM	7:50 AM	6:40 AM	7:55 AM
8:00 AM	8:50 AM	8:00 AM	9:15 AM
9:00 AM	9:50 AM	9:30 AM	10:45 AM
10:00 AM	10:50 AM	11:00 AM	12:15 PM
11:00 AM	11:50 AM	12:30 PM	1:45 PM
12:00 noon	12:50 PM	2:00 PM	3:15 PM
1:00 PM	1:50 PM	3:30 PM (NOT THURSDAY)	
2:00 PM	2:50 PM	Free Period is 3:30 PM - 4:45 PM every Thursday during the Fall/Spring semesters.	
3:00 PM	3:50 PM		
4:00 PM	4:50 PM	Do not schedule or overlap course(s) in the Free Period time-block.	

Official Evening Schedule:	
Start	**End**
5:00 PM	6:15 PM
6:25 PM	7:40 PM
7:50 PM	9:05 PM
9:15 PM	10:30 PM

Review Course Scheduling Best Practices

[Course Scheduling Best Practices- Click to view](#)

PantherSoft best practices covers:

- How to delete course sections
- Required Course Scheduling Fields
- Class Notes Tips
- Combining and Uncombining Course Sections Instructions

Strategizing Instruction Modality - 60/40

CASE's Spring 2023 Goal for course offerings

- 60% In Person
- 40% Online/Certified Hybrid

Where we are now with spring 2023, if we left all of the current class sections with the instruction modality they rolled over:

- 55% In Person
- 45% Online/Certified Hybrid

Pre-Pandemic Instruction Mode Offerings

Instruction Modality Historical Offerings

Spring 2020 - 66% Face to Face

Spring 2023 - 54% Face to Face

Goal: 10-12% shift back to In-Person

Approx. 7500-7800 seats need to shift from Online/Certified hybrid to Face to Face

Download Report here

Instruction Mode Distribution - CASE			
	Column Labels ▾		
Row Labels ▾	Hybrids and Online	Face to Face	Grand Total
Spring 2020			
% of Seats Offered	34.21%	65.79%	100.00%
% of Seats Filled	36.62%	63.38%	100.00%
Sections Offered	644	1796	2440
Seats Offered	28359	54528	82887
Seats Filled	25784	44618	70402
Spring 2023			
% of Seats Offered	46.42%	53.58%	100.00%
% of Seats Filled	0.00%	0.00%	0.00%
Sections Offered	856	1302	2158
Seats Offered	34839	40211	75050

*Dual Enrollment sections were excluded from calculations

FIU Arts, Sciences & Education

How to schedule more In-Person

Focusing on Online Classes

> Converting Online Class Offerings to Face to Face, especially in depts. that do not offer 2.0 degree programs or do not serve 2.0 student populations

Target large lecture lower division Hybrid and/or Fully Online Classes for conversion to Face to Face

Report for Referencing Historical Timeblocks

Timeblock Historical Offerings by Course - Click here

Search for Historical Timeblocks				
Acad Org (Dept.)	ENGLISH-2			
Row Labels	Term			
⊟ AML 4155 Modern Amer Poetry	⊟ 1181			
	TR 1400-1515			
	⊟ 1221			
	TR 1230-1345			
⊟ AML 4245 Modernism In Am Lit	⊟ 1191			
	TR 1400-1515			
⊟ AML 4300 Major Amer Writers	⊟ 1191			
	MW 0930-1045			

Search for Historical Primary Instructors	
Acad Org (Dept.)	ENGLISH-2
Row Labels	Term
⊟ AML 3042 AM Lit 1492-Present	⊟ 1221
	Mark Kelley
⊟ AML 4155 Modern Amer Poetry	⊟ 1181
	Nathaniel Cadle
	⊟ 1221
	Nathaniel Cadle
⊟ AML 4213 Early American Lit	⊟ 1191
	Bruce Harvey

Finished with Spring 2023 Key-in?

1. Run Query to review:
   ○ instructor schedule conflicts,
   ○ typos in enrollment caps,
   ○ typos in start and end times

2. Ask faculty to review their schedules on faculty center in PantherSoft

Course schedule is visible to students on October 17, 2022

Student registration begins on November 1, 2022

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Credentialing Primary Instructors vs Adding Secondary Instructors

[What to do if you cannot add an instructor to a course section - Click here](#)

Other Resources:

Query Name: INSTRUCTORS_CREDENTIALED_COURS

- Shows all courses an instructor is credentialed to teach

Requesting Canvas Access - Course Assistants

Requesting Canvas Access for Course Assistants (Online & Certified Hybrid Courses)

FIU Online Scheduling -olschedule@fiu.edu

Requesting Canvas Access for Course Assistants (In Person Courses)

ETS - Educational Tech Services etshelp@fiu.edu

Panthersoft sends updated student & instructor info to Canvas 2x per day

- 4-6 hours for Panthersoft information to reflect in Canvas

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CASE Trainings just for you

- Email casesched@fiu.edu to request training on any of the following:

  - 25Live Event Request System

  - Panthersoft Course Scheduling

  - BI Reporting and Dashboards

  - Class Permissions

  - Query Reporting

  - How to plan and organize your dept. scheduling process

Certified Hybrid Course Scheduling

Certified Hybrid courses should meet on campus 1x per week for half the amount of time the same course would meet if were in-person.

- Guidelines for 3 credit courses

    - For the regular Spring C Session (16 weeks), a Certified hybrid course should meet once per week for 75 minutes.

    - For Spring A or B (7 weeks), a Certified hybrid course should meet once per week for 170 minutes.

Guidelines for Contact Hours Certified Hybrid Courses by Credits

Visit cat.fiu.edu/hybrid for more information.

Questions? Contact the Hybrid team at hybrid@fiu.edu

Who is Certified? – Hybrid and Online Live

How to check if an instructor is certified to teach **Online Live:**

List of 'Certified Online Live' Instructors

How to check if an instructor is certified to teach **Hybrid**:

List of 'Certified Hybrid' Instructors

Panthersoft Queries

- CASE_CLASS_SCHEDULE_MOD_LIZ – Main Scheduling Query
- VJJ_CAS_SCHEDULE_W_NOTES – Review Class Notes and Free Format Topic Title
- FIU_OCM_SCHED_CASE_LIZ - Each mtg pattern displays as separate row
- LIZ_CLASS_ROSTER_PLANS -Returns student academic plans, subplans, emails, phones, etc
- FIU_CAS_ROSTER_EMAIL_DROP - Students Dropped from a Cancelled Class
- FIU_CASE_RESRV_CAP - Shows all courses with reserve capacity restrictions