



Office of the Provost

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Dear Faculty and Instructional Staff,

Aligned with our goal of protecting the health and safety of the campus community and doing our part to reduce the spread of Covid-19, we have decided to follow the same protocols and guidelines for winterim and spring 2021 classes as we are currently following for fall 2020 classes. For the purpose of making changes to the current winterim and spring schedules, the same "covid capacities" for classrooms will remain in place, Student Center rooms, including the Cinema, will be used for classes, and the mask requirement will remain. See the attachment for a list of capacities for general purpose classrooms. At this time we ask that you work through your department chairs and deans to make changes to the winterim and spring schedules with the following goals and guidelines in mind.

1. First year students should be given the opportunity to participate in some face-to-face classroom experiences.
2. Classes requiring hands-on activities should be prioritized for face-to-face scheduling.
3. The approximately 40% face-to-face + hybrid, 60% fully online distribution of class formats is our goal for the spring term. Winterim classes are already mostly online.
4. The largest face-to-face class possible is 58, and only the Cinema can accommodate that number.
5. The next largest classrooms (the Ballrooms) can hold 35 and 37 students.

We need to start this work immediately. Registration for winterim and spring begins on November 2, the Registrar needs to record the changes well before that, and students will be meeting with advisors to set their schedules all through October.

Your deans will provide specific dates and instructions for proposing changes. In general, individual faculty and instructors should discuss proposed changes with department chairs, chairs will submit proposed changes to the deans, and deans will submit changes to the Registrar. If you will be teaching in a hybrid format (a combination of face-to-face and online) please provide the details of the schedule. This will assist the Registrar in making room assignments.

Please let us know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Rob".

Rob Ducoffe, Ph.D.
Provost & Vice Chancellor
Academic & Student Affairs

A handwritten signature in black ink that reads "Gary M. Wood".

Gary Wood, Ph.D.
Vice Provost
Academic Affairs