

Minutes of the Academic Planning Committee
Meeting held on January 14, 1987.

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Present: All members of the Committee.

1. Meeting was called to order at 3.00 p.m.
2. Minutes of the meeting of December 3, 1986 was approved as presented.
3. The chair informed the Committee that the student scheduling questionnaire approved by the Committee on Dec. 3, 1986 could not be printed because of certain objections and concerns indicated by the Provost.
4. Detailed discussion on the concerns/issues followed. There was confusion among the members of the Committee as to its mandate in dealing with the issue of scheduling.
5. The Committee members felt that the mandate was to deal with the issue of scheduling 4 cr. hr. courses, whether it should be on two days, 4 days, MTWTh, MTWF, MWThF, etc.
6. Provost felt that the issue to be dealt with was evaluation of the present scheduling policy/procedure - the one which was approved by the Senate in the early 1980s - and recommendations to the Senate on the desirability of changes in that policy to facilitate scheduling of classes by students. A copy of the policy/procedure in existence is attached as Exhibit A.
7. Provost categorically stated that the question of scheduling 4 cr. hr. classes on 4 days and other changes are only a proposal which has not been approved by the Senate. Hence the Committee should evaluate the present policy/procedure in existence since the early 1980s and make recommendations to the Senate. For your information, a copy of the "Proposed class scheduling procedures" is also placed in Exhibit B.
8. Meeting adjourned at 4.00 p.m.
9. Next meeting will be held at 3.00 p.m. on Wednesday, the 21st January in Buckeye III Room.

✓ cc: Circulation Desk, Magy Librey

Guidelines on Course Scheduling

In the interest of making as many courses as possible available to all students, and in the interest of making optimal use of classrooms and other resources, it is desirable to bring a greater degree of uniformity and predictability to the pattern of course offerings and schedules. At the same time, however, it must be recognized that the role of each school and the needs of their respective students are somewhat unique. These factors must take precedence over uniformity. Thus, the guidelines should be both logical and flexible.

Academic deans and chairpersons are permitted to develop alternative guidelines if they feel such alternatives would better serve the needs of their students and the demands of the particular discipline. In considering such possible alternatives, however, the dean and chairpersons should recognize that scheduling uniformity and harmony are essential for University core courses, are highly desirable for courses with interdisciplinary appeal and are much less important for highly advanced or specialized courses which are normally only available or of interest to students within a particular school or discipline. The needs of students should be of paramount importance in decisions to adhere to or deviate from University-wide guidelines.

To the extent possible a distribution of courses should be made through the day to prevent excessive conflict of courses and to assure the availability of facilities. Where submitted course schedules cannot be followed because of the unavailability of classrooms the Registrar will, after consultation with the department chairmen for alternate times and places, provide an alternate schedule.

The University-wide guidelines are as follows:

- A. If the number of actual contact hours differs from the number of credit hours, the number of contact hours shall be used for scheduling courses.
- B. Day class offerings (i.e. 8:00 a.m. - 4:00 p.m.)
 1. All times are to be expressed in the conventional mode (rather than in the military mode).
 2. All starting times are to be on the hour for classes on M, T, W, Th, or F.
 3. One credit-hour courses should meet at non-peak hours (i.e. 8:00, 12:00, and 3:00) whenever possible.
 4. Two credit-hour courses:
 - a. if meeting once each week, should be scheduled at non-peak hours whenever possible
 - b. if meeting twice each week, should begin at the same hour, and whenever possible, on T - Th.

5. Three credit-hour courses:
 - a. if meeting once each week, should meet on F or S or at non-peak hours M - Th (excluding lab courses which shall be scheduled according to lab availability).
 - b. if meeting twice each week
 1. should meet at the same hour for 75 minutes each on T - Th, M - W, M - F, or on W - F; or,
 2. should meet for one hour one day and two hours on another day on T - Th, M - W, M - F, or W - F. Whenever a School schedules more than one course using this option, the courses should dovetail in a 3-hour block of time.
 - c. if meeting three times each, should meet M - W - F at the same hour.
 6. Four-credit hour courses:
 - a. if meeting once each week, should meet on S at either 8:00 - 12:00 or at 12:30 - 4:30.
 - b. if meeting twice each week, should meet at the same hour on M - W, W - F, T - Th, M - F.
 - c. if meeting four times each week, should meet at the same hour any four days of the week, M - F.
 7. Five credit-hour courses should meet M - T - W - Th - F at the same hour.
 8. Six credit-hour courses:
 - a. should meet at the same hour on M - W - F for two hours each; or
 - b. should meet at the same hour on M - T - W - Th for one hour and on F for two hours.
- C. Evening class offerings (after 4:00 p.m.)
1. All classes should be scheduled such that they do not use or overlap the 7:30 - 7:40 p.m. time period.
 2. A three credit-hour class
 - a. should meet twice each week on M - W, T - Th, M - F, or W - F at any of the following times: 4:50 - 6:05; 6:15 - 7:30; 7:40 - 8:55; 9:05 - 10:20 p.m.
 - b. should meet one day each week at either 4:50 - 7:30 or 7:40 - 10:20 p.m.
 3. A four credit-hour class should meet on M-W, T - Th, M - F or W - F at either 5:40 - 7:30 or 7:40 - 9:30 p.m.

4. A five credit-hour class should meet on M - W, T - Th, M - F or W - F at 5:15 - 7:30 or 7:40 - 9:55 p.m.
 5. A six credit-hour class should meet on M - W or T - Th at 4:50 - 7:30 or 7:40 - 10:20 p.m.
- D. The above shall not apply to conference courses, independent studies, field based courses or theses, which may be scheduled by concurrence between the instructor and the enrolled students.
- E. Each School shall maintain a list of courses which will be standing exceptions to the above scheduling guidelines. Any additional, ad hoc exceptions must have the specific, advance approval of the appropriate chairpersons and academic deans.

Provost

3/83

PROPOSED CLASS SCHEDULING PROCEDURES

Objectives:

1. To make maximum possible schedules available to students.
2. To maximize the use of classroom and laboratory facilities.
3. To formalize the procedures to promote adherence.

Proposal:

DAY CLASSES (in general)

1. Shall be defined from 0800 to 1550.
2. The 50 minute class hour will be used for all quarters except summer.
3. Starting times will be:
 - On the hour for all one period classes
 - On the even hour for all double period classes.
4. Ending times will be:
 - Ten minutes to the hour for all one period classes
 - Ten minutes to the hour for all double period classes (to make allowance for a ten minute break if needed)

DAY CLASSES (specific - examples in appendix)

One contact hour

meet on Tuesday or Thursday at non-peak times (0800,1200, 1400,1500) or Friday.

Two contact hours

meet on TTH at the same hour.

Three contact hours

- a. meet MWF at the same hour.
- b. meet TTH as follows:
 - one hour on one day and two hours on the other day, alternating so that two such courses dovetail in a three-hour block.

Four contact hours (these represent the greatest in number at

YSU)

- a. meet MTWF at the same hour or MWFTH at the same hour. (such offerings should be evenly divided to allow for item "b" below or any of the TTH combinations stipulated in the three previous items)
- b. meet TTH at the same hour for a two-hour period. All such classes should start at the even hours and be evenly distributed. (In departments with largely four-hour offerings, these should represent approximately 20% of offerings.)

Five contact hours

-meet MTWTHF at the same hour.

Six contact hours

-meet MWF at the same hour for a two-hour period and start on the even-numbered hours.

SATURDAY CLASSES

-meet for the appropriate clock hours, allowing for a ten-minute break after each 50 minute period.

-One, two, three, or four hour classes.

EVENING CLASSES

One contact hour

-be divided between the early/late time periods.

-start at legal starting times: 1650, 1715, 1740, 1815, or 1940.

Two contact hours

-meet in either one or two hour periods

-follow stipulations for one hour classes above.

Three contact hours

a. 1650-1805, 1815-1930, or 1940-2055 MW or TTH

b. 1650-1930, 1940-2220 M, T, W, Th (all such classes to be evenly distributed among MW, TTH combinations as well as "early/late" combinations.

Four contact hours

-1740-1930, 1940-2130 MW or TTH

Five contact hours

-1715-1930. 1940-2155 MW or TTH

LABORATORIES

-meet for the appropriate number of clock minutes:

- a. allowing adequate preparation time before/between/after sessions.
- b. scheduled on days and at times so as not to interfere with class scheduling as outlined above.
- c. All laboratories shall start on the hour.

EXEMPTIONS

Classes meeting after 1600 on Friday.

EXCEPTIONS

1. All requests for exceptions must be justified and approved by the appropriate dean. This does not mean that any given request may necessarily be possible.
2. Approvals of requests for exceptions must accompany the schedule material.
3. An exception report will be prepared quarterly for the Provost.

Codes: 1 contact hour: 0100 range, appearing on E
2 contact hour: 0200 range, appearing on E
3 contact hour: 0071-0099, appearing on B, C, E; color: red/pink
4 contact hour: 0001-0040, appearing on A-E; color: blue
5 contact hour: 0050-0070, appearing on B, D; color: green