January 29, 2016

DON BRENNEIS
Chair, Academic Senate

ACADEMIC SENATE COMMITTEE CHAIRS

Dear Colleagues,

Re: Standard Time Slots for General Assignment Classrooms

I wish to thank you all for the rapid feedback on the possibility of modifying the standard class meeting times for 2016-17 in order to better serve the mandated growth of the entering class in support of the University’s overall growth plan.

While there will be significant additional workload in extending the time for discussion, the Office of the Registrar will undertake coordination of this work with course sponsoring agencies and the potential addition of a time slot.

To that end, we will commence initial scheduling of Fall 2016 using the current time periods. We will also discuss with schedulers how these might be translated into an adjusted schedule, and the process that will be used to fill any new time period.

University Registrar Sanger and I would be happy to present an overview at the February Senate meeting.

Consonant with the Senate’s recommendation for 2016-17, we are continuing to consider (a) reducing class meeting time by 5 minutes for courses that meet three times a week, and 10 minutes for those that meet twice a week, for a total reduction of 15 minutes a week for MWF classes and 20 minutes for MW and TTh time blocks; (b) reducing transit times for MWF classes from the current 20 to 15 minutes; and (c) adding a single time slot on MWF 4:00-5:05 p.m.

The 16 general assignment time slots under consideration are:

- Monday, Wednesday, and Friday. Seven time slots of 195 weekly minutes in three sessions of 65 minutes.
  - 8:00 a.m.–9:05; 9:20–10:25; 10:40–11:45; 12:00 p.m.–1:05; 1:20–2:25; 2:40–3:45; and 4:00–5:05.
- Monday and Wednesday. Two time slots of 190 weekly minutes in two sessions of 95 minutes.
  - 5:20 p.m.–6:55; and 7:10–8:45.
- Tuesday and Thursday. Seven time slots of 190 weekly minutes in two sessions of 95 minutes.
Based on enrollment projections, there may be a need in 2017-18 to add additional time slots. In order to avoid the issues surrounding ending classes after 9:45 p.m. (as currently on Tuesdays and Thursdays), we will need to also consider beginning the classroom scheduling period at 7:00 a.m. or 7:30 a.m., although only the handful of moderately large classrooms would most likely be used at this early hour.

As noted in the original request, development of a new final examination schedule can take place over a longer time frame, and additional feedback can be provided during the Senate meeting or by March 1, 2016.

Once again, I would like to thank the Senate and many others who provided feedback on this one aspect of the multitude of issues our campus must consider as we take part in the University of California’s plans for enrollment growth.

Thank you,

Richard Hughey
Vice Provost and Dean
of Undergraduate Education

cc: Campus Provost/Executive Vice Chancellor Galloway
    Vice Chancellors
    Vice Provosts
    Deans
    University Registrar Sanger
    Associate Registrar Claxton
    Director Gubash