

BACKGROUND

Severely constrained budgets and expectations of system driven increases in FTES targets have given rise to discussions for optimizing our campus resources. Issues raised during discussions over the employment of resources often include faculty load and flexibility, facilities capabilities, and class scheduling procedures. This policy focuses upon the class scheduling issue, particularly with respect to the efficient use of resources.

PURPOSE

The class scheduling considerations described herein are proposed to assist colleges and departments in the construction of class schedules. Some of the considerations are prescriptive in nature while others are intended as advice to promote consistency among colleges and departments when considering various options for design of their respective class schedules.

PRINCIPLES

1. The primary reason for offering courses each term is to meet student need in achieving satisfactory progress toward completion of degree requirements.
2. Student need and system allocation processes (including FTES targets), may result in the need to shift resources among colleges and the academic support units.
3. Department chairs are advised to continually monitor class enrollments during registration to effect timely changes in schedules.
4. We should keep to a minimum last minute additions and deletions to the class schedules as last minute changes can cause inefficient use of resources. Classes opened late in the registration process generally receive poor enrollment. Likewise, deletion of sections after instruction begins often carries associated costs. Timing is an important factor in optimal utilization of resources.

CLASS SCHEDULING PROCEDURES

1. Where possible, especially in courses which have mixed modes of instruction, lectures should be scheduled in rooms large enough to realistically add associated lab/recitation/quiz sections.
2. College deans should conduct a review of class schedule offerings with the Office of Admissions and Records prior to printing the schedule, to determine whether adequate seats and classroom space are available to meet student need.
3. Course enrollments should be monitored to ensure that optional/elective low enrollment classes are cancelled and faculty resources shifted to other areas where student need is higher.
4. Where pedagogically practical, low enrolled, specialized courses required for majors should be offered as infrequently as once every two years.
5. To the extent possible, additions and deletions of courses must occur as early as possible in the registration process to prevent poor utilization of faculty, facilities, and financial resources.

6. In order to program classes throughout the day, departments should attempt to schedule classes so that 50% are within primetime hours (10AM - 3PM) and 50% are outside of primetime hours.

7. The teaching workload for full-time temporary faculty is 15 WTU's unless collateral duties/assigned time units are approved by the college dean. Assigned time for less than full-time temporary faculty will be determined using the same criteria as that applied for full-time temporary faculty. The Provost will review use of assigned time with the college deans annually.

Recommended: Academic Resources Allocation Committee: February 15, 1995

Recommended: Academic Senate: February 22, 1995

Approved: Provost & Vice President for Academic Affairs: April 5, 1995