



Academic Senate

13/AS/19/UEPC

Revision of Course Module Scheduling Policy (3/AS/16/UEPC)

RESOLVED: That California State University, Stanislaus revise the Course Module Scheduling Policy (adopted via 3/AS/16/UEPC) to add a statement regarding transition time between classes (item 2.d), 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 session, 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.

Approved by the Academic Senate on 04/16/19

Approved by President Junn on 05/23/19