

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Class Meeting Times

Policy Number: 4.12

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 7/23/2019

Unit(s) Responsible for Policy Implementation: VPAA

Purpose of Policy (what does it do): Relates to classes, their meeting times, and terms.

Reason for the addition, revision, or deletion (check all that apply):

Scheduled Review Change in law Response to audit finding

Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: The committee worked to combine policy 4.12 with policy 4.13 to reduce repeated information in the two policies. Clarification is given to help with scheduling. Tables were taken out of these policies and are relocated to the Provost's website.

Specific rationale for deletion of policy: This policy need not stand alone for it is inextricably connected to the information in policy 4.13; this policy 4.12 should be combined with 4.13.

Additional Comments:

Reviewers:

Academic Affairs Policy Committee
Lorenzo Smith, Provost and Executive Vice President for Academic Affairs
Damon Derrick, General Counsel

~~Class Meeting Times~~ Course Scheduling and Room Assignment

Original Implementation: Unpublished

Last Revision: ~~July 23, 2019~~ February 1, 2022

All space on campus belongs to the university and is subject to assignment and reassignment by the president. Academic space is considered educational and general (E&G) space, which is used for academic instruction and research that supports the university's mission. It does not include auxiliary enterprise space, space that is permanently unassigned, or space used for operations independent of the university's mission. In consultation with both the Registrar's Office and the colleges, the Associate Provost manages scheduling, E&G space, and room assignments for academic space as the Provost's designee. The Office of Institutional Effectiveness (OIE) coordinates scheduling procedures and the assignment of classrooms and select laboratories in a manner that best serves university needs. As a general rule, academic units will adhere to the following considerations when developing course schedules:

Academic Space

The primary E&G spaces for academic instruction are:

Classroom (Type 110): *A classroom is used primarily for regularly-scheduled instruction and is not tied to a specific subject or discipline by equipment in the room or configuration of the space (Texas Higher Education Coordinating Board [THECB], Reporting and Procedures Manual, Appendix F, Space Use Codes).*

Class Laboratory (Type 210): *A class laboratory is used primarily by regularly-scheduled instruction that requires special purpose equipment for student participation, experimentation, observation, or practice in a field of study. Class laboratories may be referred to as teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, or group studios. Laboratories that serve as individual or independent study rooms are not included (THECB, Reporting and Procedures Manual, Appendix F, Space Use Codes).*

All traditionally delivered instruction must take place in Type 110 and 210 rooms. Requests to schedule classes in other room types must be accompanied by a justification and forwarded to the Associate Provost. Teaching space is assigned based on student demand, academic requirements, and efficient utilization of the room.

Academic Scheduling: *Academic scheduling is managed to maximize students' ability to make timely progress toward their degree. The academic schedule determines how efficiently E&G space is used. Space utilization efficiency (SUE) data is used in calculations that determine the university's state allocation of operations and maintenance funding for existing buildings and is factored into new construction requests associated with ~~tuition revenue bonds~~ capital construction assistance projects.*

Course Offering Analysis Recommendations: Course offering analysis supports course scheduling and student success. Such analysis provides recommendations on the courses students need to fulfill degree requirements, the number of sections needed, and the number of seats per section. Course offering analysis for summer and fall terms is conducted after spring term census, and the spring terms analysis is conducted after fall term census. The course offering analysis considers all currently enrolled students' programs of study, student academic history, historic enrollment data from five previous like terms, and projected freshman class, transfer students, and new graduate student enrollment.

Seat Fill Ratio: The seat fill ratio is a key component of SUE calculations and is determined by dividing the section enrollment by the seats in a room. Room assignments will consider pedagogy and best-fit ratios between section size and maximum room capacity with a goal of meeting THECB seat fill ratios. THECB seat fill ratios recommend each classroom to fill to at least 65% of capacity and each class laboratory to at least 75% of capacity. A section cannot exceed the maximum capacity of the room; this includes online synchronous and hybrid sections (e.g., Zoom).

Room Utilization: Utilization refers to the hours per week that a room is used and is another key component of SUE calculations. THECB guidelines stipulate that a classroom should be in service 38.0 hours per week (HPW) and class laboratories 25.0 HPW for full utilization credit. Academic departments should strive to meet THECB room utilization requirements.

Room Assignment Priority: In determining the priority of room assignments, a comprehensive review will be conducted based on faculty proximity, adherence to standardized meeting patterns, the percentage of the academic unit's class offerings during prime time (8:00 a.m. to 2:00 p.m.), pedagogy, faculty preference, and room utilization factors (seat fill ratio and room utilization).

Specific Classroom Assignments Based on Exceptional Needs: Exceptional needs should be given priority when assigning rooms. Examples of exceptional needs include instructor accessibility and accommodation under the Americans with Disabilities Act, non-portable specialized teaching aids, or materials not available in another room.

Multiple Course Section Meeting Times: Academic units teaching multiple sections of the same course will provide a diverse offering of section meeting times between 8:00 a.m. and 2:00 p.m., Monday through Friday, to reduce schedule conflicts and ensure classrooms are in near continuous use throughout the week.

Hybrid (with Face-to-Face component) and Hyflex Sections: Sections that are offered in hybrid (with a face-to-face component) and hyflex modalities are required to schedule a classroom or laboratory as appropriate and must follow standard meeting patterns.

Full Fall and Spring Term Standardized Meeting Patterns

Academic sections with a synchronous delivery component offered during full length terms must use the defined standard meeting patterns for all classes. The standard meeting patterns are located on the Academic Affairs Web Page. Courses that offer other than three-semester credit hours must align section start times with the university's standard meeting patterns.

Day Classes

Course sections starting between 7:00 a.m. and 3:30 p.m. offered on the main campus of Stephen F. Austin State University on a Monday, Wednesday, and/or Friday schedule must abide by the following guidelines:

- *Lecture classes that have start times between 7:00 a.m. and 12:00 noon (inclusive) begin on the hour;*
- *Lecture classes that run for more than 50 minutes cannot begin before 11:00 a.m.;*
- *Lecture classes that run for more than 75 minutes cannot begin before 1:00 p.m.;*
- *1000 and 2000-level non-lecture classes that meet one or more days per week for extended periods of time must start on the hour and no single section class of this type can have a start time before 1:00 p.m.*

Classes offered on Tuesday and/or Thursday schedule must abide by the following guidelines:

- *Lecture classes begin at 8:00 a.m., 9:30 a.m., or 11:00 a.m.;*
- *Lecture classes that run for more than 75 minutes cannot begin before 12:30 p.m.;*
- *Non-lecture classes that meet one or more days per week for extended periods of time must start at 12:30 p.m., 2:00 p.m. or 3:30 p.m. No single section class of this type can have a start time before 12:30 p.m.*

Evening Classes *(Courses offered on the main campus of SFA that start at or after 4:00 p.m.) Academic units should coordinate the scheduling of evening classes to allow students to take two classes on the same night.*

- *Three-hour lecture classes that meet one night per week are scheduled at 4:00 p.m. - 6:30 p.m. and/or 6:45 p.m. - 9:15 p.m.;*
- *One and two-hour lecture classes that meet one night per week should align start times with the standard meeting patterns on the Academic Affairs Webpage*

Other Terms

Courses offered in Fall I, Fall II, Spring I, Spring II, Maymester, and Summer terms must adhere to the standard meeting patterns on the Academic Affairs webpage.

Exemptions

Courses exempt from standard class meeting patterns are:

- (1) specialized programs (e.g., non-university credit training sessions, workshops, conference courses, stand-alone certificate programs that are not part of a degree program, grant-related courses, and off-campus courses) that do not conflict with the use of campus space;*
- (2) distance learning courses;*
- (3) 5000 and 6000-level lecture courses that begin at 4:00 p.m. or later;*
- (4) 3000, 4000, 5000, and 6000-level non-lecture classes;*

- (5) *non-lecture evening classes; and,*
- (6) *classes meeting at remote locations.*

Variations to this policy must be approved in writing by the requesting academic unit's dean and the provost and executive vice president for academic affairs.

~~This policy governs class scheduling for all academic sessions. Standard scheduling times for classes (course sections) provide students with maximum scheduling flexibility, allow academic units to meet unique needs, and efficiently utilize instructional space. Courses exempt from standard class meeting times are:-~~

- ~~(1) specialized programs (e.g., non-university credit training sessions, workshops, conference courses, certificate programs, grant-related courses, and off-campus courses) that do not conflict with the use of campus space;-~~
- ~~(2) distance learning courses;-~~
- ~~(3) 500 and 600 level courses that begin at 4:00 p.m. or later;-~~
- ~~(4) 300 and 400 level non-lecture classes;-~~
- ~~(5) non-lecture evening classes; and~~
- ~~(6) classes meeting at remote locations.~~

~~Variations to this policy must be approved in writing by the requesting academic unit's dean and the provost and vice president for academic affairs.~~

Fall and Spring Terms

Day Classes

~~Course sections starting between 7:00 a.m. and 3:30 p.m. offered on the main campus of Stephen F. Austin State University (SFA) on a Monday, Wednesday, and/or Friday schedule must abide by the following guidelines:-~~

- ~~• Lecture classes that have start times between 7:00 a.m. and 12:00 noon (inclusive) begin on the hour and have a 50-minute maximum meeting time each day.-~~
- ~~• Lecture classes that run for more than 50 minutes cannot begin before 1:00 p.m.-~~
- ~~• 100 and 200 level non-lecture classes that meet one or more days per week for extended periods of time must start on the hour and no single section class of this type can have a start time before 1:00 p.m.-~~

~~Classes offered on Tuesday and/or Thursday schedule must abide by the following guidelines:-~~

- ~~• Lecture classes begin at 8:00 a.m., 9:30 a.m., or 11:00 a.m. and have a 75-minute maximum meeting time each day.-~~
- ~~• Lecture classes that run for more than 75 minutes cannot begin before 12:30 p.m.-~~

- ~~Non-lecture classes that meet one or more days per week for extended periods of time must start at 12:30 p.m., 2:00 p.m. or 3:30 p.m. No single section class of this type can have a start time before 12:30 p.m.~~

Evening Classes ~~(Courses offered on the main campus of SFA that start at or after 4:00 p.m.)~~

~~Academic units should coordinate the scheduling of evening classes to allow students to take two classes on the same night.~~

- ~~Three hour lecture classes that meet one night per week are scheduled at 4:00 p.m.—6:30 p.m. and/or 6:45 p.m.—9:15 p.m.~~
- ~~One and two hour lecture classes that meet one night per week cannot overlap with class sessions in Table 1.~~

Maymester: ~~Each three credit hour class meets for three hours and 15 minutes each day for 11 days, Monday through Friday plus the final examination (see Table 2).~~

Summer Terms: ~~Each three credit hour class meets for one hour and 55 minutes each day, Monday through Thursday for 5 weeks plus the final examination (see Table 3).~~

Table 1. Standard Day Meeting Times Fall and Spring Terms	
MWF 07:00—07:50 a.m.	TR 08:00—09:15 a.m.
MWF 08:00—08:50 a.m.	TR 09:30—10:45 a.m.
MWF 09:00—09:50 a.m.	TR 11:00—12:15 p.m.
MWF 10:00—10:50 a.m.	TR 12:30—01:45 p.m.
MWF 11:00—11:50 a.m.	TR 02:00—03:15 p.m.
MWF 12:00—12:50 p.m.	TR 03:30—04:45 p.m.
MWF 01:00—01:50 p.m.	TR 05:00—06:15 p.m.
MWF 02:00—02:50 p.m.	TR 06:30—07:45 p.m.
MWF 03:00—03:50 p.m.	TR 08:00—09:15 p.m.
MWF 04:00—04:50 p.m.	
MWF 05:00—05:50 p.m.	
MWF 06:00—06:50 p.m.	
MWF 07:00—07:50 p.m.	
MWF 08:00—08:50 p.m.	
MW 01:00—02:15 p.m.	
MW 02:30—03:45 p.m.	
MW 04:00—05:15 p.m.	
MW 05:30—06:45 p.m.	
MW 07:00—08:15 p.m.	
MW 08:30—09:45 p.m.	

Table 2. Standard Meeting Times for Maymester
MTWRF 08:00 — 11:15 a.m.
MTWRF 11:30 — 02:45 p.m.
MTWRF 03:00 — 06:15 p.m.
MTWRF 05:00 — 08:15 p.m.

Table 3. Standard Meeting Times for Summer
MWTR 08:00 — 09:55 a.m.
MWTR 10:15 — 12:10 p.m.
MTWR 12:30 — 02:25 p.m.
MTWR 02:45 — 04:40 p.m.
MTWR 05:00 — 06:55 p.m.
MTWR 07:15 — 09:10 p.m.

Cross Reference: Credit and Contact Hours (5.4)); *Texas Higher Education Coordinating Board, Reporting and Procedures Manual, Appendix F, Space Use Codes; and Texas Higher Education Board, Overview of Space Usage Efficiency (SUE), May 2009*

Responsible for Implementation: Provost and *Executive* Vice President for Academic Affairs

Contact for Revision: Provost and *Executive* Vice President for Academic Affairs; *Office of Institutional Effectiveness*

Forms: None

Board Committee Assignment: Building and Grounds