

New Scheduling Model — Revised, 4/29/2015

With careful consideration to the needs of all of our stakeholders, the primary goal of this proposal is to develop a scheduling scheme that increases access for our current students and potential students, facilitates student progression through degree programs for a timely graduation, and fully utilizes the university facilities and resources as efficiently as possible. Responding to student, faculty, and administrative input, the Alternative Scheduling Task Force recommends a scheduling model that includes a variety of formats and class meeting day and times (*see draft scheduling charts attached*) and prescribes percentage benchmarks to address issues of efficiency in space utilization and increase course access.

Presuming approval and some modifications, this model will need to be introduced to the university community and implemented in phases. The Task Force notes specific features (e.g., *pairing*, *percentage-allocation scheduling*, and the *separate treatment of the Intellectual Foundations Program or IFP*) it feels critical to successful implementation of this model. The Task Force also makes additional recommendations it feels underpins the success of this change if accepted.

The proposal proceeds as follows: (1) Meeting Schemes; (2) Mini-mesters, Weekends, and Owl Time; (3) Phased Implementation: Dispersing the offerings; (4) Related Recommendations; (5) Other Attendant Issues; and (6) Proposed New Schedule Model.

1. MEETING SCHEMES

2 days a week:

Tuesday and Thursday

Wednesday and Friday

Monday and Wednesday 4pm and later only

Rationale: Biweekly-class meetings were preferred by a majority of survey respondents. Task Force review and feedback from within the FAU community suggests that currently there is either very limited to no course offerings on Fridays. It is likely that instituting a WF pattern will move significant academic program offerings into utilizing Fridays and spread academic offerings across the full week.

3 days a week:

Monday, Wednesday and Friday

It is recommended that a percentage of IFP courses utilize this scheduling scheme to accommodate the full-time first time in college (FTIC) students.

Rationale: The Task Force acknowledges the needs and treatment of FTIC as being unique and thus warranting appropriate consideration in scheduling. This consideration facilitates the necessary communication and coordination among colleges while ensuring that the needs of the newest members of the FAU community are met.

Please see additional information referent to IFP under Related Recommendations.

1 day a week (including hybrid/mixed courses that meet weekly or every other week):

Monday, Saturday or Sunday

Classes scheduled to meet 1 day a week on Tuesday, Wednesday, Thursday, or Friday are required to have a start time of 4PM or later. **Pairing Exception***: Exceptions will be allowed for scheduling a 1 day a week class with a standard start time (e.g., Tuesday 2-4:50PM) provided it is paired with a partner course of similar capacity with the same standard time on a corresponding day of the week (e.g., Thursday 2-4:50PM).

Rationale: Reduced number of meeting times resonates among survey respondents and facilitates retention and graduation in the non-traditional and regional student cohorts. Additionally, the pairing feature provides academic units with innovation, ability, and some flexibility in the scheduling process as new programs and delivery formats are developed.

However, in addition to stakeholder responsiveness, the addition of the newly proposed *pairing exception*, introduces a coordinated mechanism which requires that classroom space utilization be a central aspect of course scheduling and makes such utilization a university-wide responsibility.

Hybrid (50% or more online meet in person once a week or less):

Monday, Saturday or Sundays

Hybrid courses scheduled for the other four days (Tuesday, Wednesday, Thursday and Friday) are restricted to start times before 9AM or 4PM and later, except for those using the above **pairing exception*** (utilizing rooms in standard block meeting patterns).

- * It is recommended that a scheduling mechanism (scheduling grid and/or shared calendar) that is administered through the Registrar's Office be developed to facilitate efficient and maximum classroom space utilization by hybrid courses across the colleges and throughout the semester.

Rationale: Departments and Colleges that offer courses meeting one day a week are tasked with pairing their courses into the 2 day standard meeting days/times to facilitate optimum space utilization. However, Hybrid courses that use classroom spaces with an even greater reduced frequency would benefit from a centralized process of matching. These courses would need to be grouped and scheduled to facilitate optimum space utilization. This could include identifying a block of classrooms that are used for hybrid course scheduling and delivery.

2. MINI-MESTERS, WEEKENDS AND OWL TIME:

- **Mini-mesters are proposed primarily to facilitate expedient academic progression through course scheduling. All "mini" offerings must fit within the start and end dates of the traditional semester.**

8-week sessions – academic units would be tasked with scheduling two 8-week mini-semester courses in back-to-back sequence within the same scheduling time slot and with the goal of facilitating student need and degree completion. Courses must be submitted in blocks (following the principle of the pairing exception above) covering the full semester. This mimics summer term scheduling. The recommendation is to consider applying this to the full academic year.

5 + 5 + 5: academic units could offer degree program curriculum in 3 five-week mini-semester courses. Courses would need to be sequenced within the same scheduling time slot and facilitate student need and for potential accelerated degree completion. Courses must be submitted in blocks (following the principle of the pairing exception) covering the first 15 weeks of the semester. Many programs across the university have provided accelerated scheduling. This is an attempt to allow better formalization of this option and to have a means by which such activity is better coordinated across programs and colleges.

Rationale: Mini-Semesters are designed to help students accelerate through the curriculum; thus enhancing potential for degree completion across the university. Further, with thoughtful planning, for students who withdraw from a course and fall below full-time status, having

additional course registration options via Mini-Semesters might help them regain full-time status and avoid additional financial aid issues. *This aspect of the model is under development. Further consultation on implications with the Director of Financial Aid is warranted.*

- **Weekend Classes**

Weekend classes may be scheduled at the discretion of the Colleges. However, these offerings must fall within the traditional semester start and end times and meet the minimum contact hour requirements.

- **“Owl-Time”**

Mondays 1-2PM could be deemed open time, with few classes scheduled. This will allow various University student and faculty meetings/events to be scheduled without conflicts.

3. PHASED IMPLEMENTATION: DISPERSING OFFERINGS

It is recommended that this new scheduling scheme would be phased in with the items highlighted in blue to be implemented for Spring 2015 and the full schedule model be implemented for the Fall 2015 term.

To utilize instructional spaces and resources (e.g. classrooms, labs and other physical spaces) throughout the day, evening, week, and on weekends it is recommended that the following scheduling policies for instructional spaces be required of each academic unit across the university. The following are recommended for implementation for Fall 2015 term for all classes that require classroom space:

- 30% of classes must have start times that are before 9am or after 3pm.
 - Colleges/Programs will have 3 semesters (excluding summer) to phase in the dispersal of offerings, with 15% minimum in Fall 2015, 20% minimum in Spring 2016.
 - This includes IFP course offerings.
- 70% (maximum) of classes may have start times that are between 9am and 3pm.
- 10% of classes must assign class times that include a Monday, Saturday or Sunday.

Percentages are still dependent upon running availability with actual schedule.

Courses that do not utilize physical instructional spaces (asynchronous online classes, internships, directed independent studies, etc.) are not to be included in calculations for adherence to these percentages.

IFP: To better serve the diverse student population that includes full-time and part-time students it is recommended that a scheduling policy be implemented that requires IFP (general education) courses to be offered in a variety of formats and meeting times each academic term. A percentage of sections within each IFP category must be offered in the following formats each term. The exact percentages should be determined by an IFP committee (*see additional information referent to IFP under Related Recommendations*).

- Online (recommend restricting FTIC from online IFP offerings)
- Evening
- MWF format
- Two day a week format

Additionally, each term (including summer), a minimum number of courses required to complete each sub-section of the IFP (e.g. Foundations of Science, Global Citizenship, Creative Expression, etc.) should be offered both online and in the evening.

4. RELATED RECOMMENDATION Intellectual Foundations Program (IFP)

- FAU implement software that will allow students to search the schedule by IFP category in addition to by department, campus and DisL. Students should be able to view all courses offered in a specific semester that meet a particular IFP requirement (e.g. a search of Foundations of Creative Expressions category would include courses offered through Architecture, Art, Music, Theater, Dance, Film and Literature).
- IFP Scheduler for the university will coordinate with Departments, Colleges and the Registrar's Office to insure maximum student access and efficient progression towards timely graduation and avoid potential schedule conflicts.
- Form a University IFP committee with representation from each college as the coordinative body that focuses on issues of student access and progression in the course-scheduling context.
- A University IFP committee will specify the percentage of sections within each IFP category that are to be offered via the different formats identified above.

Student Enrollment Policy Recommendation:

Students should complete their IFP required coursework prior to enrolling in a substantial amount of upper division academic coursework. A native FAU student should complete all IFP requirements by the time they have earned 75 credits. Transfer students who enter FAU with less than 12 credit hours of IFP coursework remaining will be given a one-semester grace period to complete IFP. Students presenting exceptional circumstances will have their cases reviewed by an advisor on an individual basis. A policy group may need to be formed under the auspices of the Dean of Undergraduate Studies to ensure the ease of transition of transfer students into various degree programs and facilitate their timely graduation. Each degree program and College may have additional lower division requirements.

5. OTHER ATTENDANT ISSUES

Block Scheduling for IFP

Consider "Block Scheduling" for FTICs. Blocks will need to take into consideration the sequences and features of individual programs, especially those majors with highly structured entering sequences (e.g., engineering, science, graphic design, architecture, etc.). Methods for allowing exceptions for placement testing and credit hours earned through IB, AP, etc will need to be developed.

Final Examination Schedule

- There are schedule conflicts with final examinations. One concern has been the requirement that all classes must meet during the final examination week. Course variety facilitates and often requires assessments other than those implemented as in-class exams during examination week. It is likely that the in-class requirement either further exacerbation of schedule conflict or creates compliance with the letter but not the spirit of the law.
- A formalized policy to handle final exam conflicts is recommended:
 - Registrar schedules multi-section exams
 - In the event of a final exam time conflict, students are entitled to have the examination of the class with the highest course number rescheduled. If the highest number is shared by conflicting class exams, the exam of the course with the department prefix latest in the alphabet will be rescheduled. The option to reschedule must be requested by the student in writing to the instructor at least one week prior to the scheduled examination.

5. PROPOSED NEW SCHEDULE MODEL

Standard scheduling times: **2 days a week**

2 times a week (3 cr. hr. / 1 hr. 20 min. each)					
START/END TIMES	Tuesday	Thursday	or	Wednesday	Friday
8:00 – 9:20AM					
9:30 – 10:50 AM					
11:00 – 12:20 PM					
12:30 – 1:50 PM					
2:00 – 3:20 PM					
3:30 – 4:50 PM					
4:00 – 5:20 PM					
4:30 – 5:50 PM					
5:00 – 6:20 PM					
5:30 – 6:50 PM					
7:10 – 8:30 PM					
8:40 – 10:00 PM					

2 times a week – 4pm or later		
START/END TIMES	Monday	Wednesday
4:00 – 5:20 PM		
4:30 – 5:50 PM		
5:00 – 6:20 PM		
5:30 – 6:50 PM		
7:10 – 8:30 PM		
8:40 – 10:00 PM		

2 times a week (4 cr. hr. / 1 hr. 50 min. each)					
START/END TIMES	Tuesday	Thursday	or	Wednesday	Friday
7:00 – 8:50 AM					
8:00 – 9:50 AM					
10:00 – 11:50 PM					
12:00 – 1:50 PM					
2:00 – 3:50 PM					
4:00 – 5:50 PM					
5:00 – 6:50 PM					
7:10 – 9:00 PM					

2 times a week (4 cr. hr. / 2 hr. 50 min. each)* labs and courses scheduled in specific college controlled facilities.					
START/END TIMES	Tuesday	Thursday	or	Wednesday	Friday
9:00 – 11:50 AM					
1:00 – 3:50 PM					
4:00 – 6:50 PM					
7:10 – 9:50 PM					

Standard scheduling times: **3 days a week**

3 times a week (3 cr. hr. / 50 min each)			
START/END TIMES	Monday	Wednesday	Friday
7:00 - 7:50 AM			
8:00 - 8:50 AM			
9:00 - 9:50 AM			
10:00 - 10:50 AM			
11:00 - 11:50 AM			
12:00 - 12:50 PM			
Reserve Monday 1-2 for meetings/events			
2:00 - 2:50 PM			
3:00 - 3:50 PM			
4:00 - 4:50 PM			
5:00 - 5:50 PM			
6:00 - 6:50 PM			
7:00 - 7:50 PM			
8:00 - 8:50 PM			
9:00 - 9:50 PM			

Standard scheduling times: **1 day a week** (traditional face-to-face format)

1 time a week (3 cr. hr. / 2 hr. 50 min.)					
START/END TIMES	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 10:50 AM					
11:00 – 1:50 PM		<i>pairing required</i>	<i>pairing required</i>	<i>pairing required</i>	<i>pairing required</i>
Reserve Monday 1-2 for meetings/events					
2:00 – 4:50 PM		<i>pairing required</i>	<i>pairing required</i>	<i>pairing required</i>	<i>pairing required</i>
4:00 – 6:50 PM					
5:00 – 7:50 PM					
6:00 – 8:50 PM					
6:30 – 9:20 PM					
or					
4:20 – 7:10 PM					
7:10 – 10:00 PM					

* **Pairing:** Departments and Colleges that want to offer courses meeting one day a week during prime time on TWRF are required to pair courses into the 2 day standard meeting days/times to facilitate optimum space utilization (e.g. Tuesday 2-4:50PM course submitted along with a corresponding Thursday 2-4:50PM course of similar capacity).

Standard scheduling times: **Hybrid** (50% or more online)

Hybrid: meeting scheduled 1 time per week or less (1 hr. 20 min.)					
START/END TIMES	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:20 AM					
9:30 – 10:50 AM		<i>* pairing required</i>	<i>* pairing required</i>	<i>* pairing required</i>	<i>* pairing required</i>
11:00 – 12:20 PM		<i>* pairing required</i>	<i>* pairing required</i>	<i>* pairing required</i>	<i>* pairing required</i>
Reserve Monday 1-2 for meetings/events					
2:00 – 3:20 PM		<i>* pairing required</i>	<i>* pairing required</i>	<i>* pairing required</i>	<i>* pairing required</i>
3:30 – 4:50 PM		<i>* pairing required</i>	<i>* pairing required</i>	<i>* pairing required</i>	<i>* pairing required</i>
5:00 – 6:20 PM					
6:30 – 7:50 PM					
7:10 – 8:30 PM					
8:40 – 10:00 PM					

* **Pairing:** Departments and Colleges that want to offer hybrid courses with some face-to-face meetings that occur one day a week or less during prime time on TWRF are required to coordinate the schedule of these with the Registrar's office.

- **Departments are required to submit the in-person specific meeting dates and times with their schedule draft for hybrid classes in order to maximize space utilization.**

It is recommended that a scheduling mechanism (scheduling grid and/or shared calendar) that is administered through the Registrar's offices be developed to facilitate efficient and maximum classroom space utilization by hybrid courses across the colleges and throughout the semester.

Standard scheduling times: **1 day a week**, 50 min. (labs and discussion sections)

1 time a week (50 min)					
START/END TIMES	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 - 7:50 AM					
8:00 - 8:50 AM					
9:00 - 9:50 AM					
10:00 - 10:50 AM					
11:00 - 11:50 AM					
12:00 - 12:50 PM					
1:00 - 1:50 PM	When possible reserve Monday 1-2 for meetings/events				
2:00 - 2:50 PM					
3:00 - 3:50 PM					
4:00 - 4:50 PM					
5:00 - 5:50 PM					
6:00 - 6:50 PM					
7:00 - 7:50 PM					
8:00 - 8:50 PM					
9:00 - 9:50 PM					

Standard scheduling times for **College of Business Labs: 1 day a week, 80 min.**

1 times a week (1 hr. 20 min. each)					
START/END TIMES	Tuesday	Thursday	or	Wednesday	Friday
8:00 – 9:20 AM					
9:30 – 10:50 AM					
11:00 – 12:20 PM					
12:30 – 1:50 PM					
2:00 – 3:20 PM					
3:30 – 4:50 PM					
4:00 – 5:20 PM					
4:30 – 5:50 PM					
5:00 – 6:20 PM					
5:30 – 6:50 PM					
7:10 – 8:30 PM					
8:40 – 10:00 PM					

Standard scheduling times for **College of Science labs.**

1 time a week (1 hr. 50 min.)* labs and courses scheduled in specific college controlled facilities.					
START/END TIMES	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 - 8:50 AM					
9:00 - 10:50 AM					
11:00 - 12:50 PM					
When possible reserve Monday 1-2 for meetings/events					
2:00 - 3:50 PM					
4:00 - 5:50 PM					
6:00 - 7:50 PM					
8:00 - 9:50 PM					

1 time a week (2 hr. 50 min.)* labs and courses scheduled in specific college controlled facilities.					
START/END TIMES	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 11:50 PM					
1:00 - 3:50 PM	When possible reserve Monday 1-2 for meetings/events				
4:00 - 6:50 PM					
7:00 - 9:50 PM					

1 time a week (3 hr. 50 min.)* labs and courses scheduled in specific college controlled facilities.					
START/END TIMES	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 12:50 AM					
When possible reserve Monday 1-2 for meetings/events					
2:00 - 5:50 PM					
6:00 - 9:50 PM					

2 times a week (2 hr. 50 min. each)* labs and courses scheduled in specific college controlled facilities.					
START/END TIMES	Tuesday	Thursday	or	Wednesday	Friday
9:00 - 11:50 PM					
1:00 - 3:50 PM					
4:00 - 6:50 PM					
7:00 - 9:50 PM					

CHM 2211 labs that meet one day per week for 6 hours should be scheduled for Mondays.