

UPDATES ON ACADEMIC CALENDAR & CLASS SCHEDULING CHANGES

FALL 2016

CREATING THE NEXT®

ACADEMIC CALENDAR TASK FORCE (2014-15)



- Appointed in Fall 2014 by Provost Bras; Co-Chaired by Paul Kohn (VPES) and Steven Girardot (AVPUE)
- Concluded in Spring 2015 with four key recommendations that have been fully implemented as of Summer 2016:
 - Eliminated Dead Week; Replaced with **Reading Periods** and **Final Instructional Class Days** as well as “Wrap Around” Final Exam week
 - No final exams scheduled on Friday before commencement
 - Two additional class holidays incorporated into the calendar. Wednesday before Thanksgiving in fall semester and the day before or after the July 4 holiday in summer semester
 - Spring semester starts no earlier than the 2nd Monday of January
- Did not address daily class schedule or 15-minute pass time

NEW FINAL EXAM WEEK STRUCTURE (BEGAN SPRING 2016)



WEEK N-1							
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	Finals Time Periods
Final Instructional Class Days Less-Restrictive Dead Week Policy for these days only	Reading Period	Reading Period	Reading Period	Period 2			I. 8-10:50
				Period 3			II. 11:30-2:20
			Period 1	Period 4			III. 2:50-5:40
			Common Exam**	**			IV. 6-8:50

** NOTE: Classes scheduled to meet after 6pm will have their final exams during the evening (Period IV) on the same day of the week as the class met during the term (Thursday or Friday of Week N-1 or Monday, Tuesday, or Wednesday of Week N).

NEW FINAL EXAM WEEK STRUCTURE (BEGAN SPRING 2016)



WEEK N						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Finals Time Periods
Period 5	Reading Period	Period 9	Period 12	Conflict Period	Graduation	I. 8-10:50
Period 6		Period 10	Period 13	Conflict Period		II. 11:30-2:20
Period 7	Period 8	Period 11	Period 14	No Exams Scheduled		III. 2:50-5:40
Common Exam**	Common Exam**	Common Exam**	Common Exam**			IV. 6-8:50

** NOTE: Classes scheduled to meet after 6pm will have their final exams during the evening (Period IV) on the same day of the week as the class met during the term (Thursday or Friday of Week N-1 or Monday, Tuesday, or Wednesday of Week N).

CLASSROOM & ACADEMIC SCHEDULING TASK FORCE (2015-16)



1. Appointed by by Provost Rafael Bras and Executive Vice President for Administration and Finance Steve Swant in November 2015; completed work at the end of Spring 2016; finalized report in July 2016.
2. Key recommendations
 - Classroom Scheduling re-aligned from Capital Planning and Space Management (CPSM) to the Registrar's Office
 - New Daily Scheduling Grid Introduced
 - 15-minute pass times between classes
 - 2-day week classes meet for 75 minutes/class (currently 80)
 - Friday Flexible Block - support a wide range of course types and delivery options
 - Anticipated implementation: *Fall 2017 (training on new grid and related procedures to begin immediately; being coordinated by the Registrar's Office).*

CLASSROOM & ACADEMIC SCHEDULING TASK FORCE (2015-16)



- Establish Instructional and Class Scheduling Subcommittee (ICSS) of the IUCC/IGCC
 - Cross-functional members include faculty and staff from CPSM, GTPE, and RO
 - Charge: Assists RO with enforcement of scheduling grid; Approves exceptions; Recommends Policy; Engages in Short- and Long-Term Planning
- Propose New Scheduling Policies and Practices
 - Anchor Courses – Priority for Scheduling/Rooms
 - Consistent approach to registration practices (wait lists, overloads/permits) as well as degree information (*e.g.*, degree maps)
 - Long-term projected class schedules
- Identify Technology Resources
 - Plan for shared usage of EMS with Registrar's Office by January 2017
 - What is needed to enhance existing tools? (*e.g.*, BANNER, EMS, DegreeWorks)
 - What new tools may be needed?

CLASSROOM & ACADEMIC SCHEDULING TASK FORCE (2015-16)



3. Procedures and Policies for new Daily Scheduling Grid

- 18 standard time slots for 3-lecture-hour courses (figure on next slide)
 - Six 50-minute MWF time slots before 3:00 p.m.
 - Four 75-minute MW time slots after 3:00 p.m.
 - Eight 75-minute TuTh time slots
- Defined processes and time slots for other lecture courses and laboratories
- Courses MUST meet in standard time slots unless an exception is approved
- Anchor courses – fixed time and room assignments for multiple terms to facilitate student planning for critical courses
- Friday Flexible Block – possible innovative uses
 - 3-hour courses that travel off-campus to engage the community
 - Regular department/industry seminars and social events
 - Joint sessions of regular classes and executive/weekend programs

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00am	8:00-8:50	8:00-9:15	8:00-8:50	8:00-9:15	8:00-8:50
9:00am	9:05-9:55	9:30-10:45	9:05-9:55	9:30-10:45	9:05-9:55
10:00am	10:10-11:00		10:10-11:00		10:10-11:00
11:00am	11:15-12:05		11:15-12:05		11:15-12:05
12:00pm	12:20-1:10	12:00-1:15	12:20-1:10	12:00-1:15	12:20-1:10
1:00pm		1:30-2:45		1:30-2:45	
2:00pm	1:55-2:45		1:55-2:45	1:30-2:45	1:55-2:45
3:00pm	3:00-4:15	3:00-4:15	3:00-4:15	3:00-4:15	Flexible Block 3:00-7:15
4:00pm	4:30-5:45	4:30-5:45	4:30-5:45	4:30-5:45	
5:00pm					
6:00pm	6:00-7:15	6:00-7:15	6:00-7:15	6:00-7:15	
7:00pm					
8:00pm	7:30-8:45	7:30-8:45	7:30-8:45	7:30-8:45	

The campus culture around classroom scheduling MUST shift to a **common good** philosophy. As a campus community, we share classroom resources, and one unit's or individual's needs are not necessarily more important than those of another. This means that we have to compromise, with the priority of meeting needs first and then preferences when possible.

*-Classroom & Academic Scheduling
Task Force Report, page 9*

CLASSROOM & ACADEMIC SCHEDULING TASK FORCE MEMBERSHIP



- Dr. Paul Kohn, Vice Provost for Enrollment Services
- Dr. Leslie Sharp, Associate Vice Provost for Graduate Education & Faculty Dev.
- Mr. Howard Wertheimer, Director, Capital Planning and Space Management
- Dr. Bill Baron, College of Sciences Faculty Representative
- Dr. Al Ferri, College of Engineering Faculty Representative
- Mr. David White, College of Computing Faculty Representative
- Dr. Lisa Yaszek, Ivan Allen College Faculty Representative
- Dr. Saby Mitra, Scheller College of Business Faculty Representative
- Prof. Julie Kim, College of Design Faculty Representative
- Ms. Tanya Krawiec, GT Professional Education
- Ms. Laura Margaret Burbach, Undergraduate SGA Representative
- Mr. Thomas Gable, Graduate SGA Representative
- Ms. Abby Phelps, Undergraduate Student

Consultants to the Task force: Sandi Bramblett, Debbi Greene, Reta Pikowsky, Cynthia Hutcherson, Rich Steele, John Leonard

Research and Support: Sandy Simpson, Daisy Yu, Cara-Joy Wong

MORE INFORMATION



Complete Report and Appendices (includes both task force reports):

www.b.gatech.edu/2eZRVLw

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