

F98-4 Class Scheduling

Legislative History:

At its meeting of November 30, 1998, the Academic Senate approved the following policy recommendation presented by Sally Veregge for the Instruction and Student Affairs Committee.

Rescinds: [S87-1](#)

ACTION BY THE UNIVERSITY PRESIDENT:

"Approved as University Policy" signed Robert Caret, Dec. 23, 1998.

POLICY RECOMMENDATION

Class Scheduling

- Whereas: In the Fall of 1996 a referral came to the Senate to review the existing class scheduling policy and evaluate the possibility of moving to a two-day schedule for all or most classes, and
- Whereas: The two-day schedule was supported for pedagogical reasons and for reasons of better accommodating our students' needs and desires, and
- Whereas: Surveys of students and faculty indicate that a two-day schedule is preferred by both groups over other modes of scheduling, and
- Whereas: The majority of written comments on the faculty survey suggest that faculty are interested in scheduling classes at times that best meet the needs of the students, and
- Whereas: Class scheduling paradigms are constrained by the physical limitations of room availability, and these limitations must be taken into consideration in any scheduling policy, and
- Whereas: Mandated, across-the-board, two-day scheduling is not feasible based on current room availability, and
- Whereas: Maintaining uniform starting times for classes campus-wide reduces the possibility of course conflicts for students, and increases their opportunity to complete graduation requirements in a timely manner,
- Whereas: Unique curricular needs of Colleges and Departments should be accommodated in the scheduling policy,
- Resolved: That the attached policy be implemented: Beginning in the Fall of 2000.

Financial Impact: Unknown

Course Scheduling Policy for Lecture Classes

This policy deals with those classes commonly referred to as "lecture" classes (C1-C6), and governs the 167 rooms designated as lecture rooms (see attached list). It also governs prebaccalaureate ("remedial") courses. While it does not explicitly govern the scheduling of labs, workshops, sports or music activities (C7-C21), such activities should follow departmental scheduling practice. **The policy is meant to govern Phase I scheduling within the Colleges and Phase II scheduling at the University level.** (For a complete listing of C1-C21 course classifications, see *The Faculty Workload Report*, Educational Planning and Resources, November 9, 1995).

1. The traditional schedule of classes (shown immediately below) shall be maintained as the preferred schedule. Classes begin at 7:30, but may begin as early as 6:30 or 7:00. Most three and five unit classes meet at the following hours:

<u>Three Unit</u>		<u>Five Unit</u>
<u>MWF</u>	<u>TR</u>	<u>MTWRF</u>
730	730	730
830	900	830
930	1030	930
1030	1200	1030
11300	1330	1130
1230	1500	1230
1330		1330

MW

1330-1445
1500-1615

2. Departments that wish to switch entirely or partially to a MW-TR-F schedule may do so. Classes will meet twice a week for 75 minutes on MW or TR at the following hours:

7:30-845
900-1015
1030-1145
1200-1315
1330-1445
1500-1615

If a department chooses to offer three-unit classes on a MW-TR schedule its college must offer at least one three-unit Friday class for every 10 three-unit classes offered on MW-TR. These should be offered in 150-minute blocks.

Friday only

730-1015
900-1145
1030-1315
1200-1445

1330-1615

3. Classes that meet once a week for 150-minutes (or more), cannot begin before 1330 on Monday, Tuesday, Wednesday, or Thursday.
4. After 1600, departments may offer courses beginning and ending at any time.
5. One-, two-, four- and five-unit classes should observe that start times indicated on the standard time grid (shown under number one above).

Compliance and Implementation

1. **Compliance is to be overseen by the Provost's office.**
2. Prime-time classes shall be assigned rooms according to the following priorities:

MTWRF 730-1330

MTWR, MTWF, TWRF, etc. (any 4 day/week combination) 730-1330

MWF 730-1330

TR, MW 730-1330

F only 730-1330

Any course with a non-standard start time shall receive last priority in room assignment.

(Standard times are shown under number one and two on page one).