

August 15, 2011

To : SU Department/Program Chairs
From : Dave Stones
Re : Spring 2012 Class Schedules - **Due 9/13/11.**

You should have received an Excel spreadsheet template on which to return your requests. This would have been attached to an e-mail broadcast from Dave Stones. This memo is/was attached to the same e-mail.

You might also wish to consult the Web Advisor displays from last spring.

Please return your schedule requests by Tuesday, September 13th. We need to have them by then to make sure you don't miss out on rooms and times. Please send copies to me (stonesd@southwestern.edu) and to Angie Garcia at garcia2@southwestern.edu.

Note that only SLC 223 and SLC 323 are now totally non-electronic. For a good list of electronic classroom resources, see the classroom info link on the registrar's page. Note that the Cullen Building remains unavailable.

Please provide a realistic maximum class size. That will help us optimize room assignment. **Any reductions in caps should be discussed with the Provost before you submit your materials.** These numbers will drive the number of seats available to students during web registration and the "section full" messages on the web. This number is displayed on the web, along with seats remaining.

Remember the "shadow courses" submitted to the Provost during scheduling for Fall 2010 and Spring 2011? Please provide details about the shadow courses, which we might need to use, in a separate e-mail to Paul Gaffney or Dirk Early, depending on your division, but please copy me too. I will also forward documents which defined this process earlier (in a follow-up e-mail).

Courses which are to be cross-listed should be submitted and clearly marked by the primary department. These must be consistent with the Catalog, except for topics courses. If prerequisites or distribution requirement info are listed in the Catalog, you need not repeat them here.

We have guidelines, driven by our wish to optimally assign classrooms to sections, and to allow students to schedule the courses they need.

- (1) The meeting time grid will be enforced. You may view several different presentations from the For Faculty link on the Registrar's web page.
- (2) Note that classes conflicting with the MWF 12:30-1:20 time slot should have other sections available or else not be required courses.
- (3) Classes meeting for 2.5 hours on a single day should be matched to the extent possible – T with TH and M with W or F, in order to make efficient use of our already tight classroom space. Disparities could result in some sections not receiving their requested meeting times.
- (4) Monday evenings should be kept free of classes and exams.
- (5) Evenings have protected time until 7:30 PM. If some lab overlap is required, there should be other alternative sections which do not intrude into this time, which is heavily used for meetings, athletics, and fine arts.
- (6) If multiple lab times are associated with a single lecture, and students select just one, then each lecture-lab combination should be reflected in a single section, so that registration in that section clearly defines which times the student is in class. We can use zero-hour labs for which the student registers separately (see PHY53-150 on the website). I would be happy to discuss your needs.
- (7) If classes can be spread liberally among the time slots, and a few sections made available in the underutilized times of before 9:00 AM and after 3:30 PM, then students will have more options in selecting appropriate schedules.
- (8) Note plans for night exams so we can add this to the description. They must still comply with the grid.

- (9) Please discuss your plans with your faculty. Let them know that all course schedule submissions and changes must come through the chairs.
- (10) Most Paideia classes will meet 1st & 3rd Tuesdays 11:30-12:20. No conflicts should be scheduled except classes **strictly** limited to first year students.
- (11) If new funding will be required to teach a course, you should contact Julie Cowley prior to submitting your schedule requests..
- (12) Unless open for enrollment without signature with a particular instructor, we don't list internships and independent studies at this time. We add them from the signed add card.
- (13) With part-time and visiting faculty, please try to limit the use of topics courses to the extent possible. It is critical that topics course titles and descriptions are available to students by pre-registration so these classes are fully utilized.
- (14) In general, class sizes for visiting and part-time faculty should be no lower than 22 - since these individuals do not have any other SU responsibilities. If special circumstances make this impossible, you should visit with the Provost before you submit your schedule materials.
- (15) Please note that classes with enrollments less than 10 may be considered for cancellation in consultation with the Provost.

We know that you are busy. This information is important to us in meeting your needs and in providing accurate schedule information to SU students. This will help later in the process.

We will make web versions available for your review, then for the faculty, before announcing it to the students. If your faculty cannot live with the room we assign, they need to ask you to investigate and arrange a different time, but do so before the registration process begins.

Please be thinking about which courses your department might plan to offer next summer. It would be very helpful to be know of likely courses to assist students who have difficulty obtaining courses in the October 19-November 3 registration windows. Separate e-mail messages to me would be fine for this purpose.

Thanks.

DaveDocs\Spr2012 Class Sched Req.doc. SP12CReq.pdf