

Hello HGSE Faculty,

We hope you are well! We are writing to update you on a new policy for live course previews for the Spring 2024 semester.

We have heard from faculty that some live course previews in recent semesters have not been well attended. Data our office gathered this fall confirms these observations: Each time block consisted of 4 course previews and, on average, only 10% of the Ed.M. student population attended a preview in each block. While some previews had as many as 153 students attend, others had as few as 3 students. Despite modest attendance, however, survey data suggests that many students continue to see live previews as a helpful part of the enrollment process.

After consulting with the Ed.M. Steering Committee and other community members, we are making the following changes for the upcoming spring semester:

- **Pre-recorded videos:** Videos will remain a required part of the course enrollment process and should be uploaded to your Canvas site no later than 5:00pm on Thursday, January 11. Please make sure to follow [these instructions](#) when uploading your 8-10 minute course videos.
- **Live Q&A course previews:** Offering a live course preview will be encouraged but optional. If you opt out of the live course preview, we ask that you make yourself available on January 16<sup>th</sup> and 17<sup>th</sup> to answer any questions students may have about your course via email or office hours.

As we implement this approach, we will also communicate more clearly to students that they are expected to watch the pre-recorded video prior to attending the live preview session (for instructors deciding to hold one) or the first course meeting.

If you choose to participate in live course previews, these will take place on Tuesday, January 16<sup>th</sup> and Wednesday, January 17<sup>th</sup>. We will be collecting your availability using this [Course Preview Schedule Survey](#). Please submit your preferences no later than

Live course previews will take place in the rooms below, with courses randomly assigned to rooms. All previews will be recorded and posted to Canvas.

- Askwith Hall
- GCC 1-3
- GCC 4-5
- Larsen G08
- Larsen 106
- Longfellow 319/320

Thanks for your attention to this information, and please let us know if you have any questions.

All the Best,

**Miguel & Jill**