

CABINET REPORT
APRIL 21, 2020

Presenters: Brandin Bowman; Chris Estrada; Mika Klein; Joumana McGowan; Kevin Owen

1. Room Utilization & 25Live Workgroup Composition
 - a. Added faculty members to the Workgroup – Phil Wolf and Serene Ott. The first meeting was on 2/27. March meeting was cancelled due to Covid19. The next meeting is on 4/23.
2. X25 Modeling: 21 Trailer Project
3. Non-Class Events
 - a. Non-CRN events will no longer be scheduled in Banner. All non-CRN activities in classrooms will be scheduled through 25Live. We are awaiting information from the Divisions regarding who needs access to 25Live for scheduling.
4. Summer Lab Scheduling (Social Distancing)
 - a. Lab rooms have the highest percentage of class pre-assignments. Assignments of lab classes into lab rooms is best accomplished manually.
 - b. Facilities Department will determine how many people can fit into a room with the social distancing requirement of 6' of separation.
 - c. Recommend changing the class size on the CRN to match the room size. This ensures that classes are not over-enrolled. Sections will need to be added.
 - d. The allowable meeting pattern for lab classes needs to be determined by the Instruction Office to maximize scheduling of these rooms. Passing times may also need to be decreased.
5. Fall Lab Scheduling (Social Distancing)
 - a. 153 Standard Labs
 - b. Same as Summer Lab plan
6. Other