

**SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

**S11-2, Policy Recommendation, Extension of Prime Time
Scheduling Period**

Legislative History: Amends F98-4

At its meeting of February 14, 2011, the Academic Senate approved the following policy recommendation presented by Senator Gleixner for the Instruction and Student Affairs Committee.

**Action by University President: Approved and signed by
President Don Kassing on
February 28, 2011**

**Policy Recommendation
Extension of Prime Time Scheduling Period**

Whereas, F98-4: Class Scheduling reflects an outdated mode of instruction centered around MWF and TR classes. This policy is currently being revised to reflect the current class scheduling trends. However, careful revision of this policy will take time, and the scheduling for the Fall 2011 semester begins at the end of February, 2011; and

Whereas, There is significant difficulty in scheduling classes for the 1330 time slot as it is one of the two most popular time slots; and

Whereas, F98-4 allows classes that meet for 150 minutes, once a week to have scheduling priority starting at 1330; and

Whereas, The scheduling of a class in a room one day a week makes it challenging to utilize the room during the other day of that time block; and

Whereas, The Fall 2010 schedule only had 15-19 classes per day that met 1 day a week at 1330;

- Whereas, Classes that meet one day a week may still be scheduled in non-University controlled rooms or in University rooms after the priority scheduling round, therefore be it
- Resolved, That Scheduling will continue their practice of also giving priority scheduling to Colleges or departments that group their one day classes in blocks (e.g. organized into pairs on Monday and Wednesday at the same time slot); and be it further
- Resolved, That F98-4 be amended such that priority scheduling for classes that meet for 150 minutes, once a week begin at 1455; and be it further
- Resolved, That F98-4 be amended to define the “Prime Time” scheduling period from 0730-1455 rather than 0730-1330; and be it further
- Resolved, This policy will be replaced by the revision of F98-4 or will be revisited no later than Fall 2012 by the Instruction and Student Affairs Committee.

Approved: February 7, 2011
Vote: 13-0-0
Present: Steve Branz (non-voting), Bill Campsey, Victor Culatta, Caroline Fee, Stefan Frazier, Stacy Gleixner (chair), Rich Kelley, Elizabeth McGee, Deanna Peck, Arlando Smith, Marian Sofish, Kevin Starks, Terri Thames, Sheryl Walters
Absent: Mo Han, Christina Solorzano, Tomasz Kolodziejak
Financial Impact: Will provide better utilization of University classrooms allowing ultimately more classes to be offered and more fees collected
Workload Impact: Will reduce workload for scheduling office somewhat by making scheduling slightly easier