

Recommendation from the Faculty Senate Ad Hoc Committee on Review of the Academic Calendar (Hans-Joerg Busch, Chair) with the concurrence of the Coordinating Committee on Education (Sheldon Pollack, Chair) and the Executive Committee (Jeff Jordan, Chair) to revise the current weekly class schedule and adopt the following meeting pattern.

WHEREAS, the scheduling of classrooms is challenging because of the concentration of classes in the middle of the day, particularly during prime time 10:10 – 2:15 MWF and 9:30- 3:15 on TR, and

WHEREAS, the Ad Hoc Committee on the Academic Calendar has received input from faculty, students, and administrative staff regarding class scheduling options and potential impact on certain Departments and programs, and

WHEREAS, there is a plea for more 75 minute slots

WHEREAS, the Committee has deliberated on the various benefits and drawbacks under different class scheduling scenarios, be it therefore,

RESOLVED, that the University of Delaware adopt the following meeting pattern beginning fall 2013:

	Mon/Wed/Fri 50 MIN	Tues/Thur 75 MIN	
Period 1	0800AM-0850AM	0800AM-0915AM	Period 10
Period 2	0905AM-0955AM	0930AM-1045AM	Period 11
Period 3	1010AM-1100AM	1100AM-1215PM	Period 12
Period 4	1115AM-1205PM	1230PM-0145PM	Period 13
Period 5	1220PM-0110PM	0200PM-0315PM	Period 14
Period 6	0125PM-0215PM	0330PM-0445PM	Period 15
Period 7	0230PM-0320PM		
Period 8	0335PM-0425PM		
Period 9	0440PM-0530PM		
	Alternate 75 MIN meeting patterns M/W - W/F - M/F		
Period 1 & 2	0840AM-0955AM		
Period 8 & 9	0335PM-0450PM		

AND WHEREAS changes in faculty policy require approval by the Faculty Senate, be it therefore,

RESOLVED, that the following changes be made in the Faculty Handbook (additions and changes indicated by underline; deletions indicated by ~~strike through~~):

Section 3: Conduct of Academic Programs

Instructional Program Policies

The Academic Calendar, Class Meetings, Course Scheduling, and Attendance

The University's Academic Calendar in fall and spring semesters will contain a minimum of 68 instructional days followed by a final examination period of 6 days.

Weekly Timetable

The University's weekly class schedule consists of the following standard meeting patterns:

	Monday/Wednesday/Friday	Tuesday/Thursday
Period 1	08:00 a.m. - 08:50 a.m.	08:00 a.m. - 09:15 a.m.
Period 2	09:05 a.m. - 09:55 a.m.	* 09:30 a.m. - 10:45 a.m.
Period 3	* 10:10 a.m. - 11:00 a.m.	* 11:00 a.m. - 12:15 p.m.
Period 4	* 11:15 a.m. - 12:05 p.m.	* 12:30 p.m. - 01:45 p.m.
Period 5	* 12:20 p.m. - 01:10 p.m.	* 02:00 p.m. - 03:15 p.m.
Period 6	* 01:25 p.m. - 02:15 p.m.	03:30 p.m. - 04:45 p.m.
Period 7	02:30 p.m. - 03:20 p.m.	
Period 8	03:35 p.m. - 04:25 p.m.	
Period 9	04:40 p.m. - 05:30 p.m.	
	<u>Alternate 75 mi. Meeting Pattern M/W, W/F, M/F</u>	
Period 1 & 2	<u>08:40 a.m. - 09:55 a.m.</u>	
Period 8 & 9	<u>03:35 p.m. - 04:50 p.m.</u>	

* Peak Times

Departments are encouraged to follow this weekly schedule as much as possible to ensure efficient use of classroom space. Classes scheduled within these parameters will be assigned to classroom space before those that are scheduled 'off sequence.'

Course Scheduling Guidelines are as Follows:

Due to the limited availability of classrooms at certain times, the following guidelines apply:

Meeting patterns:

- Monday/Wednesday/Friday – for 50 minute classes that meet three times per week;
- Monday/ Wednesday/ Friday, 08:40-09:55 a.m. and 03:35 – 04:50 p.m. – for 75 minute classes that meet two times per week;
- Tuesday/Thursday – for 75 minutes classes that meet two times per week

Then, there are nine (1.-9.) numbered guidelines. The only changes that we propose are:

5. ~~Spring 2008~~ Fall 2013 forward, all classes ~~must~~ should begin at the starting times listed above. Sections not meeting on the standard meeting times will not be included in the first pass when scheduling classrooms with the classroom scheduling software program.

Original wording:

5. Spring 2008 forward, all classes must begin at the starting times listed above. Sections not meeting on the standard meeting times will not be included in the first pass when scheduling classrooms with the classroom scheduling software program.

AND

9. Selecting times that depart from standard times limits the ability to successfully schedule courses in classrooms and restricts students' flexibility. Scheduling a course at a non-standard time requires the approval of the chair ~~and college dean~~. Such exceptions will be approved only on the grounds of the educational benefit served, subject to the availability of space and not on the basis of convenience.

Original wording:

9. Selecting times that depart from standard times limits the ability to successfully schedule courses in classrooms and restricts students' flexibility. Scheduling a course at a non-standard time requires the approval of the chair and college dean. Such exceptions will be approved only on the grounds of the educational benefit served, subject to the availability of space and not on the basis of convenience.

Source: <http://www.udel.edu/provost/fachb/III-1-e-scheduling.html>