

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

Date [March 28, 2024](#), Senate Meeting Date [April 3, 2024](#), Report # (Senate Use Only) _____

Intended Action: Informational__ Senate Vote **X**
Consultative/Advisory__

Name of Committee Submitting Report:

[Academic Standards](#)

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

Names of Committee Members:

[Rose Clurkin](#)

[Johnathan Farris](#)

[Julie Felix](#)

[Isabella Reese](#)

[Gregg Sturuss](#)

[Jennifer Pintar](#)

[Yaqin Wang](#)

Elected Members

Appointed Members

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

The Committee is responding to Megan Miller and Darla Ferradino of the Registers Office who requested the committee to consider updates to Guidelines for Scheduling Summer Courses, reflecting several years of external changes that have impacted the timing in delivery to courses across campus.

The Committee after deliberation and revisions to the schedule recognizes the following:

- adherence to legislated minimum hours required for each credit hour of courses and labs.
- need to adhere to a common schedule across all YSU programs that permit faculty and staff to schedule courses and students complete courses with minimum conflict in delivery times.
- that some programs require flexibility in scheduling due to the nature of the course content and that the campus wide guidelines for schedule should account for that.
- that small scale ad hoc changes made over several years and accommodation to YSU's seven-week summer schedule was the catalyst for the scheduling revision.

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

Yes

Introduction and Rationale

Small scale ad hoc changes made over several years were made by the Registrar's Office to address the needs for particular and to accommodate YSU's seven-week summer schedule. Additionally, over time course offering became scheduled outside of university wide scheduling framework, many of which were required to address the specific needs of the course content.

For consistency and fidelity of YSU's course delivery a revised summer schedules and accompanying policies were required

Revised Policy/Policies (when applicable)

Schedules:

Please see attached

Policies:

- Programs should not schedule required major classes that students would take concurrently in the same time slot.
- When multiple sections of a course are offered, they should be scheduled at different times and/or days to maximize the availability to students.
- All classes should conform to the listed start times.
- Conference courses, independent studies, field-based courses, clinical courses, Study Abroad courses, and theses are by arrangement.
- Department chairs are accountable for violations of and exceptions to these policies. The college leadership will be responsible for ensuring that the semester scheduling guidelines are followed in each college. Each school/college shall maintain a list and submit a form to the Office of the Registrar documenting courses that will be exceptions to the above scheduling guidelines.
- Undergraduate and Graduate classes that meet longer than 75 minutes include one ten minute break.
- The Academic Standards Committee, in consultation with the Office of the Registrar, will evaluate the scheduling policy once every three years.
- Laboratory courses and courses combining lecture and laboratory should be scheduled to utilize the laboratory facilities most effectively.

Recommendation

The committee recommends adoption of the revised schedules and policies as they meet legislated minimum required hours, best reduces conflict between course offerings, and maintains maximum flexibility for courses with special needs such as field courses and practicums.