



Office of the Provost

P.O. Box 2000 | 900 Wood Road
Kenosha, WI 53141-2000

Phone: 262-595-2261
Fax: 262-595-2630

www.uwp.edu Keyword: Provost

Dear Deans,

We request your assistance in beginning the process of figuring out room scheduling for our fall face-to-face classes. Apologies ahead of time, but this is likely to be a tedious task. We'll take it a step at a time. Here is step 1.

The attachment is the current enrollment report as of July 1. It has been filtered to include only classes that have UW-Parkside rooms scheduled and all of the actual enrollment numbers are hidden to make it easier to look at. It represents the most up-to-date list we have of classes that you still intend to offer face-to-face. It has also been sorted by college, and there is a separate tab for each college. Please review this information and fill in columns AG and AH on the far right in your college tab. Column AG simply asks you to confirm that this class will be offered face-to-face, or with at least some face-to-face time, and therefore needs to be included in the room schedule. If you have plans to offer a class in some sort of hybrid format that will reduce the number of students attending each class session (half on Monday and half on Wednesday, for example) please include that information in column AG.

Return your completed spreadsheets to me sometime next week and we will begin the process of fitting students into available classrooms. I realize studios and labs are included in the spreadsheet. Presumably these room assignments won't change. This exercise is meant to examine the use of general purpose classrooms.

Thanks,

Gary

Gary M. Wood, Ph.D. 900 Wood Rd., Box 2000
Vice Provost for Academic Affairs Kenosha, WI 53141
University of Wisconsin-Parkside 262-595-2364
gary.wood@uwp.edu WYLL 343
