

ACADEMIC SENATE
OF
CALIFORNIA STATE UNIVERSITY
SACRAMENTO

Minutes

Issue #8

March 11, 1987

ROLL CALL

Present: Addicott, Alexander, Anderson, Ball, Barnes, Beckwith, Bess, Burger, Comstock, Cook, Curry, Endres, Farrand, Figler, Fitzwater, Hamilton, Jensen, Kellough, Kenny, Knepprath (Parliamentarian), Kimenyi, Koester, Kostyrko, Lee, Madden, Maxwell, Moorehead, Morrow, Phelps, Price, Pucci, Shattuck, Snow, Torcom, Tzakiri, Winters

Absent: Christian, Harralson, Hernandez, Horrigan, Kaltenbach, Radimsky, Rombold, Sauls, Savino, Sharp, Takeuchi, Taniguchi, Yousif

ACTION ITEMS

AS 87-11/Flr. MINUTES

The Minutes of the regular meeting of February 18, 1987, are approved.

Carried.

AS 87-12/Ex. COMMITTEE APPOINTMENTS

Affirmative Action Committee: PAT SONNTAG, At-large, 1989 (S'87 only repl. for A. Harriman)

Graduate Policies and Programs Committee: JERRY WILSON, At-large, 1989 (S'87 only repl. for G. Rothman)

Livingston Lecture Committee: ANNE COWDEN, At-large, 1988 (S'87 only repl. for J. McFadden)

Carried unanimously.

AS 87-13/Ex. 40TH ANNIVERSARY, CSU, SACRAMENTO

The Academic Senate endorses the proposed reception honoring all past Senate Chairs which is scheduled (tentative date of December 15, 1987) in the calendar of events for the Fortieth Anniversary of CSU, Sacramento.

Carried unanimously.

AS 87-14/F1r. ELECTION OF EXECUTIVE COMMITTEE MEMBER

Senators Pete Rombold and Eugene Sauls were nominated to serve on the Executive Committee. By secret ballot, Eugene Sauls was elected.

*AS 87-15/UARTP, Ex. UNIVERSITY ARTP POLICY--AMEND SECTION 5.05

Section 5.05 of the University ARTP policy shall be amended as follows (underscore=addition):

5.05 Criteria for Retention, Tenure, and Promotion

E. Contributions to the Community

6. Participation in community outreach activities, including educational equity.

Carried unanimously.

*AS 87-16/Ex. STUDENT GRADE APPEAL PROCEDURES (AMEND AS 83-06)

The CSU, Sacramento Student Grade Appeal Procedures shall be amended as follows:

B. FORMAL PROCEDURES

2. Grade Appeal Review Panel

- h. Both the student and the instructor have the right to have an advocate of their own choosing present at all panel hearings. The advocate is not to be an attorney. Within reasonable limits imposed by the chair (and subject to appeal by the whole panel), advocates have the same right to offer clarifications and question witnesses as the student and the instructor.

...

Carried unanimously.

*AS 87-17/Ex. UNIVERSITY LIBRARIAN--CHANGE TITLE TO DEAN OF THE LIBRARY

Whereas, The University Librarian serves as a member of the Council of Deans and as a member of the group of Instructional Deans, and

Whereas, The University Librarian performs the function of a Dean for the Library, and

Whereas, A change in title would clarify the Dean status of the University Librarian to the campus community, therefore be it

Resolved, That the Academic Senate recommend the title University Librarian be changed to Dean of The Library.

Carried.

*AS 87-18/Ex., Flr. NONSTANDARD SCHEDULING, REPORT OF THE AD HOC COMMITTEE

The Senate accepts and endorses the "Report on Nonstandard Scheduling," dated January 30, 1987, with the exception of the specific examples contained in items B.4 and C of "Part Six: Recommendations." [See attached copy of the Executive Summary and the Recommendations with specific examples deleted. The complete report is available for review in the Academic Senate Office, Adm. 264.] The Senate recommends that the ad hoc Committee on Nonstandard Scheduling, with the addition of two members--one to be selected by and from the members of both the Curriculum Committee and the Academic Policies Committee--continue its charge through 1987-88 and address the recommendations made in the report.

Carried.

The meeting was adjourned at 3:35 p.m.

Janice McPherson
Janice McPherson, Secretary

*President's response requested.

From: "Report on Nonstandard Scheduling,"
prepared by the ad hoc Committee on
Nonstandard Scheduling, January 30,
1987.

EXECUTIVE SUMMARY

The Ad Hoc Committee for Scheduling was established by the Vice President for Academic Affairs to examine the impact of nonstandard scheduling practices and to make recommendations to the Vice President for Academic Affairs. The study was requested by the Deans and the Academic Senate in response to concerns regarding the School of Business changing a significant number of 3-unit classes from the standard MWF pattern to a nonstandard MW pattern.

Standard patterns are presented by the Office of Academic Services and the Office of Space Management in order to provide scheduling practices which are orderly, equitable and flexible. Although the standards provide a wide range of options (127 specific possibilities), there are a large number of deviations from these standards. The committee identified 656 separate patterns in use in Fall 1986.

The use of nonstandard patterns has an impact on facilities, students and faculty load. The impact on instruction is difficult to determine and needs further study.

The impact on facilities has two dimensions - room utilization and room availability. This study demonstrates that, under current policies, the use of nonstandard scheduling patterns during prime time has a negative impact on both room utilization and availability.

The impact on students and faculty has potentially supportive and potentially detrimental outcomes. This area warrants further study.

After reviewing the impact of nonstandard scheduling practices during prime time, the committee recommends, "...a one year moratorium on scheduling 3-unit classes with nonstandard patterns of hours and days between the hours of 9:00 a.m. and 3:00 p.m. on Monday, Wednesday and Friday." Exceptions maybe approved by the Vice President for Academic Affairs on a case-by-case basis.

In addition, the committee recommends that the Executive Vice President, the Vice President for Academic Affairs and the Academic Senate work through established committee structures to update scheduling policies and procedures.

COMMITTEE MEMBERS

Ed Christenson, Chair
Management Information Science

Al Gutowsky, Professor
Economics

Donald Hinde, Director
University Union
(ex-officio)

Jolene Koester, Chair
Communication Studies

Karen Munnerlyn, Coordinator
Academic Services
(ex-officio)

John Oldenburg, Associate Déan
Engineering and Computer Science

Denise Ramos, Coordinator
Space Management
(ex-officio)

Gerald Sharp, Director
Institutional Studies
(Chair)

June Stuckey, Associate Vice President
Program Development and Evaluation

PART SIX: RECOMMENDATIONS

A. Immediate Action

The committee recommends that starting 1987 Fall Semester there be a one-year moratorium on scheduling 3-unit classes with nonstandard patterns of hours and days between the hours of 9:00 a.m. and 3:00 p.m. on Monday, Wednesday and Friday. Exceptions to this moratorium may be made by the Vice President for Academic Affairs for compelling academic reasons on a case by case basis for classes that have been scheduled in a nonstandard pattern for more than one year prior to the imposition of this moratorium (i.e., prior to Fall Semester, 1986). Parts IV and V of this report suggest some of the issues that should be considered in each case by case request for an exception.

Before the scheduling of classes for the Fall 1988-89 academic year the Office of Academic Affairs, with the assistance of the Office of Institutional Studies, shall review the use of and rationale for all nonstandard scheduled classes, regardless of the times or days scheduled, including those excluded by the moratorium. Continuation of these scheduling patterns shall be dependent upon the approval of the Vice President for Academic Affairs.

B. Recommendations for Future Study

Many issues and concerns were left incomplete and require further

study. The committee recommends that this study be continued for another year and that the Executive Vice President, the Vice President for Academic Affairs and the Academic Senate, through its committee structure, complete this study and establish University-wide policies, procedures, and criteria to review and rule on proposals to use nonstandard scheduling patterns. The extended study shall:

1. Inventory all University classroom space (including space used for classroom purposes which is not included in the University's official classroom inventory) and determine the actual utilization of each space.
2. Review the existing formula for allocating lecture space to schools and revise as is necessary to insure an efficient and equitable allocation of lecture space. Establish procedures to review and revise annually.
3. Review and evaluate course classifications C-2 through C-5 to determine if reclassification is necessary to accurately reflect current practice.
4. Establish criteria and procedures to review and define prime time.

~~Suggestion: Prime time be redefined as:~~

~~8:00 a.m. - 2:50 p.m. MWF and
5:30 p.m. - 6:45 p.m. MW~~

~~7:30 a.m. - 3:50 p.m. and
5:30 p.m. - 6:45 p.m. TTh.~~

5. Establish procedures to coordinate space utilization with classroom schedules and actual enrollment.

6. Study the impact of non-lecture classes (laboratory classes) on scheduling and space utilization.

7. Review administrative practices and procedures dealing with scheduling to insure that they are compatible with current academic and management policies.

8. Develop interactive "on-line" processes to manage class schedule and room allocation.

9. Develop new standard scheduling patterns (starting and ending hours) which provide maximum flexibility to respond to the academic and management requirements. (See example which follows.)

C. Suggested Schedule Formats

The following proposal is offered as a starting point for revision of the standard course scheduling format. It is proposed as an alternative pattern to provide an equitable and orderly process which is flexible,

reduces the incidence of schedule conflicts and yields optimum classroom utilization.

A vast majority of course offerings at this University fall into one of the twelve patterns as shown in the table below.

These patterns yield five class periods, (50, 70, 75, 100 and 150 minutes) which can be regarded as "standard" for scheduling purposes.

These five time blocks can be efficiently accommodated within an academic day organized into fourteen 60 minute periods and nine 90 minute periods with fixed starting times beginning at 7:00 a.m. and ending at 9:00 p.m.. The two patterns would intersect at 9:00 a.m., 12 noon, 3:00 p.m. and 6:00 p.m.

This proposal, and other proposals need to be studied to increase the options available for class scheduling within standards which result in maximum service to students and optimum use of University resources. these proposals should include an examination and recommendations for the use of computer based "on-line" processes.

Pattern	Course Type	Instructional Period
A	1 unit lecture	50 min. (1x/wk)
B	2 unit lecture	50 min. (2x/wk)
C	2 unit lecture	100 min. (1x/wk)
D	3 unit lecture	50 min. (3x/wk)
E	3 unit lecture	75 min. (2x/wk)
F	3 unit lecture	150 min. (1x/wk)
G	4 unit lecture	50 min. (4x/wk)
H	4 unit lecture	70 min. (3x/wk)
I	4 unit lecture	100 min. (2x/wk)
J	4 unit lecture	150 min. (1x/wk)
K	1 unit lab	150 min. (1x/wk)
L	2 unit lab	150 min. (2x/wk)