

TFCS Survey on the Permanent Schedule

Please respond with comments, questions, or suggestions to Tae Yang Kwak <tkwak@ramapo.edu> by March 20. Include the hashtag #TFCS in the subject line of your email.

The Task Force on the College Schedule (TFCS) is a Provost's TF formed in order to work with the College community in order to create a permanent College Schedule of classes that is (1) centered around teaching and learning, incorporating the pedagogical requirements of the teaching faculty and staff, as well as maximizing learning opportunities for students both curricular and extracurricular, and (2) constituted by courses which meet for 200 min/week as required by accrediting bodies

We are presenting to you the final draft of the permanent schedule and seek your qualitative feedback before seeking Faculty Assembly endorsement on March 23. Over the past year, we incorporated as many suggestions and requirements as possible and incorporated data from the quantitative survey completed by faculty last year. If we get FA approval of this permanent schedule, we will forward it to the Provost.

There are many conflicting demands to the College Schedule. For instance, we want to maximize classroom use and class distribution throughout the day every day, Monday through Friday, while minimizing the hardship on commuter students (who are roughly half our student body) and working/training students. With all of the conflicting needs, we have sought to achieve the best balance and most flexibility for students, faculty, and centers.

PROPOSED PERMANENT SCHEDULE

LIST OF CLASS SLOTS

* W 2:00pm for adjunct taught courses only

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	9:55am-1:25pm	9:55am-1:25pm	9:55am-1:25pm
2:00pm-5:30pm	2:00pm-5:30pm	2:00pm-5:30pm*	2:00pm-5:30pm	2:00pm-5:30pm
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	9:55am-11:35am
	11:50am-1:30pm
2:00pm-3:40pm	2:00pm-3:40pm
4:00pm-5:40pm	4:00pm-5:40pm
6:05pm-7:45pm	6:05pm-7:45pm
8:00pm-9:40pm	8:00pm-9:40pm

MWR
8:30am-9:40am
11:50am-1:00pm
4:40pm-5:50pm

Student Common Hours

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

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 and 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 year students prefer thrice/wk classes as they are still developing their time management skills.
- **ONCE/WK Classes and Science Labs:** Science labs should not determine the schedule for once/wk classes that are not science labs, but the College Schedule must accommodate 200min science labs. Since science labs don't take 10min breaks as do other once/wk classes, there is 45min between each lab for break down and set up.
- **WED MEETINGS:** We must carve out sufficient meeting time for faculty on Wednesdays for service and to promote shared governance, but we must also maximize classroom use and minimize empty-classroom time when faculty are not allowed to teach.

All-College meetings must be held during an **Exclusive Meeting Time** (Wed afternoons) when no full-time faculty are teaching, and are on a roughly four-week rotation: (1) Special Unit Council's for personnel decisions, and College programming such as Convocation, Founder's Day, etc., (2) Faculty Assembly and Forum, (3) Unit Council, and (4) Convening Groups. In the old schedule, there were roughly 20 once/wk classes on Wed mornings (which is some, but not a lot); in the Interim and Temporary schedules, there are 60-80 thrice/wk classes that meet MWR mornings. While upto 20 or so faculty will be teaching on Wed morning once/wk classes, there is almost two hours starting roughly at 10am when we have scheduled weekly **Open Meeting Time** for committees (such as FAEC and ARC), Task Forces, Student-Faculty Research, etc. Of course any groups can schedule meeting outside the Wed afternoon Exclusive Meeting Time when group members don't teach classes.

OVERVIEW

Permanent Schedule (effective Fall 2017)

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

Faculty Meetings

W
9:55-11:35
1:30-4:30

Open Meeting Time (only W 1/wk concurrent classes): Committees, Task Forces, Student-Faculty Research, etc.

Exclusive Meeting Time (no concurrent faculty-taught classes) for College-wide meetings: FA, UC, CG, etc.

SUBSCHEDULE

MR-only Subschedule

Mon	Tues	Weds	Thurs	Fri	M	R
8:00-9:40			8:00-9:40			8:00-11:30
9:55-11:35			9:55-11:35			9:55-1:25
2:00-3:40			2:00-3:40			
4:00-5:50			4:00-5:50			2:00-5:30 2:00-5:30
6:05-7:45			6:05-7:45			
8:00-9:40			8:00-9:40			6:05-9:35