

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-003-145  
Revised Report

Definition of Class Time Modules and Finals Schedule  
for CPP Semester Calendar

Academic Affairs Committee

Date: January 28, 2015

Executive Committee  
Received and Forwarded

Date: February 4, 2015

Academic Senate

Date: February 11, 2015  
FIRST READING  
APRIL 15, 2015  
DISCUSSION ITEM  
MAY 27, 2015  
DISCUSSION ITEM  
December 2, 2015<sup>1</sup>  
SR POSTPONED  
January 27, 2016  
SECOND READING

<sup>1</sup> December 2, 2015 Second Reading was postponed to perform additional consultation to address Provost Alva's concerns

## Introduction

### Background:

Cal Poly Pomona's currently-used time modules were developed taking into consideration the needs of the quarter calendar system. As the campus prepares to transition to a semester calendar, the standard time modules for instruction need to be redefined.

The objective of this referral is to request scheduling/instruction time modules for lectures, labs, and activities to be defined for the semester calendar. This referral also requests associated final exam times. These time modules and final exam times apply to the Fall and Spring semesters. Separate time modules and final exam times are being developed for summer sessions on the semester calendar (AA-001-156).

### Resources Recommended and Consulted:

<b>Recommended</b>	<b>Consulted</b>
Claudia Pinter-Lucke	Claudia Pinter-Lucke
Lisa Rotunni	Lisa Rotunni
Maria Martinez	Maria Martinez
Francelina Neto	Semester conversion steering committee
Deans	Deans
Associate Deans	Associate Deans
Department Chairs, Schedulers	All Faculty, Department Chairs
Time modules at CSU semester calendar campuses	Time modules at CSU and other semester calendar campuses
	Sylvia Alva, Provost
	Daniel Lewis, Interim AVP for Academic Quality and Assessment

### Discussion

The Academic Affairs (AA) committee reviewed the class time modules and final exam schedules of CSU and other institutions with semester academic calendars during the 2014-15 academic year and in Fall 2015. The committee found that there is no single standard followed by these institutions. Instead, it appears that each campus has developed instructional time modules that best fit their own requirements. The committee members extensively discussed the requirements and the design criteria for developing instructional time modules for Cal Poly Pomona under a semester calendar. After extensive consultation with various

constituents, the committee decided that the two primary requirements for design of semester course time modules shall be (1) flexibility to meet student, department, and faculty instructional needs, and (2) efficiency in space utilization. The committee also decided that, to the extent possible, exam times should be on a day that the class meets and during or close to the regular meeting time. In addition, exam times for time modules that do not overlap should not conflict.

### **Instructional Time Modules**

The Academic Affairs Committee has formulated lecture, activity, and laboratory time module plans according to the priorities listed above. In designing the class time modules, the following provisions are observed:

#### **A. General Guidelines**

- a) The day abbreviations used are Monday (M), Tuesday (Tu), Wednesday (W), Thursday (Th), Friday (F), Saturday (Sa), and Sunday (Su).
- b) University Hours are proposed to remain on Tuesdays and Thursdays from 12:00-1:00 PM. No class shall be offered during the University Hours.
- c) Departments must use the approved time modules for lecture classes.
- d) While departments are encouraged to use the approved time modules for activity and laboratory classes, departments may schedule activity and laboratory classes in dedicated, special-purpose rooms according to student demand and departmental needs.
- e) Any deviation from the approved time modules for lecture classes requires prior approval by the Office of Academic Programs. If necessary, departments may request to be granted approval for deviations from the approved modules for a specified period.

#### **B. Credit Hours**

- a) Every hour of class meeting time includes a 10-minute break or passing period.
- b) Lecture classes (C classification C1 through C4) and seminar classes (C classification C5 through C6) have one hour of class per week for each unit of credit.
- c) Activity classes (C classification C7 through C14) have two hours of class per week for each unit of credit.

- d) Technical activities and laboratory classes (C classification C15), science laboratory classes (C classification C16), and clinical practice laboratory classes (C classification C17) have three hours of class per week for each unit of credit.

### C. Scheduling Guidelines

The proposed time modules are listed in Attachments 1 and 2. Attachment 1 provides a summary of lecture, activity, and laboratory time modules. Attachment 2 lists every possible time module (based on the definitions included in Attachment 1), as well as its corresponding final exam schedule.

University Hours are proposed to remain on Tuesdays and Thursdays from 12:00-1:00 PM. No class shall be offered during the University Hours.

One-day classes may be offered on any day of the week: Monday (M), Tuesday (Tu), Wednesday (W), Thursday (Th), Friday (F), Saturday (Sa), and Sunday (Su).

Two-day classes may be offered on a Monday-Wednesday (MW), Monday-Friday (MF), Wednesday-Friday (WF), Tuesday-Thursday (TuTh), Friday-Saturday (FSa), or Saturday-Sunday (SaSu) schedule.

Three-day classes may be offered on a Monday-Wednesday- Friday (MWF) schedule only.

**One-unit lecture/seminar classes** may be offered on any day of the week as 50-minute modules starting on the hour beginning at 7:00 am and ending at 9:50 pm except that Tuesday and Thursday at 12:00 pm are reserved for University Hours.

**One-unit activity classes** may be offered on one-day or two-day schedules only.

- One-day modules may be offered on any day of the week (Monday through Sunday) starting at 8:00 and 10:00 am, 12:00, 2:00, 4:00, 5:00, 6:00, 7:00 and 8:00 pm.
- Two-day modules on Monday-Wednesday, Monday-Friday, Wednesday-Friday, Friday-Saturday and Saturday-Sunday are offered in 50 minute modules that begin on the hour starting at 8:00 am. The last module ends at 9:50 pm.
- Tuesday-Thursday two-day modules are the same as the other two day modules except that Tuesday and Thursday at 12:00 pm are reserved for University Hours.

**One-unit laboratory classes** may be offered on one-day or two-day schedules only.

- One-day modules on Monday, Wednesday, Friday, Saturday and Sunday start at 8:00 am, 12:00, 3:00, 5:00, 6:00, and 7:00 pm..
- Tuesday-Thursday one-day modules start at 8:00 am, 1:00, 4:00, 5:00, 6:00 and 7:00 pm.
- Two-day modules on Monday-Wednesday, Monday-Friday, Wednesday-Friday, Friday-Saturday and Saturday-Sunday start at 8:00 and 9:30 am, 12:00, 1:30, 3:00, 4:30, 6:00 and 7:30 pm.
- Tuesday-Thursday two-day modules Sunday start at 8:00 and 9:30 am, 1:00, 2:30, 4:00, 5:30, 7:00 and 8:30 pm.

**Two-unit lecture/seminar classes** may be offered on one-day or two-day schedules only.

- One-day modules on Monday, Wednesday and Friday begin every two hours starting at 7:00 am through 7:00 pm with additional modules starting at 6:00 and 8:00 pm.
- One-day modules on Tuesday and Thursday begin at 8:00 and 10:00 am, 1:00, 3:00, 5:00 6:00, 7:00 and 8:00 pm.
- One-day modules on Saturday and Sunday begin every two hours starting at 8:00 am through 8:00 pm with the addition of a module starting at 7:00 pm.
- Two-day modules on Monday-Wednesday and Wednesday-Friday are 50 minutes and start on the hour from 8:00 am to 9:00 pm.
- Monday-Friday, Friday-Saturday and Saturday-Sunday two-day modules begin on even hours from 8:00 am to 8:00 pm.
- Tuesday-Thursday classes may be offered in 50-minute modules that begin on the hour starting at 8:00 am. The last module ends at 9:50 pm. There is no Tuesday-Thursday module at 12:00 pm to allow for University Hours.

**Two-unit activity classes** may be offered on one-day, two-day, or three-day schedules.

- One-day modules on Monday, Wednesday, Friday, Saturday and Sunday begin at 8:00 am, 12:00, 4:00, 5:00 and 6:00 pm.
- One-day modules on Tuesday and Thursday begin at 8:00 am, 1:00, 5:00, and 6:00 pm.
- Two-day modules on Monday-Wednesday, Monday-Friday, Wednesday-Friday, Friday-Saturday and Saturday-Sunday begin at 8:00 and 10:00 am, 12:00, 2:00, 4:00, 5:00, 6:00, 7:00 and 8:00 pm.
- Tuesday-Thursday two-day modules begin at 8:00 and 10:00 am, 1:00, 3:00, 5:00, 6:00, 7:00 and 8:00 pm.
- Tuesday-Thursday classes may be offered in 50-minute modules that begin on the hour starting at 8:00 am. The last module ends at 9:50 pm. There is no Tuesday-Thursday module at 12:00 pm to allow for University Hours.

- Three-day modules are available Monday-Wednesday-Friday only starting at 8:00, 9:15, 10:30 and 11:45 am, 1:00, 2:25, 3:30, 4:45, 6:00, 7:15, and 8:30 pm.

**Two-unit laboratory classes** may be offered on one-day, two-day, or three-day schedules.

- One-day modules may be offered on any day of the week (Monday through Sunday) starting at 12:00 pm.
- Two-day modules on Monday-Wednesday, Monday-Friday, Wednesday-Friday, Friday-Saturday and Saturday-Sunday begin at 8:00 am, 12:00, 3:00, 5:00, 6:00, and 7:00 pm.
- Tuesday-Thursday two-day modules begin at 8:00, 1:00, 4:00, 5:00, 6:00, and 7:00 pm.
- Three-day modules are available Monday-Wednesday-Friday only starting at 8:00, 9:15, 10:30 and 11:45 am, 1:00, 2:25, 3:30, 4:45, 6:00, 7:15, and 8:30 pm.

**Three-unit lecture/seminar classes** may be offered on one-day, two-day or three-day schedules.

- One-day modules on Monday, Tuesday, Wednesday, Thursday and Friday begin at 1:00, 2:30, 4:00, 5:30 and 7:00 pm.
- One-day modules on Saturday and Sunday begin at 8:00 and 11:00 am, 2 and 5:00 pm.
- Two-day modules on Monday-Wednesday, Monday-Friday, Wednesday-Friday and Friday-Saturday start at 11:30 am, 1:00, 2:30, 4:00, 5:30, 7:00 and 8:30 pm.
- Tuesday-Thursday two-day classes start at 7:00, 8:30, and 10:00 am, 1:00, 2:30, 4:00, 5:30, 7:00 and 8:30 pm.
- Saturday-Sunday two-day modules start at 7:00, 8:30, 10:00 and 11:30 am, and 1:00, 2:30, 4:00, 5:30, 7:00 and 8:30 pm.
- Three-day classes are scheduled in 50 minute modules starting on the hour from 7:00 am to 9:00 pm.

**Three-unit activity classes** may be offered on one-day, two-day or three-day schedules.

- One-day classes may be scheduled any day of the week (Monday through Sunday) at 12:00 pm.
- Two-day modules on Monday-Wednesday, Monday-Friday, Wednesday-Friday and Friday-Saturday start at 8:00 am, 1:00, 4:00, 5:00, 6:00 and 7:00 pm.
- Two-day modules on Tuesday-Thursday start at 8:00 am, 1:00, 4:00, 5:00, 6:00 and 7:00 pm.
- Tuesday-Thursday two-day classes start at 7:00, 8:30, and 10:00 am, 1:00, 2:30, 4:00, 5:30, 7:00 and 8:30 pm.

- Three-day modules are on Monday-Wednesday-Friday only starting at 8:00 and 10:00 am, 12:00, 2:00, 4:00, 5:00, 6:00, 7:00 and 8:00 pm.

**Three-unit laboratory classes** may be offered on Monday-Wednesday-Friday starting at 8:00 am, 12:00, 3:00, 5:00, 6:00 and 7:00 pm.

**Four-unit lecture/seminar classes** may be offered on one-day, two-day or three-day schedules.

- One-day modules on Monday, Tuesday, Wednesday, Thursday and Friday begin at 1:00, 3:00, 5:00, and 6:00 pm.
- One-day modules on Saturday and Sunday begin at 8:00 am, 12:00 pm and 4:00 pm.
- Two-day modules on Monday-Wednesday, Monday-Friday, Wednesday-Friday and Friday-Saturday start at 11:00 am, 1:00, 3:00, 5:00, 6:00, 7:00 and 8:00 pm.
- Tuesday-Thursday two-day classes start at 8:00, and 10:00 am, 1:00, 2:30, 4:00, 5:30, 7:00 and 8:30 pm.
- Saturday-Sunday two-day modules start at 7:00, 9:00 and 11:00 am, 1:00, 3:00, 5:00, 6:00, 7:00 and 8:00 pm.
- Three-day classes are scheduled Monday-Wednesday-Friday starting at 7:00, 8:15, 9:30, and 10:45 am, 12:00, 1:15, 2:30, 3:45, 5:00, 6:15, 7:30, and 8:45 pm.

While departments are encouraged to use approved time modules for activity and laboratory classes, activity and laboratory classes in dedicated, special-purpose rooms may be scheduled according to student demand and departmental needs.

When scheduling hybrid courses, departments are encouraged to specify (a) fixed weekday meeting(s) such that the classroom space may be freed for other departments to use on days not utilized by the hybrid course.

### **Final Exam Schedule**

With respect to scheduling of final exam time, it was noticed again that significant variation exists among the CSU institutions. A majority of CSU institutions allow for two-hour final exams, while Fullerton, East Bay, and Chico have 110-minute final exams, and San Jose State has 135-minute final exams. Following extensive discussion of pros and cons of different final exam durations, and after considering extensive campus feedback, the committee members decided to recommend 110-minute final exams with 10 minutes turnover or passing time. 110-Minute final exam time provides more flexibility in design of class time modules. To be able to schedule all exams in one week of finals, other institutions appear to have restricted their class time offerings or operate on a

different time schedule during the finals week. For example Fresno starts the exam week at 6:15 am.

The recommendation of 110-minute final exam is in part based on the following reasoning:

110-minute final exams allow for the use of 7 time slots in each day of the finals week (i.e., 7:00-8:50 am, 9:00-10:50 am, 11:00-12:50 pm, 1:00-2:50 pm, 3:00-4:50 pm, 5:00-6:50 pm, and 7:00-8:50 pm). However, 120-minute final exams with 15 minutes turnover would allow only six time slots in each day.

The additional one time slot per day enabled the AA committee to design the final exam schedule such that:

- a. No class time modules that do not overlap in time have conflicting final exam times.
- b. Final exams always start on the hour (as mentioned above) and not fractional hours as will be required with 120-minute exam duration followed by 10 or 15 minutes turnover time. The standard final exam times are 7:00-8:50 am, 9:00-10:50 am, 11:00-12:50 pm, 1:00-2:50 pm, 3:00-4:50 pm, 5:00-6:50 pm, and 7:00-8:50 pm. For a few class time modules, the final exam time is 9:00-10:50 p.m.
- c. For all modules, the final exam occurs on the same day as the corresponding class meeting day(s).
- d. With only a few exceptions, all final exam times fully or partially overlap with the corresponding class meeting times. For the few exceptions, the final exam time is shifted by 70 minutes in order to avoid conflicts with other final exams.
- e. Final exam day and time for one-unit lecture/seminar classes should be arranged with the instructor.
- f. The final exam for activity and laboratory classes should be offered during class time in the final instructional week of the semester. Alternatively, the final exam for these classes may be offered by the instructor during the final exam week, ensuring that all enrolled students can attend the offered final exam.

The proposed final exam schedule is included in Attachment 2.



**Recommendation**

- A. The Academic Affairs Committee recommends that the Academic Senate adopt the class time modules detailed in Attachment 1 to this report and the corresponding final exam schedule detailed in Attachment 2.
- B. The Provost's Office and the Steering Committee for Semester Conversion shall develop an appropriate timeline for the departments to provide a pilot class schedule for AY 2018-2019. The Provost's Office shall study the proposed schedules to determine if any additional minor changes are needed to the proposed time modules. If it is determined that such changes are needed, the Provost's Office, in consultation with the Academic Senate Academic Affairs and Executive Committees, may implement the required changes.