

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-007-190

Modification of Summer 4-Unit Time Modules

Academic Affairs Committee

Date: April 2020

Executive Committee  
Received and Forwarded

Date: April 29, 2020

Academic Senate

Date: May 6, 2020  
First Reading

**Background**

**Your Name:** Berit Givens

**Your Email:** [bngivens@cpp.edu](mailto:bngivens@cpp.edu)

**Title of Referral:** Modification of Summer 4-Unit Time Modules

**Names and Titles of proponents:** Dr. Berit Givens, Chair, Department of Math and Stats  
Dr. Jenny Switkes, Associate Chair, Department of Math and Stats

**Keywords:** summer, time module, Policy 1135

**Is there a deadline by when this referral needs to be considered by the Academic Senate?:**  
Yes

**Deadline Date:** Apr 30, 2020

**Justification for deadline:** It is needed for summer scheduling of classes.

**Background:** In the move to semesters, new Class Time Modules were created for the Summer Term. These Class Time Modules are given in Policy 1135 – Semester Summer Term Calendar, Class Time Modules, and Final Examination Times.

The Department of Mathematics and Statistics offers a significant number of 4-unit courses each summer term, including MAT 1140, MAT 1150, MAT 2140, MAT 2250, as well as several upper division Core mathematics courses. As the summer semester 2019 approached, we noticed some gaps in the Class Time Modules for 4-unit lecture courses that meet four days per week.

For 4-unit lecture courses meeting two days per week, Policy 1135 lists the following:

MW or TTH 0800 -- 1050  
MW or TTH 1100 -- 1350  
MW or TTH 1400 -- 1650  
MW or TTH 1700 -- 1950

These modules provide flexibility to schedule courses throughout the day from 8 a.m. to 7:50 p.m. with no gaps.

In contrast, for 4-unit lecture courses meeting four days per week, Policy 1135 lists the following:

MTuWTh 0800 -- 0915  
MTuWTh 0930 -- 1045  
MTuWTh 1400 -- 1515  
MTuWTh 1530 -- 1645  
MTuWTh 1700 -- 1815

These modules leave a gap between 10:45 a.m. and 2 p.m.

Therefore, we request the inclusion of the following additional time modules for 4-unit lecture courses meeting four days per week:

MTuWTh 1100 -- 1215

MTuWTh 1230 -- 1345

**Recommended Resources:** Deans and Associate Deans  
Chairs  
Academic Affairs

**Attachment 1:**

[https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/575601265/policy\\_1135\\_semester\\_summer\\_term\\_calendar\\_class\\_time\\_modules\\_and\\_final\\_examination\\_times.pdf](https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/575601265/policy_1135_semester_summer_term_calendar_class_time_modules_and_final_examination_times.pdf)

**Discussion:**

There seems to be no downside to doing this, and it provides greater flexibility for students who may need it. It impacts a relatively small number of class and students, but will be potentially beneficial for those students, and for some faculty.

**Recommendations**

Policy 1135 include the following additional potential time modules for 4-unit lecture courses meeting four days per week:

MTuWTh 1100 – 1215                      Final Exam M 0910-1110

MTuWTh 1230 – 1345                      Final Exam T 1130-1330

The proposed final exam times have been reviewed to ensure that they do not conflict with the existing final exams for other time modules.