

Memo

(10.5.96)

From: Hervé M. Corbé, Foreign Languages (X-1630)
To: All members of Academic Planning Committee
Janice A. Elias, Assistant Provost
Re: Meeting (#3) on Class Scheduling

Mini-minutes:

The Academic Planning committee met on Wednesday, May 1st, at 5:00 p.m.
Present: H. Corbé, J. Granito, M. Janosik, Soon-Sik Lim, H. Mines, A. Owens,
D. Ruggles, B. Brothers and J. Elias. Excused: P. Kasvinsky. Absent: R.
Ortenzio and B. Puschack.

Also attending: James Morrison, Chair of the Academic Senate.

A. Owens reported on Kent State University's course scheduling policy, and shared a copy with members of the committee, before leaving for another meeting.

The discussion then turned to subsidies. D. Ruggles reported that the State of Ohio is changing over to a new model, which emphasizes maximum utilization of facilities, over a 24h basis. Universities are no longer allowed to block square footage: all space available needs to be used as efficiently as possible. This has caused considerable argument in the case of large, multipurpose rooms.

Y.S.U. has already been operating on a square footage model. What will be important is to determine how efficiently the facilities are used. The information given out by the budget office seems to indicate that the specific days of the week on which university buildings are used do not seem to matter, as long as efficiency is high.

According to B. Brothers, G.L. Mears had mentioned Friday classes specifically, indicating that it was important to use university buildings on that day. D. Ruggles added that the information he receive did not seem to single out Fridays, which were counted like any other day of the week.

Next Meeting:

A. Owens has received two new scheduling policies, and suggested that the committee meet as soon as possible. I am tentatively calling a meeting for **Wednesday, May 15, at 5:00 p.m.**, in the Dean's suite, DeBartolo Hall (we may have to use the smaller conference room). Since this is going out much later than I had planned, please call right away if you can not make it, so that we can reschedule for the following week, if necessary.

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COURSE SCHEDULING PROCEDURES

Day Classes

Day Classes are defined as those starting between 0745 and 1625 Monday through Friday. Each department should attempt to schedule its classes so that there is a relatively even distribution at all hours of the week for classes using general purpose classrooms. There should be as many 0745 classes as 1100 classes as 1415 classes. Each class should start on the standard beginning times. The following guidelines pertain to the scheduling of day classes.

- 1 Courses with three or more sections should be spread evenly over the time blocks below. Courses with eight or more sections should be spread evenly over the class periods.

Mon - Wed - Fri

Tue - Thur

50 minute plan

75 minute plan

Block PeriodBlock Period

I 0745-0835

I 0745-0900

0850-0940

0915-1030

0955-1045

II 1100-1150

II 1045-1200

1205-1255

1215-1330

1310-1400

III 1415-1505

III 1345-1500

1520-1610

1515-1630

1625-1715

- 2 Extended class meeting times (greater than 50 minutes on MWF plan or greater than 75 minutes on TH plan) should meet in MWF Blocks I or III or in TH Block I and they should not cross Blocks.
- 3 Lab meetings should be scheduled in the same block as the lecture meeting.
- 4 All classes should use standard beginning times as listed above.
- 5 Class size should be matched with room capacity wherever practical. Please note that "room capacity" and "maximum class size," as listed in the Schedule of Classes are NOT the same thing.

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- 6 One-credit-hour classes meeting once per week should meet on Tuesday or Thursday or on non-peak hours (before 0955 and after 1415) on Wednesday or Friday. Such classes should be used to assure maximum room utilization for classes scheduled with non-conforming meeting times.
- 7 The preponderance of two-credit hour classes should meet on Tuesday AND Thursday for 50 minutes each. A small number of two-credit-hour classes may also meet on any two days of the MWF sequence (MW, MF, or WF); however, this is discouraged unless one-credit-hour classes are used to fill the room in the odd day.
- 8 Three-credit-hour classes should meet on Monday, Wednesday, and Friday for 50 minutes each. A limited number of three-hour classes may be offered on Tuesday and Thursday for 75 minutes each (1 hr 15 min). Departments that offer only three-hour courses should schedule approximately 60% on the MWF sequence and approximately 40% on the TH sequence.
- 9 Four-credit hour courses should meet MTHF for 50 minutes each. Other possibilities are MTWF or MWHF).
- 10 Five-credit hours courses should meet MTWHF in the same 50 minutes period.
- 11 While every effort should be made to honor faculty requests for teaching times, it should be understood that program availability to students and effective room utilization as per the above guidelines should be paramount factors in the scheduling decision. Any exceptions to these guidelines should be rare and, when made with explicit permission of the department chair/school director, should be communicated by memo to the Registrar with a copy to the academic dean and Office of the Provost and Vice President for Academic and Student Affairs. The memo should provide a rationale justifying the deviation and it should be in the Registrar's and Dean's offices before the course turnarounds are due. In cases where there are marked or noted deviations from these guidelines, departments will be required to change turnarounds in the Registrar's Office. If there is no response from the department within forty-eight hours of telephone notification, then the Registrar's Office, in adhering to established University Policy 3342-5-17(E)(5), will reschedule nonconforming courses.

Instructional Time Requirements per Credit Hour

- 1 credit hour = 50 minutes per week for 15 weeks
- 2 credit hours = 100 minutes (1 hr 40 min) per week for 15 weeks
- 3 credit hours = 150 minutes (2 hr 30 min) per week for 15 weeks
- 4 credit hours = 200 minutes (3 hr 20 min) per week for 15 weeks
- 5 credit hours = 250 minutes (4 hr 10 min) per week for 15 weeks

Course Turnaround InstructionsPage 19Weekend Classes

Friday evening, Saturday, and Sunday classes are coordinated through the College of Continuing Studies under the title of Weekend College. Information pertaining to exact meeting times is distributed by that division.

Evening Classes

Undergraduate evening classes are coordinated through the College of Continuing Studies and are defined as those that meet at 1730 and after Monday through Thursday. Each class should begin and end according to the time patterns given in a later sections. Graduate evening classes should also follow the prescribed evening time patterns. The following times are suggested for evening classes.

1 Hour Classes meeting 1 Day per Week
1815-1905 or 2000-2050

2 Hour Classes meeting 1 Day per Week
1800-1940 or 2000-2140

2 Hour Classes meeting 2 Days per Week
1815-1905 or 2000-2050

3 Hour Classes meeting 1 Day per Week
Monday or Wednesday: 1815-2045
Tuesday or Thursday: 1900-2130

3 Hour Classes meeting 2 Days per Week
Monday and Wednesday: 1815-1930 or 2000-2115
Tuesday and Thursday: 1730-1845 or 1900-2015

4 Hour Classes meeting 2 Days per Week
Monday and Wednesday: 1800-1940 or 2000-2140
Tuesday and Thursday: 1900-2040

5 Hour Classes meeting 2 Days per Week
1750-1955, 1940-2145, or 2000-2205

5 Hour Classes meeting 3 Days per Week
1815-1940 or 2000-2125

SCHEDULING POLICY FOR UNDERGRADUATE DAY CLASSES

- I. All regular courses shall be scheduled within one hour blocks or two hour blocks. Those scheduled within one hour block (e.g. 40 min., 50 min., etc.) will begin on the hour. Those scheduled within two hour blocks (e.g. 1 hr. 15 min., 1 hr. 30 min., 1 hr. 40 min., etc.) will begin on even numbered hours only. These restrictions apply to all undergraduate classes which have fixed scheduled times with the exceptions indicated below. For all courses in this section, the number of contact hours equals the number of credit hours. Where the credit hours and contact hours are not the same, see section IV.

All classes should end at least ten minutes before the hour; allowance for a ten-minute break should be included in scheduling every 50 class minutes; and 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.

Following the above policy,

- a) all one credit hour courses shall be scheduled one day a week starting at any hour;
 - b) all two credit hour courses shall be scheduled either one day a week starting at even hours or two days a week starting at any hour;
 - c) all three credit hour courses shall be scheduled either MWF starting at any hour, OR MW, MF, WF or TTh starting at even hours;
 - d) all four credit hour courses shall be scheduled either for four days starting at any hour (see II.b. below also) OR MW, MF, WF or TTh starting at even hours;
 - e) all five credit hour courses shall be scheduled for five days starting at any hour, OR MWF starting at even hours OR TTh from 14:00-16:15.
 - f) all classes should end at least 10 minutes before the hour.
- II. a) If multiple sections of the same course are offered, for each section of a course offered within two hour blocks between 10:00-14:00 hrs., serious effort should be made to offer a corresponding section within one hour block OR one within two hour block time between 8:00-10:00 or 14:00-16:00 hours.
 - b) Departments scheduling classes four days per week should, when possible, schedule at least 1/3 of these on MTWF and at least 1/3 on MWThF. Remaining classes can be scheduled in any four day combinations.

- III. Conference courses, independent studies, field based courses, clinical courses and theses may be scheduled by conference between the Instructor and the enrolled students.
- IV. Laboratory courses and courses combining lecture and laboratory should be scheduled to utilize the laboratory facilities most effectively. Where possible, the guidelines in (I) above should be followed.
- V. Each school shall maintain a list of courses which will be exceptions to the above scheduling guidelines. All exceptions must have specific advance approval of the appropriate academic dean. If some departments require additional flexibility, they should obtain such clearance from their Dean on a standing order basis to obviate the necessity of obtaining approval on each course offering.
- VI. Scheduling policy should be evaluated and necessary modifications made once every three years by an appropriate Senate Committee.

SCHEDULING POLICY FOR UNDERGRADUATE EVENING CLASSES**

- I. All classes should be scheduled such that they do not use or overlap the 7:30-7:40 p.m. time period.
- II. A three credit-hour class
 - a) should meet twice each week on MW, TTh, MF, or WF at any of the following times: 4:50-6:05; 6:15-7:30 or 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.
- III. A four credit-hour class should meet on MW, TTh, MF or WF at either 5:40-7:30 or 7:40-9:30 p.m.
- IV. A five credit-hour class should meet on MW, TTh, MF or WF at 5:15-7:30 or 7:40-9:55 p.m.
- V. A six credit-hour class should meet on MW or TTh at 4:50-7:30 or 7:40-10:20 p.m.

**No changes have been made in these guidelines, which were established in March, 1983.

SATURDAY CLASSES MAY BE SCHEDULED, AS NECESSARY.

Approved by Academic Senate on May 6, 1987.