

Dear Colleagues,

As promised a follow up on the meetings about teaching planning last week.

Attached you find the slides from the meetings, and a summary of the most important points can be found here:

Current issues

The planning procedure is not well suited to Fuglesangs Allé where we have a large variation in class sizes and all programmes are shared between (at least) MGMT and ECON. The large auditoriums are some weeks booked up to 100% capacity – meaning booked Monday to Thursday from 8-18, Friday from 8-16 – while other weeks (especially week 42 and the last weeks of the term) have a lot of free capacity. An example of our three largest auditoriums this fall semester can be seen here:

Week/ Room	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
M3	100%	100%	96%	83%	88%	88%	29%	75%	88%	79%	86%	46%	71%	42%	25%
U1	100%	88%	83%	92%	92%	92%	46%	58%	92%	83%	92%	75%	83%	75%	58%
FS	96%	56%	94%	69%	90%	81%	31%	71%	90%	88%	81%	81%	83%	-	-

This means that a lot of teaching has to take place in the ‘outer hours’ – from 16-18, we lack flexibility and some classes have been forced online. For ideal flexibility the use of rooms should not exceed 75%.

Challenging restrictions

We have been working with Studieplan, BSS and our colleagues at ECON to find a way that will ensure better teaching schedules (incl. rooms better suited for various types of teaching) for everybody.

What we need to look into are restrictions that make it more difficult for StudiePlan to make better, more even schedules for us. The most common examples are:

- Uneven flows: If there is class in week 36-38, 40-41, 43, 45, 47-48 & 50 the auditorium is typically vacant in week 39, 42, 44, 46 and 49. Courses not running throughout the whole semester place an extra burden on some weeks making it more difficult to plan other courses.
- 3- and 4-hour lectures: These tend to create bumpy planning – particularly when they are changing throughout the semester
- Restrictions on morning and late afternoon classes
- Not wanting to use specific auditoriums: E.g. “Not Fuglesangssalen & U1” or “large flat rooms”. NB: If you have unsolved technical issues in a specific auditorium/classroom please let us know.

Pedagogy vs. practicalities

Pedagogical choices will generally trump practical considerations but be aware that pedagogical preferences in one course can easily impede the pedagogical options for another course.

The solution

The way to solve this is to be aware of the following when planning – especially if you are making changes to the courses anyway:

1. Use the whole semester (14 weeks)
2. Steadier flow during the semester
3. Fewer 3–4-hour lectures and instead more 2-hour lectures (e.g., 1 asynchronous online + 2 hours onsite)

4. Fewer restrictions on timing in specific weeks
5. Think online (streaming/recordings) as an alternative for episodic restrictions (e.g., conference, holiday etc.) and external guest lectures
6. Fewer restrictions on rooms (let's improve the rooms we have)
7. Be specific when applying restrictions
8. If you are sharing the course with someone: Substitute for each other and plan around restrictions (to the extent possible)
9. Check your schedules carefully (weeks, dates, rooms) when prompted.

[The process going forward](#)

25-28th October: Emails from study secretaries regarding teaching planning and course descriptions for fall 2022

8th November: MGMT deadline

Besides this in collaboration with StudiePlan we have identified some courses that have many restrictions and are very difficult to plan – we'll be in touch with the course responsables for these courses.

Attached you find the guidelines for limitations concerning availability for teaching as agreed by ECON and MGMT.

Thank you in advance for your collaboration on this.

Best,
Christian and Anne