



Youngstown State University / One University Plaza / Youngstown, Ohio 44555-0001

Date: October 20, 1999
To: Members of the Academic Planning Committee
Dora Bailey, Ed
Alice Burger, HHS
Julia M. Gergits, A&S
Jean Hassell, HHS
Rammohan Kasuganti, WCBA
James LaLumia, FPA
Rochelle Ruffer, A&S
Elvin Shields, E&T
Barbara Brothers, Admin
Janis Elias, Admin
Peter Kasvinsky, Admin
Salman Khalid, Student
Melinda Hortsmann, Student
Guests
Patricia Hauschildt, Ed (chair, 1998-99)
Bassam Deeb, Enrollment Management
Bege Bowers, Senate Secretary
From: Julia M. Gergits *JMG*
Subject: Minutes from October 19, 1999 Meeting of the Academic Planning Committee

Members Present: Dora Bailey, Barbara Brothers, Alice Burger, Julia M. Gergits, Rammohan Kasuganti, Rochelle Ruffer

Guests: Patricia Hauschildt and Bassam Deeb

Patricia Hauschildt, chair of Academic Planning Committee 1998-99, helped this year's members to begin work on unfinished business, to establish our first priorities, and to elect a chair.

Unfinished Business: Bassam Deeb asked the APC to discuss Enrollment Management's worries about space allocation. His team is concerned with the increasingly scarce number of open classrooms available. Many classrooms have been converted to labs or offices; others have been dedicated to specific departments or colleges.

He requested the APC's help establishing a clear process and clear priority system so they can schedule courses appropriately. Now, they use class size as the determining factor with open classrooms, and he asked if this was working.

Much discussion ensued, most of it focusing on whether it's the province of the APC to address this issue. Barbara Brothers said that this issue should go to the deans for resolution because it's not the province of faculty members. Dora Bailey noted that teachers have specific and sometimes unique needs for certain kinds of classrooms (for instance, those with adequate technology, seating configurations, etc.) and that faculty should be consulted before a process is put in. B. Brothers said that deans should consult with department chairs, who in turn should consult with their faculty to determine the best possible policy.

APC members agreed that this is an important issue, one that should have high priority for the good of students and faculty, but it's not one that the APC can address officially. Unofficially, members agreed that consistent and reasonable room-scheduling is crucial and that before classrooms are removed, affected departments should be consulted.

First Priorities: The focus of our next meeting (see below) will be summer 2000 scheduling. The APC has already provided time slot options, and four-credit courses can easily fit into the four-week terms, but more discussion is needed for day/time configurations for 1, 3, and 5-credit courses to ensure that students can register for courses that do not conflict. The attached material from A&S will help APC members to understand the nature of the problem.

More discussion is needed for the 2001 semester summer schedules.

1999–2000 Chair: Rammohan Kasuganti, WCBA, graciously agreed to chair the APC.

Next Meeting: The next meeting is **Tuesday, October 26**, at 1:00, in the A&S Dean's Conference Room (1st floor of DeBartolo Hall).

INTEROFFICE CORRESPONDENCE



RECEIVED

To: Barbara Brothers, Chair, Arts and Sciences
 From: John J. Buoni, Chair, Department of Mathematics and Statistics
 Date: September 8, 1999
 Subject: Scheduling 5 Credit hour courses during Summer 2000

SEP 08 1999

Dean's Office,
Arts & Sciences

A 5 credit hour course requires $50 \text{ (min)} \times 5 \text{ (days)} \times 11 \text{ (weeks)} = 2750 \text{ minutes}$.

Over a 8 week quarter (5 day per week, 40 meetings); this would require 68.75 minute meetings. Hence, a summer schedule would consist of 70 minute blocks and be as follows:

0800 to 0910
 0920 to 1030 etc.

A 4 credit hour course requires 220 minutes. Over a 8 week quarter (4 days per week - 32 meetings); this would require 68.75 minute meetings and a 70 minute time block.

Evening classes meeting twice per week (16 times) would require

172 = (2 hours 52 min) minute meetings for a 5 hour course and
 137.5 = (2 hours 17.5 min) minute meetings for a 4 hour course.

Hence a 5 hour course starts 35 minutes earlier than a 4 hour course. A 5 hour course could meet

1708-2000 while a 4 hour course would meet 1740-2000.

Courses which run over 4 weeks would meet 4 times a week rather than two.