

Proposed Schedule Utilization Policy and Schedule Blocks 2020-21

	Monday		Tuesday		Wednesday		Thursday		Friday	
8:00	8:00-9:00 A (1)		8:00-9:30 H (7)		8:00-9:00 A		8:00-9:30 H		8:00-9:00 A	
9:10	9:10-10:10 B (2)				9:10-10:10 B				9:10-10:10 B	
9:40										
10:20	10:20-11:20 C (3)		9:40-11:10 I (8)		10:20-11:20 C		9:40-11:10 I		10:20-11:20 C	
11:20			11:20-12:50 J (9)				11:20-12:50 J			
11:30	11:30-1:00 D (4)				11:30-1:00 D (4)				11:30-1:00 Common Hour L	
1:00										
1:10	1:10-2:10 E (5)		1:00-2:30 K (10)		1:10-2:10 E		1:00-2:30 K		1:10-2:10 E	
2:20	2:20-3:20 F (6)				2:20-3:20 F		3:00-5:00 Common Faculty Time M		2:20-3:20 F	
3:00										
3:40	3:30-4:30 G (11)		3:00-5:00 Common Faculty Time M		3:30-4:30 G		3:00-5:00 Common Faculty Time M		3:30-4:30 G	
5:00	3:30-9:00 Rehearsals Athletics	6:00-8:55 3 credits = 175 minutes (1 ten minute break)	3:30-9:00 Rehearsals Athletics	6:00-8:55 3 credits = 175 minutes (1 ten minute break)	3:30-9:00 Rehearsals Athletics		3:30-9:00 Rehearsals Athletics	6:00-8:55 3 credits = 175 minutes (1 ten minute break)	3:30-9:00 Rehearsals Athletics	
6pm										
7pm										
8pm				N (12)						
9pm										

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Lab Utilization is under review.

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Policies for the Uses of the Schedule, adapted from current policies

Basic principles:

- A. The course blocks are designed for courses that meet three times a week for 60 minutes and for courses that meet twice a week for 90 minutes.
- B. A course will use one standard time block and stay within the stated beginning and ending times, unless an exception has been granted by the Dean based on an articulated rationale.
- C. Extended Course Time Blocks – Faculty teaching courses over blocks of time have the freedom to structure breaks to best meet their classroom objectives. Scheduling guidelines.
 - 2 hours in the classroom will include a 10 minute break
 - 3 hours in the classroom will include a 10 minute break
 - 4 hours in the classroom will include a 20 minute break
- D. Course must follow the Instructional Credit Hour policy as stated in the UG/GR Academic Catalog.
- E. Exceptions to the *Uses of the Schedule* must be approved in writing by the Dean.
- F. Departments/Divisions will coordinate course offerings to minimize conflicts and make best use of University resources. A Dean may require departments to shift course offerings with these goals in mind.
- G. Once the Dean approves the schedule, final approval and requested changes will be vetted via the AALT membership and ultimately the Provost.

Specifically:

1. Departments must seek a 50/50 distribution of classes among three-times-a-week and two-times-a-week option, but in no case should the distribution be skewed beyond a 30/70 split in either direction.
2. Departments must schedule 5% of their classes at 8:00 am over the course of four semesters.
3. Block L cannot be occupied, common hour. The common hour is restricted to academic events that requires student attendance or for student/faculty meetings. Once a month the Common Hour is reserved for the Meeting of the General Faculty.
4. Block G is utilized when multiple sections exist for a course. Or, an “online” section.
5. Every department must teach every day of the week unless an exception has been granted by the Dean based on an articulated rationale.
6. Schedule blocks A-F, H-K should all have at least one 100-level course. Preferably one from each division. Deans will be responsible to review the division’s submissions.
7. HNR 111 and AIM Hei should not be in Blocks B, C, D, F.
8. Block N-12, N-13, N-14 is for a single course meeting one night a week.
9. Use of *To Be Announced* (TBA) should be avoided.
10. Block M is an attempt to designate time when faculty will be available for meetings. It is understood that departments may have to schedule labs, rehearsals, clinical, etc. during this time.

Policies for expected deviations from the standard schedule:

- A. Courses meeting off campus, such as student observations, are to be scheduled so that students can meet both on-campus and off-campus obligations without undue hardship. This means that the regular schedule must be taken into account as much as possible, and the rationale for the exception should mention the anticipated logistics involved for students.
- B. Prearranged agreements:

Specifically: Science lecture anchor courses follow, fall:

- a. Block E CHM 111, 201
- b. Block B PHY 101
- c. Block C MTH 222
- d. Block D BIO 123, 223

2. Science lecture anchor courses follow, spring:

- a. Block E CHM 112, 202
- b. Block B PHY 102
- c. Block C MTH 223
- d. Block D BIO 124, 224

Notes:

750 minutes = 1 cr. lecture hour
1500 minutes = 2 cr. lecture hours
2250 minutes = 3 cr. lecture hours
3000 minutes = 4 cr. lecture hours

2250 minutes = 1 cr. Lab hour