

5.06 Guidelines for Classroom Scheduling

PURPOSE: To provide a schedule of courses which maximize flexibility in scheduling classes. Further, to provide for better space utilization of university classroom spaces.

Please note that whenever feasible every effort should be made to maximize the utilization of classroom space in terms of seats available.

GUIDELINES

1. Required resident major courses will be scheduled at times that do not conflict.

Action Recommendation -- Academic units, normally the department, will review this each semester and summer session as students complete the advising for the application for diploma. Problems associated with major course scheduling will be evident during this process and should be noted. During the program review process, the unit must provide a template of course scheduling for the core degree requirements.

2. Departments (with five or fewer courses supporting another academic unit) whose curricula support other majors will coordinate schedules.

Action Recommendation -- It is recommended that academic units work out a course scheduling matrix for the identified courses in consultation with affected academic units. Once in agreement, the courses will be maintained at these times and changed only after consultation with the other units.

3. Liberal Studies Core/Perspective courses will be scheduled throughout the day. (In C2 and C5 areas, core courses refer only to courses most often taken to satisfy core requirements.) Courses to support each core and perspective area must be available as delineated on schedule attached to this document. Multiple units offering courses in a given core or perspective area are required to have courses in each day class scheduling time before duplication of scheduling times. (It is understood that departments with fewer courses may not be able to fully meet this requirement. However, they must offer courses at 8:00 a.m. and/or in the evening.)

Action Recommendation -- Prior to each course scheduling period, the Office of Institutional Research and Planning will provide a list of courses, by class scheduling time, in the core and perspective categories for the previous two semesters. Academic units will be noted and cited if courses are not spread throughout the day. Compliance with this guideline may require departments scheduling courses in each Core/Perspective area to work collaboratively to assure sections are appropriately distributed. Such collaboration will be facilitated by the Provosts office if necessary.

4. Multiple sections of major courses may not be offered at the same day and time unless approved by the department head.

Action Recommendation -- It is the responsibility of the Department Head to observe this guideline and seek permission from the dean if rationale exists to support the request.

- Units with low-enrolled courses will be noted and justification required each semester

Action Recommendation – The dean is required to review a unit’s course offerings at all levels. It is understood that initiatives and new programs may not be able to comply but written justification is required.

- A review of programs and academic unit’s ability to meet these guidelines will be completed prior to making class schedules for the fall 2008 term (Decembers 2007 & January 2008). Data from the spring and fall 2007 will be available to assist in this review.

The following matrix of class meeting times is recommended as a guide for resident undergraduate classes in academic units. It is understood that some units have more than one prefix of classes. The intent is to review the unit as a whole. On-line courses refer to courses delivered completely on-line, not hybrid classes and should be counted as evening or 8:00 a.m. classes in complying with the matrix. Classes beginning at 5:00 p.m. or later are considered evening classes. University guidelines will be followed when determining low enrolled classes, i.e., less than 15 for lower division and less than 10 for upper division.

MWF Classes: Between 55 and 70% of total classes. Percentages below refer to the number of MWF, MW, and WF classes offered.			T-TH Classes: Between 30 to 50% of total classes offered. Percentages below refer to the number of T-R classes offered.		
Class Period	No Less Than	No More Than	Class Period	No Less Than	No More Than
8:00	5%		8:00	5%	
9:05		30%	9:30		40%
10:10			11:00		
11:15			12:35	10%	
12:20	20%	25%	2:05	20%	30%
1:25			3:35		
2:30	10%				
3:35	15%				
4:40					
Evening	5% (10% by 2009)		Evening	5% (10% by 2009)	

Class Scheduling Parameters/Best Practice:

- Required major courses will be scheduled at times that do not conflict.
- Department heads whose curricula support each other’s majors will coordinate schedules to assure required courses do no conflict.
- Multiple sections of the same course will be scheduled throughout the day.
- It is recognized that a cultural shift on the part of students and faculty concerning teaching assignments and students enrollment for 8:00 a.m. and evening classes must occur. Departments will be held harmless for low enrolled classes at these meeting times for two years, until fall 2009 (low enrolled defined as less than 11 lower division and 8 upper division).

- Day classes are defined as those with start times between 8:00 a.m. and 5:00 p.m.
- Initial application of this matrix is recommended for Liberal Studies categories.

During 2007-2008, programs will be identified that fall into a “special considerations category,” those programs that by nature and status are not expected to meet the guidelines. It is recommended that these programs be reviewed every four years.