

**From:** [Singel, David](#)  
**To:** [Bajwa, Sreekala](#); [Dougher, Tracy](#); [Gilpin, Gregory](#); [Haynes, George](#); [Hatfield, Patrick](#); [Sterling, Tracy](#); [Jutila, Mark](#); [Giroux, Michael](#); [Boss, Darrin](#); [Smith, Royce](#); [Palin, JoDee](#); [Pike, Alexis](#); [Judge, Vaughan](#); [Johnson, Ralph](#); [Kothman, Keith](#); [Ranalli, Mark](#); [Brown, Tia](#); [Harmon, Alison](#); [Seifert, Tricia](#); [Koltz, Rebecca](#); [Gunnink, Brett](#); [Richards, Abigail](#); [Woolard, Craig](#); [Paxton, John](#); [Kaiser, Todd J.](#); [Miller, Dan](#); [Ogilvie, Craig](#); [Lee, Ilse-Mari](#); [Schultz, Logan](#); [Shannon, Sarah](#); [Peters, Martha](#); [Arlitsch, Kenning](#); [Donnelly, Diane](#); [Beck, Carina](#); [Rae, Nicol](#); [Cherry, David](#); [Eitle, David](#); [Broderick, Joan](#); [Babcock, Michael](#); [Debinski, Diane](#); [Branch, Kirk](#); [Cohen, Susan](#); [Burroughs, Beth](#); [Brokaw, Galen](#); [Fleming, Walter](#); [Idzerda, Yves](#); [Parker, David](#); [Hutchison, Keith](#); [Neeley, Michael](#); [Rossmann, Brian](#)  
**Cc:** [Heard, Julia](#); [Mokwa, Robert](#); [Eitle, Tamela](#); [Burroughs, Beth](#); [Campeau, Tony](#); [Swinford, Steven](#); [Obbink, Kimberly](#); [Fastnow, Christina](#); [Fredenberg, Heidi](#); [Adams, Dean](#); [Singel, David](#); [Anderson, Rachel](#)  
**Subject:** Special Use Space  
**Date:** Thursday, May 21, 2020 4:54:23 PM

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**MONTANA**  
STATE UNIVERSITY

Office of the Provost

Dear Colleagues,

We are writing as a follow-up to the messages that you been received over the last week from the Office of the MSU Provost on Planning for Fall Courses and Course Scheduling. The purpose of this message is to call attention to courses that are delivered in Special Use spaces - that is, space designed and outfitted for specialized use. Such spaces include instructional laboratories, studios, practice rooms, maker spaces, and so forth.

Physical distancing capacities in these spaces have been provided in the updated Classroom Audit Physical Distancing Capacity spreadsheets attached to the email that you received on Tuesday May 19 (4:54 PM). It should be recognized that the physical distancing recommendations are intended to guide situations in which individuals are situated in essentially fixed positions over periods of more than 15 minutes, rather than when they may be passing by one another or briefly adjacent. The delivery of courses in these spaces – in sections populated at prescribed caps – while adhering to anticipated practices of physical distancing needed to reduce health risks to our faculty, staff, and students, will take some considerable planning and innovation. Planning will need to go beyond the templates provided earlier and include protocols for the various operations carried out in the space.

We recognize that this planning will take time. Accordingly, we would like to begin discussions with the faculty who will be the instructors of record in these courses and with all staff whose duties include coordination of these courses. To being that process, we ask that you provide information to us, using spreadsheet template Box Folder that had been used to provide the “OCHE course report” just one month ago, now renamed Special Use Instructional Space. Please upload a

copy of that spreadsheet with your own unit's information under the title: "Special Use Instructional Space – 'Unit Name'", where 'Unit Name' is the name of your unit.

The information requested includes:

Course Rubric

Course Number

Section Type (B, D, ...)

Number of Sections

Responsible Instructor

Responsible Manager (Staff)

To assist you in this process a version of the Classroom Audit Physical Distancing Capacity spreadsheets, filtered to Special Use spaces (named "Special Use Space Audit 20.05.13") will also be found in the Box Folder. Please be sure to include information about pertinent courses in rooms missing from the list.

CFE will establish working groups for faculty and staff to exchange ideas about course innovations in course design and delivery. We look forward to your list of courses, faculty, and staff so that we can reach out to them to stimulate this exchange of ideas. We recognize that many of you have already started this planning, and look forward to provide a venue for you to share ideas. As plans for the use of these special spaces are consolidated, we will collect them so that documentation is available to interested parties.

Once again, thank you for your excellence in providing outstanding educational opportunities to our students during these challenging times.

Best,



David J. Singel

Senior Vice Provost

Professor of Chemistry and Biochemistry

Montana State University

On behalf of the Academic Continuity and Contingency Task Force

