13/AS/25/UEPC Course Module Scheduling Policy

Resolved: that the Academic Senate, California State University, Stanislaus modify the Course Module Scheduling Policy to add a statement regarding transition time between classes, and be it further

Resolved: that this revision take effect for the first class scheduling period after approval, with an expectation that extant schedules be reviewed to remove violations of this policy as practicable, and to ensure notification of all involved faculty if it is impossible to adjust the extant schedule to provide at least 10 minutes of transition time.

Rationale: Time modules were developed to support efficient use of classroom space and better serve students. It is expected that course scheduling will adhere to these time modules, and that exceptions to these time modules will be approved by each college dean. Although this policy has been in place since 2016, a small number of courses have been scheduled with no transition period provided, and without the prior knowledge of the faculty whose courses abut one another.

Faculty need to have sufficient time to prepare course materials and technology for the start of the class section, and time to allow students to become prepared to engage in course activities at the start of class. At the end of class, faculty and students need time to pack up and transition out of the room. Having fewer than 10 minutes for such activities can limit instructional contact hours, and undermine the teaching/learning process. While beneficial for all, the 10-minute (or more) transition time may be especially needed by students and faculty with disabilities.

Obtaining the approval of instructors and chairs best ensures that those most impacted are aware of the limited transition time that might be scheduled, and can ensure that this will not negatively impact instruction and contact hours if approved.

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. As is indicated in the time modules for course scheduling, a minimum of 10 minutes is provided between scheduled class sections to allow time for faculty and students to transition out of and into classes. If an instructor submits an Exception Request Form that would cause fewer than 10 minutes of transition time between classes, approvals must be obtained from all impacted course instructors and department chairs in addition to relevant deans. Given the importance of this transition time for students and faculty, it should be rare that such exceptions would be approved. Without such an approved request, at least 10 minutes must be allotted between the end and start of classes in a given room.
6. This policy will be reviewed by the UEPC every five years.

History:
19/AS/05/SEC Approved by President 12/5/05
Approved by the Academic Senate on April 26, 2016
Approved by President Joseph F. Sheley on May 19, 2016
Approved by the Academic Senate on April 16, 2019
Approved by President Ellen Junn on May 23, 2019