

MEMORANDUM

TO: Andrew Hippisley
FROM: Walter Ferrier
DATE: March 26, 2015
RE: Standardized Meeting Times Proposal

The Senate Committee for Academic Planning and Priorities (SCAPP) was asked to review, analyze, and endorse (or not) the Registrar's proposal for standardized class meeting times (submitted to Senate Council on August 29, 2014). On behalf of my fellow Committee members, I am happy to submit our endorsement of the twice-revised proposal.

Review, Analysis, and Revision Timeline

AUG 29: Initial proposal submitted by Registrar to Senate Council
 OCT 24: SCAPP meeting to review and discuss proposal
 JAN 13: SCAPP meeting with Associate Provost Timoney to exchange views
 Feb 26: Registrar submits revised proposal to SCAPP
 MAR 3-23: SCAPP reconciles remaining issues, votes to endorse v.3 below
 MAR 26: SCAPP submits analysis and endorsement to Senate Council

SCAPP-endorsed Proposal (v.3)

Classroom availability has become an increasingly large issue at the University of Kentucky. This is due in large part to the use of non-standardized meeting patterns, which drastically lowers the utilization of a classroom. The Registrar's Office defines a standardized meeting pattern in terms of the following 21 class meeting times:

MWF 8 AM to 8:50 AM	MW 2 PM to 3:15 PM	TR 8 AM to 9:15 AM
MWF 9 AM to 9:50 AM	MW 3 PM to 4:15 PM	TR 9:30 AM to 10:45 AM
MWF 10 AM to 10:50 AM	MW 4:30 PM to 5:45 PM	TR 11 AM to 12:15 PM
MWF 11 AM to 11:50 AM	MW 6 PM to 7:15 PM	TR 12:30 PM to 1:45 PM
MWF 12 PM to 12:50 PM	MW 7:30 PM to 8:45 PM	TR 2 PM to 3:15 PM
MWF 1 PM to 1:50 PM		TR 3:30 PM to 4:45 PM
MWF 2 PM to 2:50 PM		TR 5 PM to 6:15 PM
		TR 6:30 PM to 7:45 PM
		TR 8 PM to 9:15 PM

All classes that are assigned to any centrally-scheduled classroom are expected to follow the standardized meeting patterns listed below. Requests for exemptions are granted on a semester-by-semester basis, and must be approved by the dean of the college in which the department of the course resides. The instructor of the course must provide a brief justification, in writing, to the college dean. Classes that are assigned to a department-scheduled classroom are strongly encouraged to also follow one of the standardized meeting patterns. This will allow for a more congruent scheduling process for general use, after departments have had their opportunity to schedule their own classrooms. Please note that all professional schools, as well as any academic unit with a clinical or studio, are exempt from using a standardized meeting pattern. Any distance learning classes that require occasional meeting time in a classroom will have to follow one of the following standardized meeting patterns. Instructors or department contacts can contact the Registrar's Office for an available classroom.

Unresolved Issue/Concern

Neither the Registrar's revised proposal, nor the SCAPP-endorsed proposal contain language about the procedure by which scheduling priorities and preferences will be established by course level, department, etc. This was articulated in Issue/Concern #5 sent to the Registrar on JAN 13. We hope that Senate Council can provide some perspective on this issue as to whether it is worthy of further attention or pointing to other Senate rules, etc. that speak to this issue.

5. *In instances where conflict occurs, specify how scheduling priorities will be established: e.g., undergrad vs. grad; 200-level vs. 400-level, and so on.*

Registrar's Revision (v.2)

Classroom availability has become an increasingly large issue at the University of Kentucky. This is due in large part to the use of non-standardized meeting patterns, which drastically lowers the utilization of a classroom. The following 21 standardized meeting patterns were drafted:

MWF 8 AM to 8:50 AM	MW 3 PM to 4:15 PM *	TR 8 AM to 9:15 AM
MWF 9 AM to 9:50 AM	MW 4:30 PM to 5:45 PM	TR 9:30 AM to 10:45 AM
MWF 10 AM to 10:50 AM	MW 6 PM to 7:15 PM	TR 11 AM to 12:15 PM
MWF 11 AM to 11:50 AM	MW 7:30 PM to 8:45 PM	TR 12:30 PM to 1:45 PM
MWF 12 PM to 12:50 PM	MW 9 PM to 10:15 PM **	TR 2 PM to 3:15 PM
MWF 1 PM to 1:50 PM		TR 3:30 PM to 4:45 PM
MWF 2 PM to 2:50 PM		TR 5 PM to 6:15 PM
		TR 6:30 PM to 7:45 PM
		TR 8 PM to 9:15 PM

All classes that are assigned to any centrally-scheduled classroom are expected to follow on of the standardized meeting patterns listed above. Requests for exemptions are granted on a semester-by-semester basis, and must be approved by the dean of the college in which the department of the course resides. The instructor of the course must provide a brief justification, in writing, to the college dean. Classes that are assigned to a department-scheduled classroom are strongly encouraged to also follow one of the standardized meeting patterns. This will allow for a more congruent scheduling process for general use, after departments have had their opportunity to schedule their own classrooms. Please note that all professional schools, as well as any academic unit with a clinical or studio, are exempt from using a standardized meeting pattern. Any distance learning classes that require occasional meeting time in a classroom will have to follow one of the following standardized meeting patterns. Instructors or department contacts can contact the Registrar's Office for an available classroom.

Differences between Registrar's v.2 and SCAPP-endorsed v.3

** SCAPP was split on whether to begin these 75-minute MW afternoon sessions at 2:00 PM or 3:00 PM. The Registrar's classroom utilization rate for the MWF 2:00-2:50 time slot vs. the MWF 3:00-3:50 PM time slots did not seem significantly different. Our endorsed proposal above reflects the addition of a MW 2PM to 3:15 PM standardized time slot.*

*** A strong consensus emerged among SCAPP members that the MW 9:00-10:15 PM time slot be not only eliminated from the standardized meeting times proposal, but also the broader University class schedule calendar. Hence, our endorsed proposal above reflects the elimination of this late evening time slot.*

SCAPP-requested Revision Issues and Concerns

SCAPP requests that the Registrar revise the proposal for standardized class meeting times in response to the following issues and concerns:

1. The policy apply to all centrally-controlled and department-controlled classroom space. [Professional schools, academic units with a clinical or studio orientation are exempt.]
2. Articulate how the policy will apply to: a) synchronous on-line courses that don't require classroom space, but do require time slot lock-in, and b) evening and weekend courses.
3. Requests for exemptions are granted on a semester-by-semester basis and must be approved by the dean of the college in which the department (course) resides. Faculty seeking an exemption must provide a brief justification, in writing, to the college dean.
4. Create an option for new class times (beginning no sooner than 3:00 p.m.) in the MW schedule for 75-minute class sessions that coincide with the start of each 50-minute class session. For example, a 75-minute class session beginning at 4:00 p.m. on a MW would be equivalent to and aligned with two consecutive 50-minute sessions on MW (and F) beginning at 4:00 p.m. and 5:00 p.m., respectively.
5. In instances where conflict occurs, specify how scheduling priorities will be established: e.g., undergrad vs. grad; 200-level vs. 400-level, and so on.

6. Other: Provide data related to: a) the prevalence of classroom under-utilization by date, by time, by department, etc., b) the prevalence of deviations from the current classroom meeting pattern, and c) other useful data

Registrar's Initial Proposal (v.1)

Standardized Meeting Patterns

Recognized standardized meeting patterns: 50 minutes on Monday, Wednesday, and Friday – 8 AM to 8:50 AM, 9 AM to 9:50 AM, 10 AM to 10:50 AM, 11 AM to 11:50 AM, 12 PM to 12:50 PM, 1 PM to 1:50 PM, 2 PM to 2:50 PM, 3 PM to 3:50 PM, and 4 PM to 4:50 PM. 75 minutes on Tuesday and Thursday – 8 AM to 9:15 AM, 9:30 AM to 10:45 AM, 11 AM to 12:15 PM, 12:30 PM to 1:45 PM, 2 PM to 3:15 PM, and 3:30 PM to 4:45 PM.

All classes that are assigned to any centrally - scheduled classroom are expected to follow one of the standardized meeting patterns listed above. Any classes that are assigned to a department - scheduled classroom are strongly encouraged to use a standard start time. To facilitate the schedule of students, you are strongly encouraged, whenever possible, to also use a standardized end time.

Exceptions

Requests for exceptions are subject to the approval of the Dean of the College in which the department resides, with final approval from the Registrar's Office. Exceptions are specific to the reason for which they are requested, and the specific class for which they are approved. The assignment of a classroom to an exception is subject to classroom availability. Once approved, an exception will remain in effect until the end of the semester in which the approval was given. Any change in the nature of the exception will require submission of a new request. Classes that are offered exclusively for graduate and/or post - baccalaureate professional students are exempt from following standardized meeting patterns.

Rational

Standard meeting patterns allow for maximum access to class offerings for students, and they also facilitate the most efficient use of classrooms. With increased enrollment, standardized meeting patterns also allow for more classes to be taught throughout the week.

APPENDIX 1

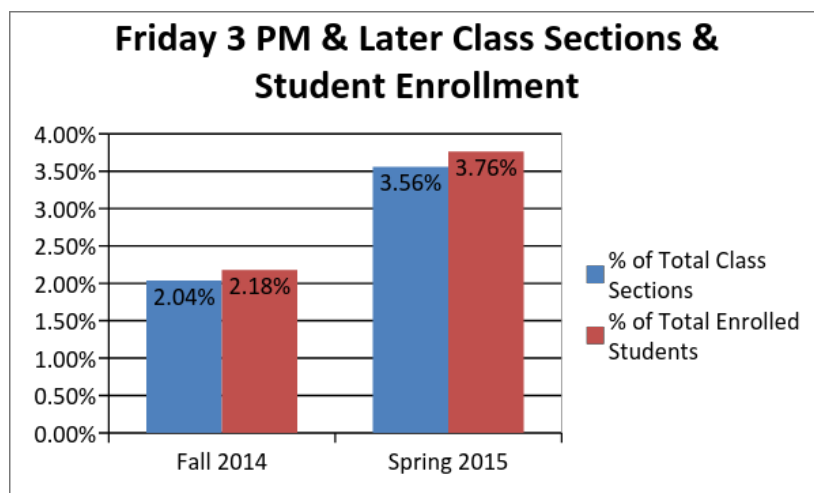
Registrar's Rational for Standardized Meeting Pattern Proposal

For the past few semesters, classroom availability has become an increasingly large issue at the University of Kentucky. This is due in large part to the use of non-standardized meeting patterns, which drastically lowers the utilization of a classroom. The Registrar's Office defines a standardized meeting pattern as meeting for 50 minutes starting on the hour on Mondays, Wednesdays, and Fridays, or for 75 minutes on Tuesdays and Thursdays. For example, 8 AM to 8:50 AM, 9 AM to 9:50 AM, 10 AM to 10:50 AM, 11 AM to 11:50 AM, 12 PM to 12:50 PM, 1 PM to 1:50 PM, 2 PM to 2:50 PM, 3 PM to 3:50 PM, 4 PM to 4:50 PM, and 5 PM to 5:50 PM would be considered standardized meeting patterns for Mondays, Wednesday, and Fridays. For Tuesdays and Thursdays, standardized meeting patterns would meet 8 AM to 9:15 AM, 9:30 AM to 10:45 AM, 11 AM to 12:15 PM, 12:30 PM to 1:45 PM, 2 PM to 3:15 PM, 3:30 PM to 4:45 PM, and 5 PM to 6:15 PM.

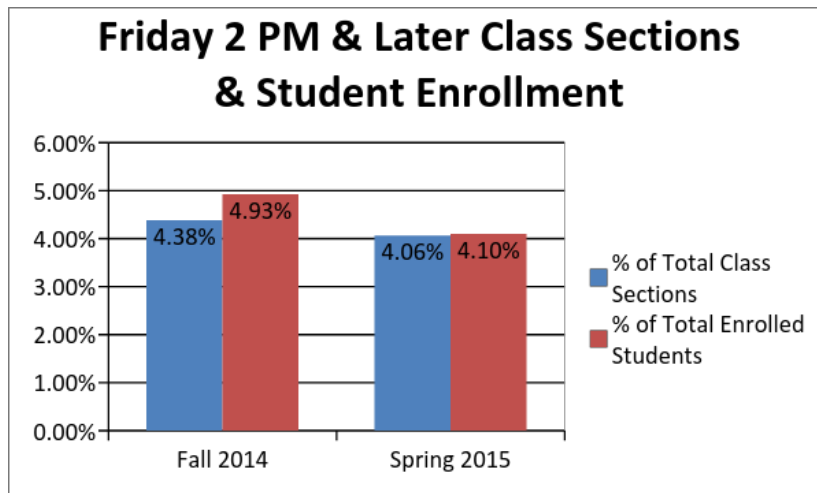
For the Fall 2014 semester, only 56% of all classes followed one of the standardized meeting patterns listed above, which accounted for 63% of all enrolled students. For Spring 2015, 55% of all classes followed a standardized meeting pattern, which accounted for 65% of all enrolled students. Standardized meeting patterns allow for maximum access to class offerings for students, and they also facilitate the most efficient use of classrooms. With increased enrollment, standardized meeting patterns also allow for more classes to be taught throughout the week.

Standardized Meeting Pattern Proposal

After meeting with the Academic Planning and Priorities Committee on January 13, 2015, the Registrar's Office was asked to draft a new set of standardized meeting patterns that contained 75 minute blocks on Monday and Wednesday afternoons. This would leave Friday afternoons free of any meeting patterns, which would allow departments and colleges to hold seminars and other faculty meetings. Class utilization data from Fall 2014 and Spring 2015 suggests that the ideal Friday afternoon cutoff point is 3 PM:



A minimal amount of class sections and enrolled students would be impacted, if Friday afternoons from 3 PM and later were blocked off for meetings. In comparison, a 2 PM and later cutoff for would have too much of an impact on class sections and enrolled students:



With the recommendation of a 3 PM cutoff point for Friday afternoons, the following 20 standardized meeting patterns were drafted:

- MWF 8 AM to 8:50 AM
- MWF 9 AM to 9:50 AM
- MWF 10 AM to 10:50 AM
- MWF 11 AM to 11:50 AM
- MWF 12 PM to 12:50 PM
- MWF 1 PM to 1:50 PM
- MWF 2 PM to 2:50 PM
- MW 3 PM to 4:15 PM
- MW 4:30 PM to 5:45 PM
- MW 6 PM to 7:15 PM
- MW 7:30 PM to 8:45 PM
- MW 9 PM to 10:15 PM
- TR 8 AM to 9:15 AM
- TR 9:30 AM to 10:45 AM
- TR 11 AM to 12:15 PM
- TR 12:30 PM to 1:45 PM
- TR 2 PM to 3:15 PM
- TR 3:30 PM to 4:45 PM
- TR 5 PM to 6:15 PM
- TR 6:30 PM to 7:45 PM
- TR 8 PM to 9:15 PM

All classes that are assigned to any centrally-scheduled classroom are expected to follow on of the standardized meeting patterns listed above. Requests for exemptions are granted on a semester-by-semester basis, and must be approved by the dean of the college in which the department

of the course resides. The instructor of the course must provide a brief justification, in writing, to the college dean. Classes that are assigned to a department-scheduled classroom are strongly encouraged to also follow one of the standardized meeting patterns. This will allow for a more congruent scheduling process for general use, after departments have had their opportunity to schedule their own classrooms. Please note that all professional schools, as well as any academic unit with a clinical or studio, are exempt from using a standardized meeting pattern. Any distance learning classes that require occasional meeting time in a classroom will have to follow one of the following standardized meeting patterns. Instructors or department contacts can contact the Registrar's Office for an available classroom.

APPENDIX 2

TO: Andrew Hippisley
FROM: Walter Ferrier
DATE: November 17, 2014
RE: Standardized Meeting Times Proposal

The Academic Planning and Priorities Committee (AP&P) met on October 24 to review and discuss the proposed Senate rule pertaining to standardized meeting times. Here are the sentiments, issues, and recommendations of the Committee:

ISSUE 1 -- Limited duration of proposed time slots: The current proposal includes nine 50-minute time slots following a MWF schedule, and six 75-minute time slots on a TR schedule. The proposed space allocation schedule does not include time slots of longer duration often required for weekly or periodic ad hoc) seminars, faculty/department meetings, and other important activities *for departments and academic units that:*

- Do not have ready and predictable access to conference room space of a sufficient size
- Do not have sufficient department-controlled classroom space

Proposal: For departments that meet the criteria above, classrooms often serve as the best space available. Therefore, we recommend that:

- A limited number of seminar/meeting-length time slots (e.g., 150-165 minutes) be added to the weekly space allocation schedule
- The Registrar poll department chairs to determine the number of these time slots needed each semester. It is likely that the number of such time slots needed will vary by department and semester.

ISSUE 2 – MWF afternoon classes: Implicit in the Registrar’s proposal is the need to utilize available classroom space on Fridays. However, observation and anecdotal evidence suggests that students often avoid registering classes that meet on Friday afternoons (i.e., MWF classes that begin at 2:00, 3:00, or 4:00).

Proposal: We recommend that the schedule be revised to:

- Reduce the number of MWF classes that meet at 2:00, 3:00, or 4:00
- Add MW classes that meet on a timetable similar to TR classes

ISSUE 3 – Exceptions and final approval authority: The current proposal specifies that the Registrar sets the space allocation schedule each semester. If needed, individual faculty/instructors must submit a request for an exception to his/her Dean which, in turn, must receive final approval from the Registrar. The AP&P is concerned about:

- Final approval authority that rests with the Registrar versus Deans
- The ambiguity of the proposed language of “Any change in the nature of the exception will require submission of a new request.” Is this limited to changes in the pedagogical rationale for

the exception, or does it also include merely a change in the schedule day of the week or time of the exception?

- The exception to be granted only for one semester

Proposal: We recommend that:

- The new Senate rule on standardized meeting patterns be revised to clarify what it means, exactly, when a change in the request for exemption warrants the submission of a new request each semester. Further, that approved exemptions will remain in effect until withdrawn by the dean or faculty member.
 - *“Once approved, an exemption will remain in effect until withdrawn by the college dean or faculty member. Any change in the nature of the exception (other than a change in the scheduled day or time) from one semester to the next will require submission of a new request.”*
- Although the assignment of and final approval for use of "general" classroom space throughout the University should indeed be conducted by the Registrar, classroom space directly controlled by various colleges/departments should be assigned and approved by the college Deans

ISSUE 4 – Accommodation of adjuncts: The University continues to use part-time adjunct faculty to teach courses. Yet, many adjuncts are not readily available each day of the week; for example Mondays, Wednesdays, and Fridays from 10:00-10:50 a.m. Instead, many would prefer to teach their assigned course(s) one (or two, at most) day per week. The current proposal doesn't appear to account for this constraint

Proposal: We recommend that:

- Department chairs and Deans be granted the discretion to approve exemptions to accommodate adjunct instructors