

3/AS/16/UEPC Change in Time Modules for Course Scheduling

Resolved: that the Academic Senate, California State University, Stanislaus recommend the attached time modules for course scheduling; and be it further,

Resolved: that the attached policy for using these time modules be approved; and be it further,

Resolved: that this policy and the time modules be in effect for the Fall 2017 registration; and be it further,

Resolved: that the course time module policy will be reviewed by the UEPC every five years.

Rationale: The attached time modules will provide more efficient use of classroom space and better serve students. It is expected that course scheduling will adhere to these time modules. Exceptions to these time modules will be approved by each college dean.

Course Module Scheduling Policy

1. The following course time modules will be used for classrooms, see attached grid. Scheduling of rooms outfitted with specialized equipment, e.g. fume hoods, pianos, etc., shall be exempt from the grid.
2. Courses (face-to-face or hybrid) scheduled within the time modules on the grid will be placed first. Exceptions must be requested using an Exception Request Form submitted to the college dean and will be considered after all courses in approved time modules have been scheduled.
3. Hybrid classes must indicate which days/times they will meet.
4. Normally, no more than 80% of a department schedule shall have start times between 9 and 2 on M-R, unless rooms are available after normal scheduling.
5. This policy will be reviewed by the UEPC every five years.

Approved by the Academic Senate on April 26, 2016

Approved by President Joseph F. Sheley on May 19, 2016

History:

19/AS/05/SEC Approved by President 12/5/05