

APC Class Schedule Proposal

Why are we doing this?

There were several concerns that prompted APC to take up the issue of the weekly class schedule. First, it was becoming apparent that the current schedule was not suitable for several parties, as more and more *courses were being scheduled outside of the standard schedule structure*. This was causing *difficulty for students* in their scheduling as well as creating *problems for the Registrar in finding adequate classroom space*. In addition, there was a movement on the part of several departments to begin to actively consider and experiment with *alternative models for 4-credit courses*, many of which did not fit in the conventional structure. Finally, at last year's faculty retreat there was an expressed interest in finding an *alternative time for our monthly faculty meetings*. Specifically, several faculty members speculated that an earlier meeting time might make it possible for a greater number of faculty to attend these meetings on a regular basis.

Timetable for development of new class schedule proposal

Spring 2009

Collected data from department chairs regarding departments' relative satisfaction with current schedule as well as specific alternative scheduling needs.

Fall 2009

Began to consider a variety of scheduling models. Brought three models to a department chairs meeting to seek feedback.

Spring 2010

Continued to solicit input from departments while narrowing our focus to two alternative scheduling plans.

Summer 2010

Registrar conducted classroom space analysis to assess feasibility of the two alternative plans and determined that either plan should be feasible.

September 2010

Merged best features of two alternative plans into a single proposal.

October 2010:

Presented proposal to department chairs and received their endorsement to run a mock version of the proposed schedule for the Spring '11 course scheduling process.

November 2010:

Conducted mock course scheduling process for Spring '11 scheduling. Registrar submitted results of mock Spring '11 course schedule to a classroom space analysis.

December 1st faculty meeting:

Present schedule proposal and share results of mock course schedule process and analysis.

February 2nd faculty meeting:

Seek faculty approval for new schedule to be implemented for Fall '11 registration.

Our current schedule (from p. 58 of the 2010-11 Academic Catalogue):

“The academic year is divided into two semesters of approximately 14 weeks each. At the end of each semester, there is a brief reading period followed by final examinations. There is also a designate three week intersession in January for intensive courses. Unless otherwise stated, courses meet for three 50-minute periods or two 75-minute periods a week. Classes ordinarily meet on Mondays, Wednesdays, and Fridays or on Tuesdays and Thursdays. The class day extends from 8:30 a.m. to 3:20 p.m. on Mondays, Wednesdays, and Fridays and from 8:30 a.m. to 4:30 p.m. on Tuesdays and Thursdays. Evening classes are held Monday through Thursday from 6:30 through 9 p.m.”

Guiding principles and constraints

- 1) Given our current classroom space limitations, it was important to avoid creating overlapping time slots, wherever possible.
- 2) We needed to preserve as many 3 x 50-minute slots as we could, as several departments expressed a preference for continuing to use these slots.
- 3) Some departments requested the option of having 3 x 70-minute slots for four-credit courses.
- 4) Several departments requested the option of having 2 x100-minute slots for four-credit courses.
- 5) Several departments expressed interest in increasing the number and variety of 2 x75-minute slots, including some options on days other than Tu/Th.
- 6) Science departments wanted to preserve their Tu/Th (AM and PM) lab slots.
- 7) Math/CS wanted to preserve its Tuesday and Thursday (midday) lab slots.
- 8) Many felt it would be wise to avoid starting too early in the morning, as neither students nor faculty would likely want to make use of these time slots.
- 9) One of the working groups at last year’s faculty retreat asked that we consider designating an earlier time slot for monthly faculty meetings.
- 10) We were also asked to do our best to avoid interfering with the afternoon time slot that has traditionally been set aside for extracurricular activities.

MONDAY/WEDNESDAY/FRIDAY SCHEDULE

		3-cred <u>3x50</u>	4-cred <u>3x70</u>	<u>3 x 80</u>	3-cred <u>2x75</u>	4-cred <u>2x100</u>
MWF	8:00-9:20			x		
	8:00-9:10		x			
	8:30-9:20	x				
MF	8:00-9:15				x	
MW	8:00-9:15				x	
WF	8:00-9:15				x	
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MWF	9:30-10:20	x				
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MWF	10:30-11:50			x		
	10:30-11:40		x			
	10:30-11:20	x				
MF	10:30-11:45				x	
MW	10:30-11:45				x	
WF	10:30-11:45				x	
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MWF	12:00-12:50	x				
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MWF	1:00-2:50					
	1:00-2:40					x
	1:00-2:20			x		
	1:00-2:10		x			
	1:00-1:50	x				
	2:00-2:50	x				
MF	1:00-2:15				x	
MW	1:00-2:15				x	
WF	1:00-2:15				x	
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MF	3:00-4:15				x	
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MW	6:30-9:00					
	6:30-8:10					x
	6:30-7:45				x	

-Classes that meet once a week for 150 minutes can meet at the following times on MWF:

M, W, or F	9:00-11:30 am
M or W	1:00-3:30 pm
M or W	6:30-9:00 pm

-Classes that meet twice a week for more than 100 minutes per session can meet MW from 6:30 to 9:00 pm, or else they will have to cross multiple time slots during the day on MF, MW, or WF (with the start time for these classes coinciding with the posted start time for the first of those time slots).

TUESDAY/THURSDAY SCHEDULE

		3-cred <u>2x75</u>	4-cred <u>2x100</u>
TuTh	8:30-9:45	x	
TuTh	9:55-11:35		x
<i>TuTh</i>	<i>9:55-11:10</i>	x	
TuTh	11:45-1:00	x	
TuTh	1:10-2:50		x
<i>TuTh</i>	<i>1:10-2:25</i>	x	
TuTh	3:00-4:15	x	
TuTh	6:30-9:00		
<i>TuTh</i>	<i>6:30-8:10</i>		x
	<i>6:30-7:45</i>	x	

-Classes that meet once a week for 150 minutes can meet at the following times on TuTh:

Tu or Th	9:00-11:30 am
Tu or Th	1:15-3:45 pm
Tu or Th	6:30-9:00 pm

-Classes that meet twice a week for more than 100 minutes per session can meet TuTh from 6:30 to 9:00 pm, or else they will have to cross multiple time slots during the day on TuTh (with the start time for these classes coinciding with the posted start time for the first of those time slots).

-Three-hour labs for science courses will meet at the following times on TuTh:

Tu or Th	8:30-11:30 am
Tu or Th	1:30-4:30 pm

Side-by-side comparison of new proposal and current schedule

Number of slots per course type (daytime slots only)

<u>Type</u>	<u>New proposal</u>	<u>Current schedule</u>
3 x 50	6	7
3 x 70	3	0
2 x 75	9	6 (including MF 2:30-3:45)
2 x 100	3	0
1 x 150	9	9
1 x 180	4	4

Faculty meetings

<u>Day</u>	<u>New proposal</u>	<u>Current schedule</u>
Wed	Beginning at 3:00	Beginning at 3:30

Early mornings

<u>Day</u>	<u>New proposal</u>	<u>Current schedule</u>
MWF	Earliest start 8:00	Earliest start 8:30
TuTh	Earliest start 8:30	Earliest start 8:30

Effect on athletics/extracurriculars

<u>Day</u>	<u>New proposal</u>	<u>Current schedule</u>
MF	Everyone finished by 4:15	Everyone finished by 3:45
TuTh	Everyone finished by 4:30	Everyone finished by 4:30
Wed.	Everyone finished by 2:50	Everyone finished by 3:20

NOTE: Effort should be made, wherever possible, to avoid scheduling required classes on any day of the week between 3:45 and 6:30 pm.

Advantages of new proposal

- Gains three 3 x 70 slots for four-credit courses.
- Gains three 2 x 100 slots for four-credit courses.
- Gains three additional 2 x 75 slots for departments needing more three-credit courses in this format.
- Maintains time structure for science labs.
- Provides for new 3:00 pm start time for general faculty meetings.
- Maintains traditional late-afternoon athletic/extracurricular times.

Disadvantages of new proposal

- Loses one 3 x 50 time slot on MWF (leading to somewhat greater reliance on MWF 8:30 time slot).
- Includes early (8:00 am) start time in the mornings on MWF for a small number of classes (primarily 4-credit language classes with labs).
- Creates overlapping time slots in the afternoons on MWF.

Mock Schedule and Classroom Space Analysis

1. Overall, we're comfortable in saying the new schedule should work, and we endorse moving forward with it. We should have enough rooms (and extras) to cover all classes, assuming continued cooperation from the academic departments.
2. The biggest problem we encountered was on MWF 10:30-11:20. We had 10 classes that we didn't have rooms for at that time. However, they could be shifted and fit into other time slots with openings. We had about 42 time slot openings still available on MWF and about 52 on TuTh. Here's a rundown on remaining open classrooms at the various time slots:
 - a. MWF 8:30 = 18 openings (10 in Van Meter, 4 in Hoffberger, 4 in Thormann)
 - b. MWF 9:30 = 3 (all in Thormann)
 - c. MWF 12:00 = 5 (all in Hoffberger)
 - d. MWF 2:00 = 3 (all in Thormann)
 - e. MF 3:00-4:15 = 14 (9 in Hoffberger, 5 in Thormann)
 - f. TuTh 8:30 = 25 (4 Thormann, 9 Hoffberger, 12 Van Meter)
 - g. TuTh 9:55 = 4 (1 Thormann, 2 Hoffberger, 1 Van Meter)
 - h. TuTh 11:45 = 9 (1 Thormann, 3 Hoffberger, 5 Van Meter)
 - i. TuTh 1:10 = 5 (all in Hoffberger)
 - j. TuTh 3:00 = 9 (3 Thormann, 2 Hoffberger, 4 Van Meter)
3. In addition, we normally have about 25 Frontiers courses in a fall semester. These weren't factored into our mock trial (since we did it for a spring semester). Also, we typically have a few more classes in a fall semester as opposed to a spring semester. But, we're comfortable in saying we will have room for these courses (assuming we are using most of the time slots).
4. Most departments adhered to the proposed time slots. If we move forward with this proposal, we recommend that we determine whether or not any departments should be granted exemptions to run some nonstandard-time courses. After that, all other departments that want to run a nonstandard-time course would need to receive special permission (from Provost?) each semester they try to do this.
5. Finally, in a couple of years we anticipate the Julia Rogers Building reopening with a small number of additional classrooms. This will obviously help with room options.