**Timetabling and teaching 20/21**

The problem:

It is very likely that social distancing measures will impact teaching in Michaelmas 2020. One consequence of this is that a teaching room that would normally hold 100 students will hold far fewer. That means there is not enough space to do in person teaching as normal – we need bigger rooms to accommodate people, and there isn’t enough space within current teaching rooms and within the current timetabled day to accommodate in person teaching.

How do we solve the problem?

Some combination of the below is necessary to meet the need for space:

* Extending the timetabled day.
* Teaching in rooms usually used for meetings, including rooms in Colleges.
* Moving more teaching online to make space for in person teaching.
* Teaching less content.

We’ve consulted academic reps and had lots of conversations with the University, and our current draft plan is:

* Small group teaching (less than 15) is delivered both online and in person, and students are able to choose which session they attend
* Large group teaching delivered online
* Some seminars and tutorials that would ordinarily include more than 15 people may be broken down into smaller groups so they can take place in person
* The timetable is expanded to include 6pm – 7pm teaching, specifically to facilitate in person small group teaching.
* If teaching happens after 5pm there is an option within the same module for the same content to be delivered before 5pm (multiple options for seminar groups at different times)
* Meeting rooms and rooms in college are used for small group teaching to increase capacity
* Lecturers and tutors increase in informal contact hours delivered online and/or in person  (i.e. ‘office hours’, not an increase in the number of formal tutorials or seminars) with the option for non-module specific meetings
* If capacity is not sufficient, lab sessions may be reduced with priority given to finalists/PGTs. This could be compensated for by either or a combination of rescheduling lost activities into future years or alternative lab skills provision (e.g. using existing model data for analysis)
* Start times for in person teaching within the same building could be staggered to reduce close contact in the building e.g. activities in one room of a building could start on the hour, those for another room could start 10mins past the hour etc.

Things we considered:

* Staff workload should not be dramatically increased; all reasonable measures should be made to ensure staff are able to deliver teaching within their contracted hours, and supported to deliver teaching in a new way.
* Priority should be given to the development of quality teaching, both in person and online and reviewing appropriate teaching methods. Some small group teaching may be better suited to online methods.
* The different circumstances of students – access needs, learning styles, time zones and health considerations – should be reflected in a plan that allows students to as far as possible choose the best form of provision for them.

**What we need to hear from you:**

* **What problems do you foresee with this plan?**
* **How will the students you represent be affected by this proposal?**
* **What works well about this plan for you?**
* **If this proposal were to go ahead, do you believe you would receive quality teaching?**
* **Would you choose to have scheduled teaching between 7pm and 8pm, if it meant teaching was delivered in person rather than online?**
* **Anything else you want to tell us about this proposal for teaching in Michaelmas 2020.**

Please use the form [here](https://durhamsu.ml/engagement/avo/timetabling-and-teaching-2020-21/178/) to answer these questions.