



The Schedule Template

Task Force & Policy

Schedule Template Task Force AY23-24

Agenda

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03 The Schedule Template Policy

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What is the Schedule Template?

- ◆ The Schedule Template is the list of official or standardized start and end times for classes scheduled in each term's Schedule of Classes.
- ◆ The standardized start and end times are referred to as 'time blocks' (or just blocks).
- ◆ The length of the blocks depends on the number of hours of instruction or in-class time needed to meet the requirements for the class' units.
- ◆ The official time blocks are set by policy, meaning any changes require a new policy or updates to existing policy.

Fall & Spring Standard Class Meeting Times

1.5 Hour Blocks

M or W or F

MW or WF or MF

9:00 AM - 10:15 AM
10:30 AM - 11:45 AM
12:00 PM - 1:15 PM
1:30 PM - 2:45 PM

M or W or MW

3:00 PM - 4:15 PM
4:30 PM - 5:45 PM
6:00 PM - 7:15 PM
7:30 PM - 8:45 PM

T or Th or TTh

9:00 AM - 10:15 AM
10:30 AM - 11:45 AM

University Hour 12:00 PM - 1:00 PM

1:00 PM - 2:15 PM
2:30 PM - 3:45 PM
4:00 PM - 5:15 PM
5:30 PM - 6:45 PM
7:00 PM - 8:15 PM
8:30 PM - 9:45 PM

Who is on the Schedule Template Task Force?



Stacey Anderson
Chair of English



Lorna Profant
Professor of Biology



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Chair of Health Science



Lina Neto
AVP for Academic Programs



Colleen Forest
University Registrar



Rebecca Slocum
Schedule of Classes Coordinator



Andrea Cruz
Academic Advisor



Mary Laurence
Manager of Academic Space Planning



Class Schedule Template Policy

Policy #: SP 11-09 (supersedes SP 06-04)

Drafted By: Class Schedule Template Task Force: Stacey Stanfield Anderson, Itkonnen, Karen Jensen, Nancy Mazingo, Rosa Rodriguez, Dan Wakelee

Preamble:

The schedule template task force was convened to review the existing course schedule. There were three principal issues that the task force reviewed. The first of these was the availability of facilities and the number of class sections desired to be scheduled each week. The second was the distribution of course section days and times across the week. The third was to review areas where the template created conflicts or inefficiencies in scheduling. The task force also took into consideration a request from students to extend the University Hour.

The task force collected relevant information and data from various interested parties. Program Chairs indicate that the existing schedule template was generally not effective. In recent semesters there were several periods during which the number of programs was limited by the number of available classrooms. CSU standards require utilization of instructional time within a window of time between 8:00 am – 10:00 pm Monday through Friday. The task force is enhancing that utilization as well as ensuring that instruction is distributed throughout the day available to students.

The revised template resolves existing conflicts built into prior templates, and provides a broader time period, including increasing the scheduling of classes on Friday. In addition to two Wednesday/Friday morning one hour and fifteen minute blocks, the schedule for more morning offerings. The Monday thru Thursday 3 hour time blocks from 7:00pm were replaced with 4:30 and 7:30pm. Friday start times were also revised to 9:00am, 1:00pm and 2:00pm.

Policy:

1. **Unit Duration:** Courses meet for 50 minutes per unit for lecture courses, 75 minutes per unit for activity, and 2 hours 50 minutes per unit for laboratories.

2. **Start Times:**

(a) One hour time blocks on M/W/F

- Start times: 8:00 am, 9:00 am, 10:00 am, 11:00 am

(b) 1.5-hour blocks

- M/W start times: 12:00 pm, 1:30 pm, 3:00 pm, 4:30 pm 6:00 pm, 7:30 pm
- W/F start times: 9:00 am, 10:30 am

Schedule Template Policy

The Schedule Template Policy includes:

- ◆ The standardized time blocks
- ◆ The official day/time of University Hour
- ◆ Exceptions to the requirement to use standardized time blocks (primarily studio/lab classes)
- ◆ Procedures for scheduling 'off-template'
- ◆ Official standards for class breaks

Current Official Policy is Senate Policy (SP) 11-09

[Link to SP 109](#)

Old vs New Template Comparison

Small changes (below) were rolled out on an interim basis for for Academic-~~2021~~2023

Current Schedule Template

	Mondays, Wednesdays, & Fridays			Mondays & Wednesdays			Tuesdays & Thursdays			Wednesdays & Fridays	Fridays		
	1 hour blocks	1.5 hour blocks	2 hour blocks	3 hour blocks	1.5 hour blocks	2 hour blocks	3 hour blocks		1.5 hour blocks	2 hour blocks	3 hour blocks		
8-8:50		8-9:50			8-9:50								
9-9:50		9-11:50		9-10:15	9-11:50			9-10:15		9-11:50			
10-10:50		10-11:50		10:30-11:45	10-11:50			10:30-11:45					
11-11:50													
	12-1:15	12-1:50	12-2:50	12-1:15	12-1:50	12-2:50		Univ Hour	Univ Hour	Univ Hour			
	1:30-2:45			1:30-2:45						1-3:50			
	2-3:50	2-3:50		2-3:50	2-3:50								
	3-4:15		3-5:50	3-4:15		3-5:50							
	4-5:50	4-5:50		4-5:50	4-5:50								
	4:30-5:45		4:30-7:20	4:30-5:45		4:30-7:20							
	6-7:15	6-8:50	6-8:50	6-7:15	6-8:50	6-8:50							
	7:30-8:45		7:30-10:20	7:30-8:45		7:30-10:20							

Interim Schedule Template AY23-24

	Mondays & Wednesdays			Tuesdays & Thursdays			Fridays		
	1.5 hour blocks	2 hour blocks	3 hour blocks	1.5 hour blocks	2 hour blocks	3 hour blocks	1.5 hour blocks	2 hour blocks	3 hour blocks
8		8-9:50			8-9:50			8-9:50	
9	9-10:15		9-11:50	9-10:15		9-11:50	9-10:15		9-11:50
10	10:30-11:45	10-11:50		10:30-11:45	10-11:50		10:30-11:45		10-11:50
11									
12	12-1:15	12-1:50	12-2:50	Univ Hour	Univ Hour	Univ Hour	12-1:15		12-2:50
1	1:30-2:45						1:30-2:45		
2		2-3:50							
3	3-4:15		3-5:50						
4	4:30-5:45	4-5:50		4-5:15		4-6:50			
5			4:30-7:20	5:30-6:45	5-6:50		4:30-7:20		
6	6-7:15	6-7:50	6-8:50						
7	7:30-8:45		7:30-10:20	7-8:15	7-8:50	7-9:50	7:30-10:20		
8				8:30-9:45					
9									
10									



Questions?





Thank you!

Presentors

Chair of English Stacey Anderson
University Registrar Colleen Forest
Schedule of Classes Coordinator Rebecca Slocum
Manager of Academic Space Planning Wanying