

Committee Report Form | YSU

COVER SHEET TO BE ATTACHED TO ALL REPORTS SUBMITTED TO THE ACADEMIC SENATE

Date **04-20-2022** Senate Meeting Date **04/27/2022** Report # (Senate Use Only) _____

Intended Action: Informational **Senate Vote** ___ **Consultative/Advisory** ___

Name of Committee Submitting Report:

Academic Calendar and Course Schedule Task Force

Committee Status: (elected chartered, appointed chartered, ad hoc, etc.)

Senate Ad-Hoc

Names of Committee Members

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Please write a brief summary of the report the Committee is submitting to the Senate:

1. Read-in of the 2022-2023 calendar. <https://ysu.edu/registrars-office/calendars>
2. We are working on the first part of the scheduling guideline revision. The document was created in 1999. A small sub-group worked on it and sent it to the larger task force, that had an opportunity to review it. There were no revisions necessary.
3. The rest of the scheduling guidelines are on hold until 25Live goes live. We will re review the second and third parts of the scheduling guidelines at that point. These include the course scheduling grid and course scheduling procedures.

If substantive changes in your committee recommendation are made from the floor, would the committee prefer that the matter be sent back to committee for further consideration?

Yes.

Guidelines for Scheduling

For review by the Academic Calendar and Course Scheduling Task Force

The ACCS Task Force proposes the following changes to the existing guidelines. We agreed to aim for brevity here, to keep the guidelines to a minimum until we have the new scheduling software in place next year. Next year we will review the entire list of guidelines, including parts two (the matrices) and three (department processes), for accuracy and efficiency. We seek approval for part one of these scheduling guidelines changes.

Original Version

The Office of the Registrar begins the process of creating class schedules more than one year before each semester starts. Departments should follow the guidelines and processes listed below to schedule or cancel courses.

Guidelines for Scheduling
(passed by the Academic Senate, February 10, 1999)

The purpose of these guidelines is to facilitate the building of students' schedules. The guidelines are designed to enable a student to schedule the maximum number of hours, as efficiently as possible, with the fewest likely conflicts caused by overlapping scheduling of courses. Courses, therefore, need to be distributed over the five days and observed common starting times.

While following the guidelines are important, department chairpersons or persons assuming responsibility for scheduling of classes need to consult with others about courses affecting students from several departments. They should also take into consideration sequencing and course requirements for their own majors. Effective scheduling will facilitate students in completing their degrees in a timely manner.

Scheduling Policies:

1. Programs should not schedule required major classes that students would take concurrently in the same time slot.
2. When multiple sections of a course are offered, they should be scheduled at different times and/or days to maximize the availability to students.
3. More than 50% (half) of courses in a program should be offered on a Monday, Wednesday, and Friday schedule.
4. All evening course times should observe the common break time (7:50 - 8:05 p.m.).
5. All classes should conform to the listed start times. 1-hour classes and 2-hour classes that meet two days a week must start at standard starting times listed for other courses.

6. Laboratory course and courses combining lecture and laboratory should be scheduled to utilize the laboratory facilities most effectively. Where possible, they should meet at non-peak hours (e.g., 8:00 a.m., 2:00 p.m.), generally Tuesday and/or Thursday.
7. Conference courses, independent studies, field-based courses, clinical courses and thesis are by arrangement.
8. In accordance with the YSU-OEA CBS, classes taught by full-time faculty should not be scheduled between 4 and 5 p.m. on Mondays and Wednesdays.
9. Department chairs are accountable for violations of these policies. The Dean of each college will be responsible for ensuring that the semester scheduling guidelines are followed in each college. Each school/college shall maintain a list of courses that will be exceptions to the above scheduling guidelines.
10. The Academic Standards Committee will evaluate the scheduling policy once every three years.

Edited Version

Guidelines for Scheduling

Preparation of a schedule of courses is an administrative responsibility that involves a complete understanding of academic program needs, considers faculty availability and preferences, facility space and technological limitations, finance and budget planning, and Registrar processes. Schedules also seek to accommodate various University community needs (student, faculty, administrators) while allocating resources for course delivery (space, time, dollars). Effective scheduling will facilitate students in completing their degrees in a timely manner.

GENERAL SCHEDULING GUIDELINES:

1. The standard academic week is Monday through Friday with select classes scheduled on Saturday and/or Sunday. Programs should schedule all courses on either a M/W/F or a T/TH or a M/W schedule. All classes are required to adhere to the listed start times.
2. In accordance with the YSU-OEA agreement, classes taught by full-time faculty should not be scheduled between 4:00 p.m. and 5:00 p.m. on Wednesdays.
3. Major courses that are typically taken concurrently in the same semester should not be scheduled in the same time slot.
4. When multiple sections of a course are offered, they should be scheduled at different times and/or days to maximize the availability to students. Stacked courses are an exception to this guideline.
5. Independent studies, field-based courses, clinical courses and thesis are scheduled in consultation with the instructor assigned to the course and approved by the chairperson and/or dean.

6. Department chairpersons and deans are responsible for ensuring that the scheduling guidelines are followed. All exceptions require dean approval.
7. The Academic Calendar and Course Scheduling Task Force will review the scheduling policy once every three years.

(Note: Class Pattern Matrices and Department Scheduling Processes will be reviewed during the 2022-23 academic year by the Academic Calendar and Course Scheduling Task Force).