Spring 2021:
Preparing for In-person Learning
13 Jan 2021

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Registrar-Listed Classes

- Student access to in-person curricular learning activities requires connection to Registrar’s subject listings.
  - Connects to UG and G students’ Covid Pass
  - Relates to subset of buildings used for in-person learning (classes)
  - Prompts preparation of assigned rooms for ventilation review by MIT Facilities Teams, enhanced cleaning by MIT Custodial Teams
  - Extends to room uses DLCs may not think of in prior years (DLC-managed classrooms, shops, teaching labs)
  - Manages building density for concurrent Research & Education
  - Needs to consider all campus access needs for students & instructors now

- Many units have conveyed all anticipated campus needs for in-person learning to Registrar. Thank you!

- Email reminder distributed through School/College Deans and OVC (4-6 Jan 2021)
  - If you’ve not received this, please check in with your Department Head or School/College Assistant Dean.

Please think about the full semester (March-June 2021) from perspective of students using campus, during and after class meetings and for those key one-time class events, indoors and outdoors.
Key Deadlines for Academic Departments

Friday 15 Jan 2021
✓ Departments & Programs convey all [in-person learning activity] requests to Registrar
✓ Shops/makerspaces convey all requests to operate for class use via webform

1. In-person campus access by students for Registrar-listed subjects. This includes traditional instructional activities in Registrar managed classrooms, but also includes use of DLC-managed spaces, auditoriums, shop/makerspace access, outdoor campus grounds, etc. Activities in these spaces might include traditional lecture, seminar, recitation/section, but also tangential activities such as office hours, tutoring, in-person exams at any point in the semester (mid-term, H3, etc), project-based learning, shop/makerspace access for curricular work, performance-based learning, one-time lab-based demo and data collection, and so on. The instructor(s) may not be present for all of those building uses, so running through the syllabus to think about this from the Student (and TA) perspective is very helpful.

2. In-person campus access by faculty & instructional staff accessing lecture halls for remote delivery, or some other class-related activity.

Friday 19 Feb 2021
✗ Hard deadline for any and all in-person learning activities, as syllabi are finalized and any last minute needs identified

Space Contingency Planning: Plan B+ always underway for reduced maximum occupancy, reduced building occupancy, etc.
Responses to questions during 8am call

Will Touchdown Spaces be available and how?
• Yes, Touchdown Spaces will remain available to students and residents.
• Locations and max capacities of each Touchdown Space room are maintained at now.mit.edu: https://now.mit.edu/latest-updates/touchdown-spaces-now-available/
• Works in progress for Spring 2021: Additional Touchdown Spaces; Scheduling App to reserve a seat

Are all campus spaces possible to use for my class? For example, can I use a DAPER space for my class?
• No, not all spaces can be assigned for class use this semester, but you are welcome to make suggestions. Some ideas may not be logistically possible because of other uses of those spaces or buildings during the pandemic response. It is most important that you convey what you need to deliver the in-person class experience now, and we'll work with you to identify space options and assignments.
• The full inventory of campus learning spaces was provided to all DLCs for Fall 2020 prep, and is maintained for Spring 2021.

What if I considered the class to be “virtual” but the instructor actually wants to offer office hours between one instructor and one student? Does the Registrar need to know?
• Yes, please request such in-person learning activities of the Registrar by 15 Jan. This facilitates the students accessing the campus building where the office hours are held, or the outdoor campus if you choose in the better weather to meet students for outdoor office hours.

Shops and Makerspaces coordinate requests to operate in support of classes via a webform. How can I learn more about that?
• Email krystyn@mit.edu. That group communicates through a list including the shop/makerspace manager(s), and operating plan reviews have been coordinated by KJVV and Jon Hunt and Kate Trimble, with input from those groups for curricular use (Cat 2).

Can Touchdown Space practices be aligned/extended to repurposed DLC “lounges” for Spring 2021?
• Good idea. Will consider when and how to do this, and then communicate with DLCs.
• Needs input from others, given implications for building density, etc.