

SP 03-22
Policy on the Schedule Template

Rationale:

President Rush has requested that the Academic Senate approve a student-centered schedule template. The Policy on Course Scheduling (SP 01-51; originally SR 02-02), provides a general description of a schedule template and the types and frequency of courses offered. During the 2002-2003 and 2003-2004 Academic Years, a template was used that had overlapping start times for three-credit twice a week (1 hour 15 minute) and once a week (2 hour 30 minute) classes. For example, the three-credit twice a week classes started at 8 am, 9:30 am, 11 am, 12:30 pm, 2 pm, 4 pm, 5:30 pm, and 7 pm, and the three-credit once a week classes started at 9 am, 1 pm, 4 pm, and 7 pm. The overlap between these most commonly used formats for courses does not create a student-centered template. The Schedule Template Task Force recognizes the need for programs to maximize the use of dedicated use facilities, i.e. art studios and laboratories, and has made special accommodations for cohorted programs, i.e. Credential Programs. Based on a survey of students at CSUCI performed by Institutional Research, the Schedule Template Task Force proposes the following policy regarding the schedule template.

Policy:

1. Courses meet for 50 minutes per unit for lecture courses and 2 hours 50 minutes per unit for laboratories.
2. **Formats:** The preferred formats for courses are listed below. Alternative formats can be arranged through Special Scheduling.
 - (a) 4 unit classes:
 - (i) Meet on a 2 hour block on MW or TTh for 1 hour 40 minutes with or without a 10 minute break.
 - (ii) Integrated lecture-laboratory classes (e.g., GEOL 300 and PHSC 170) meet twice a week for a total of six hours per week on either MW or TTh with one 20 minute or two 10 minute breaks during each lecture period.
 - (b) 3 unit classes/ labs:
 - (i) Meet on a 1.5 hour block for 1 hour and 15 minutes without a break on either M and W OR T and Th.
 - (ii) Meet on a 3 hour block on M-Sa for 2 hours and 30 minutes with one 20 minute or two 10 minute breaks during the lecture period. Laboratories are exempt from the requirement of a 20 minute break.
 - (c) 2 unit classes:

(i) Meet on a 2 hour block once a week M-Fr for 1 hour 40 minutes with or without a 10 minute break.

(d) 1 unit lecture/activity classes:

(i) Meet on a 1.5 hour block once a week M-Sa for 50 minutes.

3. **Start Times:** The preferred starting times for blocks are listed below. Alternative starting times can be arranged through Special Scheduling.

(a) 4 unit classes scheduled M-Th:

Start times: 8:00 am, 10:00 am, 12:00 pm, 2:00 pm, 4:00 pm 6:00, and 8:00

(b) 3 unit classes

(i) Twice a week (M/W or T,Th):

Start times: 8:30 am, 10:00 am, 11:30 am, 1:00 pm, 2:30 pm (M, W only), 4:00 pm, 5:30 pm, 7:00 pm and 8:15 pm.

(ii) Once a week (M-Th):

Start times: 10:00 am, 1:00pm (M, T, W only), 4:00 pm, 5:30 pm and 7:00 pm.

Note: Programs that schedule lecture courses at 10:00 am on one day of a 3 hour block (MW or TTh) must schedule another course in their program on the alternate day to maximize the use of lecture rooms and to allow students to complete their major by attending two days a week.

(iii) Once a week (Fr or Sa):

Start times: 9:00 am and 1:00 pm

(c) 2 unit classes scheduled M-Fr:

Start times: 8:00 am, 10:00 am, 12:00 pm, 2:00 pm, 4:00 pm. 6:00 pm and 8:00 pm

(d) Laboratory courses:

(i) Scheduled M-Th:

Start times: 8:30 am, 11:30 am, 2:30 pm or 5:30 pm.

(ii) Scheduled Fr-Sa:

Start times: 9:00 am and 1:00 pm

(e) 1 unit lecture/activity classes scheduled M-Sa:

Start times: 8:30 am, 10:00 am, 11:30 am, 1:00pm, 2:30 pm (M, T, W, Fr, Sa only), 4:00 pm, 5:30 pm, 7:00 pm and 8:15 pm. Depending on course format, these one-unit courses may meet for 50 minutes once a week, 50

minutes twice a week (activity courses), or 1 hour and 15 minutes twice a week (instrumental performance classes).

4. Cohorted programs, i.e. Credential Programs, are exempt from the Schedule Template.
5. Field Experience courses where students must work at a local school as part of the course are exempt from the Schedule Template.
1. 6. Special Scheduling: Alternative course formats and start-times can be arranged through Special Scheduling, as described in SP 01-51 Policy on Course Scheduling (originally SR 02-02). *(From SP 01-51: In Special Scheduling, faculty members who are interested in an alternative course format must submit a request to the coordinator of scheduling that indicates the times and days that they would like a course offered. In some cases, exceptions to the Block Scheduling will be allowed for rooms which are dedicated to specific programs. First priority in room assignments shall be given to the scheduling of courses, which follow Block Scheduling. Although priority will be given to courses requesting Block Scheduling, every effort will be made to accommodate requests for Special Scheduling.)*
7. University Hour:
University Hour is a time when no **lecture** classes are scheduled allowing students, faculty, and staff a common time for university-sponsored events. **University Hour will be scheduled on Thursdays from 2:30-3:45 pm.**
University hour or ‘campus community hour’ responds to student requests to encourage out-of-class enrichment and participation in campus wide events. This time will help build a sense of university community by recognizing that co-curricular activities are a significant aspect of the higher education experience. Faculty meetings should not be scheduled at this time.

Three Unit Courses:

1) Twice a week (MW or TTh)

8:30 am – 9:45 am
10:00 am – 11:15 am
11:30 am – 12:45 pm
1:00 pm – 2:15 pm
2:30 pm – 3:45 pm (M, W only)
4:00 pm – 5:15 pm
5:30 pm – 6:45 pm
7:00 pm – 8:15 pm
8:30 pm – 9:45 pm

2a) Once a week (M-Th) These courses allow for a mid-class break.

10:00 am – 12:50 pm
1:00 pm – 3:50 pm (M, T, W, only)
4:00 pm – 6:50 pm
5:30 pm – 8:20 pm
7:00 pm – 9:50 pm

2b) Once a week (Fridays or Saturdays)

9:00 am – 11:50 am
1:00 pm – 3:50 pm

Two Unit or Four Unit Courses:

Two Unit: Meet one day a week.

Four Unit: Meet on either Mondays and Wednesdays **OR** Tuesdays and Thursdays.

M, W, T or TH

8:00 am – 9:50 am
10:00 am – 11:50 pm
12:00 pm – 1:50 pm
2:00 pm – 3:50 pm
4:00 pm – 5:50 pm
6:00 pm -- 7:50 pm
8:00 pm – 9:50 pm

Laboratory Courses:

1) Labs Offered One Day a Week (M-Th)

8:30 am – 11:20 am
11:30 am – 2:20 pm
2:30 pm – 5:20 pm
5:30 pm – 8:20 pm

2) Labs offered on Fridays or Saturdays

9:00 am – 11:50 am
1:00 pm – 3:50 pm

Art Courses:

Primarily scheduled in the Art Studio. Typically meet two days a week for 2 hours and 50 minutes each day. Courses begin on the hour. Example: Tuesday/Thursday 10:00 a.m. – 12:50 p.m. Art courses can also be scheduled in a 6 hr block on Fridays and Saturdays. The three unit Art Studio courses (Ex: Art 100, 102 or 108) will follow the four unit template above.

TBA and One Hour Courses:

Courses that are announced as TBA -- To Be Arranged -- are arranged by the instructor with the students. Whenever possible, these courses should have beginning and ending times which conform to the schedule template. One unit TBA courses should begin at the hour that conforms to three-unit courses and generally should be scheduled for 50 minutes, unless it is a lab or activity course.

CSUCI Schedule Template

Time	Monday		Tuesday		Wednesday		Thursday		Friday
	2/4u	3u	2/4u	3u	2/4u	3u	2/4u	3u	
8	8-9:50	8:30-9:45	8-9:50	8:30-9:45	8-9:50	8:30-9:45	8-9:50	8:30-9:45	
9									9-11:50
10	10-11:50	10:00-11:15	10-11:50	10:00-11:15	10-11:50	10:00-11:15	10-11:50	10:00-11:15	
11		11:30-12:45 (12:50)		11:30-12:45 (12:50)		11:30-12:45 (12:50)		11:30-12:45 (12:50)	
12	12-1:50	1-2:15	12-1:50	1-2:15	12-1:50	1-2:15	12-1:50	1-2:15	1-3:50
1							University Hour		
2	2-3:50	2:30-3:45 (3:50)	2-3:50	End block (3:50)	2-3:50	2:30-3:45 (3:50)			
3									
4	4-5:50	4-5:15	4-5:50	4-5:15	4-5:50	4-5:15	4-5:50	4-5:15	
5									
6	6-7:50	5:30-6:45 (6:50)	6-7:50	5:30-6:45 (6:50)	6-7:50	5:30-6:45 (6:50)	6-7:50	5:30-6:45 (6:50)	
7		7-8:15 (8:20)		7-8:15 (8:20)		7-8:15 (8:20)		7-8:15 (8:20)	
8	8-9:50	8:30-9:45 (9:50)	8-9:50	8:30-9:45 (9:50)	8-9:50	8:30-9:45 (9:50)	8-9:50	8:30-9:45 (9:50)	
9									

* 3u block courses may start at 10am, 1pm, 4pm, 5:30pm and 7p