

Academic Standards Committee
November 14, 2019
Minutes

Present: Richard Anderson-Connolly (chair), Kristen Campbell, Jo Crane, Lisa Ferrari, Poppy Fry, Sam Kigar, Andrea Klyn, Nick Kontogeorgopoulos, Mark Martin, Michael Pastore, Theresa Proctor, Sarah Shives, David Sousa, Landon Wade

The meeting began at 2:00 pm

The minutes from October 31 and November 7 were approved with the minor correction of alphabetizing the attendees' names.

The chair updated the committee with a message from our Faculty Senate liaison, Tiffany MacBain, regarding a previous discussion involving transfer students and SSI2 credit. The message was that the ASC should draft a policy to present to the Senate and the faculty for discussion and a vote.

The committee reviewed 12 petitions. One petition was pre-approved by the preview team, and 2 petitions were tabled with the request for more information. Several questions regarding policy issues arose during the petitions portion of the meeting:

- a. Time conflicts vs. scheduling guidelines from the Registrar's office. Should the scheduling guidelines (appendix) be revised?
- b. Time conflicts with athletics off-season training—would it be easier to state TBA for the training times?
- c. Definition of a contact hour.
- d. Review the policy of multiple majors and/or minors from the same department (Bulletin, pages 9-10).

With 10 minutes remaining, the committee once again reviewed the 3 proposed options regarding the changes to the W and policy

1. Eliminate WF; Withdrawal deadline through week 10
2. Eliminate WF; Withdrawal deadline through week 12
3. Eliminate WF; Change Withdrawal deadline; Create partial withdrawal

The committee confirmed that it was in favor of option 2 with the Withdrawal period extending through Week 12. In Week 13+, a student will receive the grade earned or an Incomplete (if an Incomplete contract has been completed). The Chair and the Registrar will draft specific language for the committee to review for the next meeting.

The meeting concluded 2:58 pm.

Respectfully submitted,
Jo Crane

2019-2020 Scheduling Guidelines

The purpose of the following information is to provide guidance in the creation of the 2019-2020 schedule of classes. The document includes:

- A Summary of Scheduling Principles approved by the Faculty Senate.
- A grid of approved time periods.
- Further Resources including links to archived Faculty Senate minutes.
- A spreadsheet of the department's previously offered courses.

Summary of Scheduling Principles

- Efficient and Effective Use of Classroom Space
 - "The schedule should reflect an efficient and effective use of the classrooms available, of the five working-days available per week, and of the hours from 8:00 a.m. to 9:50 p.m."
 - Schedule courses throughout the day.
 - Schedule courses throughout the week.
 - Plan for an equitable distribution of courses in and MWF and TT time slots.
 - Contact Assistant Dean [Kate Cohn](#) to discuss changing the duration of labs.
- One-day-per-week, three-hour classes
 - limited to 300- and 400-level courses and graduate courses
 - Starting times are 3:00, 4:00, 5:00, and 6:00 PM, provided it is not a single section of a course required by the major.
 - Note that 2:00 is not an approved starting time.
- Common Period – Wednesdays, 12:00 PM – 1:30 p.m.
 - "Departments should avoid scheduling classes during this time so that as many faculty members as possible are available to participate in the affairs of governance that concern the whole community."
 - If classes must be scheduled between 1:00 and 1:30 p.m. during the Common Period, they should only be scheduled with these criteria in mind:
 - The course schedule necessitates the use of the slot.
 - When possible, courses in this slot should be staffed by instructors who do not have voting rights.
 - If faculty members must be scheduled in this slot, they should be scheduled on a rotating basis (from semester to semester), to ensure that no faculty member is routinely disenfranchised.
- 4:00 p.m. Time Period
 - Should only be used for courses not required for the major and for which there are multiple sections.
 - Includes courses that start prior to 4:00 p.m. and cross into this time period (e.g. 3:30 - 4:50 p.m.)

- **Course Enrollment Limits**
 - Artistic, Humanistic, and Social Scientific Approaches Core areas to have a limit of 28.
 - Mathematical Approaches courses to have a limit of 24.
 - Seminars in Scholarly Inquiry to have a limit of 17.
 - Connections to have a limit of 22.
 - Team Taught Connections courses enrollment must support two teaching units.
 - Contact Assistant Dean [Kate Cohn](#) if you have questions about enrollment limits.

Approved Time Periods

<p>MWF</p> <p>8:00 – 8:50 9:00 – 9:50 10:00 – 10:50 11:00 – 11:50 1:00 – 1:50¹ 2:00 – 2:50 3:00 – 3:50 4:00 – 4:50</p> <p>¹The Common Period is 12:00 - 1:30 p.m. on Wednesdays. Departments should avoid scheduling classes during this time as outlined in guideline 1 on the next page.</p>	<p>TT</p> <p>8:00 – 9:20 9:30 – 10:50 11:00 – 12:20 12:30 – 1:50 2:00 – 3:20 3:30 – 4:50</p> <p>MW/WF/MF</p> <p>12:00 – 1:20 (MF only) 2:00 – 3:20 3:30 – 4:50 4:00 – 5:20 (5:00 – 6:20, 6:00 – 7:20 also available)</p>
<p>MTTF/MTWT/MTWF/MWTF</p> <p>8:00 – 8:50 9:00 – 9:50 10:00 – 10:50 11:00 – 11:50 12:00 – 12:50 (MTTF only) 1:00 – 1:50 (MTTF only) 2:00 – 2:50 3:00 – 3:50 4:00 – 4:50</p> <p>Four-day-per-week courses beginning at 9:00, 12:00, or 3:00 will have Tuesday and/or Thursday session(s) adjusted to fit within the closest 80-minute time period (see the upper-right box above).</p>	<p>MTWTF</p> <p>8:00 – 8:50 9:00 – 9:50 10:00 – 10:50 11:00 – 11:50 2:00 – 2:50 3:00 – 3:50 4:00 – 4:50</p> <p>Five-day-per-week courses beginning at 9:00 or 3:00 will have Tuesday and Thursday sessions adjusted to fit within the closest 80-minute time period (see the box above).</p>

Further Resources

If you have general questions about your schedule, please email Michael Pastore at mpastore@pugetsound.edu, or Schedule Coordinator Doris Acosta at dacosta@pugetsound.edu.

For questions about the number of faculty teaching units available to your department, or for budgetary approval for a faculty member to teach above 6 units, please consult with Associate Dean Julie Christoph at jchristoph@pugetsound.edu.

The original approved scheduling guidelines from November 2007 can be found in the archived [Faculty Senate Minutes](#).

The amendment to include the common period can be found in the March 28, 2016 archived [Faculty Senate Minutes](#).

Further Discussion on the common period can be found in the September 26, 2016 archived [Faculty Senate Minutes](#).