Guidelines for Scheduling TelePresence Sections

TelePresence courses require multiple sections of the course to be scheduled "in tandem", with one section designated as the "originating" section (where the teacher is physically present) and the other sections designated as the "receiving" sections (where the teacher is available remotely).

- Originating sections can be scheduled at Eureka in LRC 105 or at Del Norte in DA-1
- Receiving sections can be scheduled at Eureka in LRC 104, at Del Norte in either DM-28 or DM-29, or at KT.

In order to plan and coordinate use of the TelePresence system across divisions and locations, the DE program keeps a scheduling spreadsheet for both the current and several future terms. (We're happy to email a copy of the most up-to-date schedule to anyone who needs it). Deans and directors wishing to schedule TelePresence courses should start by emailing Cathy Cox the proposed days, times, and sites for the courses.

To help maximize the number of courses we can schedule please keep these points in mind:

- If you have a class that fits neatly into a M/W/F or T/TH timeslot, it makes it much easier for us to fit other classes in around yours – like this:

AJ 7	ECON 1	AJ 7	ECON 1
10:05 - 11:30	10:05-11:30	10:05 - 11:30	10:05-11:30
to DN/KT	To KT	to DN/KT	To KT

- Courses that only meet one day a week may need to take advantage of odd gaps in the schedule so that we can fit them in:

MATH 50A	MATH 50A		MATH 50A	MATH 50A
11:40 - 12:45	11:40 - 12:45	`	11:40 - 12:45	11:40 - 12:45
to DN/KT	to DN/KT		to DN/KT	to DN/KT

- Classes can run two ways between EKA and DN simultaneously – and it's often easier to get space for a class that originates at Del Norte than for one that originates at Eureka.
- KT can only receive one class at a time, either from EKA or from DN, but not both.

Once Cathy confirms the availability of the appropriate rooms for the days and times requested, you can go ahead and send the request to the scheduling assistant (Shereen).

Shereen will assign the rooms officially. In addition to the information you would normally give her for any course, she will also need to know the following:

- All the information for all the linked sections of the course.
- Which of the sections is "originating" and which is/are "receiving" (so that she can put the correct section notes into the schedule)
- What the caps should be for each section (see below)

TelePresence Caps:

Unless the Dean gives different instructions, all the sections of a telepresence course will be scheduled with their normal caps. That means that if a course originates in LRC 105 and is received in Del Norte and KT, the faculty teaching could have well over 70 students enrolled (unlikely, but possible). This would require the faculty to be given additional TLUs.

If that is not the intent, then the caps for all of the linked sections must be adjusted to take into account the total number of students in all the sections as well as the room capacities. (DM-28, for example, can only hold 8 students max; LRC 105 can hold 29 students.) Unless the Dean or Director communicates any adjustments for a section to the scheduling assistant, the normal caps will be used for all the sections.

Example:
> Course cap = 35 for a traditional section.
> For a TelePresence course, this might break out as follows:
> - Originating section meets in LRC 105 is capped at 27 students
> - Del Norte receiving section in DM-28 is capped at 8 students
> - Total enrollment cap = 35
>
> However, if you later decide to add a section at KT, you will need to adjust down the cap of one or both of the other sections to allow for the students who enroll from the new location.

Additional Comments:
- LRC 105 can function as a computer lab if necessary. None of the other TelePresence rooms are set up that way, and if you schedule a TelePresence course that requires the use of the student computers you will need to make sure that your students have access to computers at the other location(s).
- Faculty sometimes have assumed that the DE staff make arrangements for textbooks to be available at the receiving sites. We don't! Please make sure that faculty understand how to make arrangements for students to get textbooks at the other locations.
- If an instructor has not taught via TelePresence previously, they'll need to schedule a training session with Reno Giovannetti prior to the start of class. It doesn't take long, and there is a SARTCO to cover up to two hours of training time per faculty.