



The Task Force on the College Schedule (TFCS) Final Report and Proposed Permanent Schedule

TO: Beth Barnett, Provost **DATE:** May 12, 2016
FROM: Tae Yang Kwak, Chair (SSHGS Rep) **Typos corrected October 7, 2016**
TFCS: Anastasia Caulfield (SGA Rep), Beth Foster (Registrar Rep), Donovan McFeron (TAS Rep),
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Shah (SGA Rep), Rebecca Root (FAEC Rep), Steve Perry (Dean Council Rep)

It is our recommendation that this proposed permanent schedule be adopted for the Fall 2017 semester and beyond. It was endorsed by the Faculty Assembly (70% approved, 21% disapproved, and 9% abstained) on May 11, 2016.

For about a year, we have been working toward this permanent schedule proposal. Throughout that time, we considered every concern brought to our attention and sought to achieve an optimal compromise that would maximize options for teaching and learning. In addition to incorporating important perspectives, I strongly believe the feeling of inclusion of faculty, students, and centers during this process helped to bolster morale and ultimately, support for this permanent schedule:

PROPOSED PERMANENT SCHEDULE

LIST OF CLASS SLOTS

M	T	W	R	F
8:00am-11:30am	8:00am-11:30am	8:00am-11:30am	8:00am-11:30am	8:00am-11:30am
9:55am-1:25pm	9:55am-1:25pm	9:00am-12:30pm	9:55am-1:25pm	9:55am-1:25pm
2:15pm-5:45pm	1:45pm-5:15pm	*1:00pm-4:30pm	2:15pm-5:45pm	1:45pm-5:15pm
6:05pm-9:35pm	6:05pm-9:35pm	6:05pm-9:35pm	6:05pm-9:35pm	6:05pm-9:35pm

MR	TF
8:00am-9:40am	8:00am-9:40am
	9:55am-11:35am
11:20am-1:00pm	11:50am-1:30pm
2:15pm-3:55pm	1:45pm-3:25pm
4:10pm-5:50pm	3:40pm-5:20pm
6:05pm-7:45pm	6:05pm-7:45pm
8:00pm-9:40pm	8:00pm-9:40pm

Science Labs

Science Labs will meet as a subset of the once/week class slots, except if necessary (for breakdown and setup) Science Labs may meet on M or R 2:00-5:20

Student Common Hours

M 1:00pm-2:15pm
W 1:00 pm-4:30pm
R 1:00 pm-2:15pm

MWR

8:30am-9:40am
9:55am-11:05pm
4:40pm-5:50pm

*** Faculty Meeting Time**

No faculty should be teaching W 1:00pm-4:30pm.
The W 1:00pm-4:30pm once/week slot is for adjunct taught classes only.

REVISED PERMANENT SCHEDULE (FA endorsed on 5/11/16)

Twice/wk and Thrice/wk Schedule

Mon	Tues	Weds	Thurs	Fri
8:00-9:40 8:30-9:40	8:00-9:40	8:30-9:40	8:00-9:40 8:30-9:40	8:00-9:40
9:55-11:05	9:55-11:35	9:55-11:05	9:55-11:05	9:55-11:35
11:20-1:00	11:50-1:30		11:20-1:00	11:50-1:30
Student Common Hour		Student Common Hour	Student Common Hour	
2:15-3:55	1:45-3:25		2:15-3:55	1:45-3:25
4:10-5:50 4:40-5:50	3:40-5:20	4:40-5:50	4:10-5:50 4:40-5:50	3:40-5:20
	<45>			<45>
6:05-7:45	6:05-7:45		6:05-7:45	6:05-7:45
8:00-9:40	8:00-9:40		8:00-9:40	8:00-9:40

Once/wk Subschedule

M	T	W	R	F
8:00-11:30		8:00-11:30	8:00-11:30	
		9:00-12:30		
9:55-1:25			9:55-1:25	
		1:00-4:30 (Adjunct Only)		
2:15-5:45	1:45-5:15		2:15-5:45	1:45-5:15
				6:05-9:35

Rationale:

- **CONSTRAINTS:** Accrediting bodies require 4 Credit Hour (CH) courses to meet 200min/wk, and we want to keep a 4CH teaching schedule.
- **FLEXIBILITY:** We want to maximize classroom use as well as schedule spread in order to give faculty as much choice and control of when to offer their classes as they determine for pedagogical and programmatic needs (which may require that students commit to training outside scheduled class time).
- **THRICE/WK Classes:** An earlier survey indicated that roughly 10% of faculty wanted to offer some of their classes thrice/wk for pedagogical reasons. Some faculty requested three non-consecutive thrice/wk class slots. Many first and second year students prefer thrice/wk classes as they are still developing their time management skills. Note that thrice/wk classes meet for 210min/wk so the instructor may take on 10min break per week at their discretion.
- **ONCE/WK Classes:** Note that **once**/wk classes meet for 210min/wk so the instructor may take on 10min break per week at their discretion.
- **WED MEETINGS:** The FAEC will determine the College Meeting Schedule on W afternoons when faculty aren't teaching. Some committees and task forces will continue to meet on W mornings when their members aren't teaching.

Beth, I would be happy to meet with you to discuss any questions you may have about the permanent schedule. There were many, many concerns that I did not include in this report, lest it run exceedingly long. The tweaking of any component of the schedule has a cascade effect on the rest of the schedule.

One minor note: Most full time staff work M-F 8:30am-4:30pm, and those that also teach may teach MWR 4:40pm-5:40pm without affecting their standard working hours.

The task force members, particularly the SGA reps, did a terrific job, and Beth Foster was extremely helpful in providing logistical insight from the Registrar's Office.