

MEMORANDUM

TO: Andrew Hippisley
FROM: Walter Ferrier
DATE: November 17, 2014
RE: Standardized Meeting Times Proposal

The Academic Planning and Priorities Committee (AP&P) met on October 24 to review and discuss the proposed Senate rule pertaining to standardized meeting times. Here are the sentiments, issues, and recommendations of the Committee:

ISSUE 1 -- Limited duration of proposed time slots: The current proposal includes nine 50-minute time slots following a MWF schedule, and six 75-minute time slots on a TR schedule. The proposed space allocation schedule does not include time slots of longer duration often required for weekly or periodic ad hoc) seminars, faculty/department meetings, and other important activities *for departments and academic units that:*

- Do not have ready and predictable access to conference room space of a sufficient size
- Do not have sufficient department-controlled classroom space

Proposal: For departments that meet the criteria above, classrooms often serve as the best space available. Therefore, we recommend that:

- A limited number of seminar/meeting-length time slots (e.g., 150-165 minutes) be added to the weekly space allocation schedule
- The Registrar poll department chairs to determine the number of these time slots needed each semester. It is likely that the number of such time slots needed will vary by department and semester.

ISSUE 2 -- MWF afternoon classes: Implicit in the Registrar's proposal is the need to utilize available classroom space on Fridays. However, observation and anecdotal evidence suggests that students often avoid registering classes that meet on Friday afternoons (i.e., MWF classes that begin at 2:00, 3:00, or 4:00).

Proposal: We recommend that the schedule be revised to:

- Reduce the number of MWF classes that meet at 2:00, 3:00, or 4:00
- Add MW classes that meet on a timetable similar to TR classes

ISSUE 3 -- Exceptions and final approval authority: The current proposal specifies that the Registrar sets the space allocation schedule each semester. If needed, individual faculty/instructors must submit a request for an exception to his/her Dean which, in turn, must receive final approval from the Registrar. The AP&P is concerned about:

- Final approval authority that rests with the Registrar versus Deans
- The ambiguity of the proposed language of "Any change in the nature of the exception will require submission of a new request." Is this limited to changes in the pedagogical

rationale for the exception, or does it also include merely a change in the schedule day of the week or time of the exception?

- The exception to be granted only for one semester

Proposal: We recommend that:

- The new Senate rule on standardized meeting patterns be revised to clarify what it means, exactly, when a change in the request for exemption warrants the submission of a new request each semester. Further, that approved exemptions will remain in effect until withdrawn by the dean or faculty member.
 - *“Once approved, an exemption will remain in effect until withdrawn by the college dean or faculty member. Any change in the nature of the exception (other than a change in the scheduled day or time) from one semester to the next will require submission of a new request.”*
- Although the assignment of and final approval for use of "general" classroom space throughout the University should indeed be conducted by the Registrar, classroom space directly controlled by various colleges/departments should be assigned and approved by the college Deans

ISSUE 4 -- Accommodation of adjuncts: The University continues to use part-time adjunct faculty to teach courses. Yet, many adjuncts are not readily available each day of the week; for example Mondays, Wednesdays, and Fridays from 10:00-10:50 a.m. Instead, many would prefer to teach their assigned course(s) one (or two, at most) day per week. The current proposal doesn't appear to account for this constraint

Proposal: We recommend that:

- Department chairs and Deans be granted the discretion to approve exemptions to accommodate adjunct instructors

Brothers, Sheila C

From: Timoney, David M
Sent: Friday, August 29, 2014 11:36 AM
To: Brothers, Sheila C
Subject: Standardized Meeting Pattern Senate Rule

Hi Sheila,
Here's the wording for the Standardized Meeting Pattern Senate Rule:

Standardized Meeting Patterns

Recognized standardized meeting patterns: 50 minutes on Monday, Wednesday, and Friday – 8 AM to 8:50 AM, 9 AM to 9:50 AM, 10 AM to 10:50 AM, 11 AM to 11:50 AM, 12 PM to 12:50 PM, 1 PM to 1:50 PM, 2 PM to 2:50 PM, 3 PM to 3:50 PM, and 4 PM to 4:50 PM. 75 minutes on Tuesday and Thursday – 8 AM to 9:15 AM, 9:30 AM to 10:45 AM, 11 AM to 12:15 PM, 12:30 PM to 1:45 PM, 2 PM to 3:15 PM, and 3:30 PM to 4:45 PM.

All classes that are assigned to any centrally-scheduled classroom are expected to follow one of the standardized meeting patterns listed above.

Any classes that are assigned to a department-scheduled classroom are strongly encouraged to use a standard start time. To facilitate the schedule of students, you are strongly encouraged, whenever possible, to also use a standardized end time.

Exceptions

Requests for exceptions are subject to the approval of the Dean of the College in which the department resides, with final approval from the Registrar's Office. Exceptions are specific to the reason for which they are requested, and the specific class for which they are approved. The assignment of a classroom to an exception is subject to classroom availability. Once approved, an exception will remain in effect until the end of the semester in which the approval was given. Any change in the nature of the exception will require submission of a new request.

Classes that are offered exclusively for graduate and/or post-baccalaureate professional students are exempt from following standardized meeting patterns.

Rational

Standard meeting patterns allow for maximum access to class offerings for students, and they also facilitate the most efficient use of classrooms. With increased enrollment, standardized meeting patterns also allow for more classes to be taught throughout the week.

Based on one of your previous emails, I believe this rule would be best suited in Section 3 of the Senate Rules, immediately prior to 3.2.0. Please review, and let me know if you need anything else.

Thank you!
David

David M. Timoney
Associate Registrar for Communications
University of Kentucky
12C Funkhouser Building
Lexington, KY 40506-0054
Phone: 859-257-8724
Fax: 859-257-9200
davidtimoney@uky.edu

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