

Grinnell College Course Scheduling Guidelines Effective with Classes Offered in Fall 2012

Please review *Course Schedule Timetable – Effective Fall 2012* while reading these guidelines for a full understanding of the class periods to which they refer.

Definitions:

Class Period - A class period is defined as an approved time when classes may be offered. It has a specific starting and ending time and sometimes is allowed only on specific days of the week. Such class periods are numbered 1 to 17 on the attached *Course Schedule Timetable – Effective Fall 2012*

Days of the Week – To save space on excel spreadsheets the days of the week are now M,W,T,R,F. “R” indicates Thursday and is commonly used by many colleges in their course schedules.

Proposed Schedule Worksheet - Excel document used to submit your class schedule. All classes for members belonging to our faculty department should be included on this worksheet.

Compliance Calculations – Page 2 of the above worksheet that determines you have met all scheduling requirements.

Faculty Department – The primary department to which the faculty reports or where their FTE belongs.

I. LECTURE AND SEMINAR COURSES

1) Balance – Departments are not required to use all class periods offered but a balance is required between days of the week and morning and afternoon courses for each department’s offerings.

- a) 52% - 67% of courses offered must meet on a MWF, MW, or WF schedule
32% to 47% of courses offered must meet on a TR schedule

(Note: Courses offered 4 days of the week are counted in both of the above requirements)

- b) 53 to 62% of courses offered must meet between 8 am and 12 Noon
32 to 43% of courses offered must meet between 12 Noon and 4:15 pm

2) Certain minimums and maximums are imposed during specific periods of the day.

Class period Combinations	Min/Max %	Class period Combinations	Min/Max %
8:00 am hour, periods 1,11,14	8% Minimum	1:00 pm hour, periods 5,50,9	22% maximum
11:00 am hour, periods 4,12,16,160	25% Maximum	3:00 pm hour, periods 7,13	8 % Minimum 30% maximum

3) There must be a balance in 220 minute classes across all periods:

- a) Period 13 on MW,WF, or MWF
- b) Period 13 on TR
- c) Period 12 on TR

4) Any previous unapproved class times are no longer allowed. Unapproved class times will now be approved by Curriculum Committee on a case-by-case basis. Please submit your rationale to Cheryl Chase, Registrar

5) Courses may use only one class period.

6) Labs may use only one class period.

7) One class plus the required labs may never use three different class periods

8) All compliance guidelines are included in the Excel Worksheet “Proposed Schedule Worksheet” under the tab “Directions”.

II. GUIDELINES WE WOULD LIKE YOU TO CONSIDER FOR THE BENEFIT OF ALL STUDENTS

1) More than one section of the same course should never be offered in the same class period. This has a serious impact on student choice and in the case of major courses sometimes prevents a student from double majoring.

2) Multiple sections of a course should be distributed throughout the day. (i.e. don’t offer all of them in the morning or all of them in the afternoon).

2) Distribute courses you suspect will fill at 25 or more students across various times of the day. Finding rooms for 25 or more students has become very difficult particularly during the class periods occurring

during the 10 and 11:00 am hours (Class periods 3,4,12,16,160). Please consider the demand on specific classroom capacities when selecting a class period. The Registrar will be happy to provide you with enrollment history by course or by professor.

III. SCIENCE LABS, STUDIOS, AND LANGUAGE LABS

1) There must be an equal number of such courses offered on M,T,W,R . 50% of the number of labs offered on M,T,W, or R must be offered on Friday (i.e. if you have 4 labs on each day M,T,W,R, then 2 labs must be offered on Friday).

2) One hour science or language labs may be offered in any class period 1-7 with a balance across days of the week

IV. EVENING COURSES

Evening courses during the semester may be offered only on Monday during class period 17 starting no earlier than 7:30 p.m. and ending no later than 10:20 pm. Any class between two and three hours may be offered, but times must be listed on the registration schedule, and they may not be changed after the semester has begun. The courses can be combined with a Friday afternoon class period for a longer class.

- a) No department is required to offer such courses.
- b) The number of evening courses is ordinarily limited to two per semester per faculty department. Requests for numbers greater than this will be considered on an individual basis.
- c) The course must be an elective course, or if a required course, it must have more than one section.
- d) All courses proposed for evening must be approved by the Registrar.

V. TUTORIALS, CONCENTRATIONS, SMALL DEPARTMENTS

Tutorials count as a course for period 11 on T/R. Tutorials should be included on the list of courses for the department to which that faculty reports.

Concentrations or majors for which the faculty reports to a primary department should submit their courses as a part of the primary department's courses. The faculty's workload and the spread of courses across times should be considered among faculty of a department as a group vs. only the subject of the course. In general, individual concentration offerings on their own are too small a subset to evaluate against scheduling guidelines and therefore need to be considered in the context of the reporting structure of the faculty.

The guidelines outlined above are suitable in most cases, but they do not provide sufficient guidance for those departments offering fewer than eight courses per semester. The following simplified guidelines shall apply to small department scheduling:

- a) No class period may be used more than once per semester.
- b) The department must use both MWF patterns and TR patterns.
- c) At least one course in five must use an 8 AM class period (1,8,11) or a 3 PM class periods (7,13).

VI. FACULTY WORKLOAD

Indicating faculty workload will be a new component of the "Proposed Schedule". This summary is provided to the Dean's Office. Faculty to be included in this section of the proposed schedule should include all faculty considered members of your department. A section of the form also asks you to explain loads over or under contract. If the reason is private, simply note "Dean's Office is aware".

***Please send comments or questions on the above guidelines
to Cheryl Chase, Registrar, chaseche@grinnell.edu.***