

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-006-190

Modification of Semester Final Exam Calendar for Fall and Spring

Academic Affairs Committee

Date: September 2020

Executive Committee
Received and Forwarded

Date: 09/09/2020

Academic Senate

Date: 09/23/2020
First Reading

Background

Your Name: Berit Givens

Your Email: bngivens@cpp.edu

Title of Referral: Modification of Semester Final Exam Calendar for Fall and Spring

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: calendar, final exam, time module

Is there a deadline by when this referral needs to be considered by the Academic Senate?:
No

Deadline Date:

Justification for deadline:

Background: In the move to semesters, a new final exam calendar was created. As the first year of semesters concluded, we noticed that the final exam scheduling for the core mathematics courses was heavily loaded onto the Monday and Tuesday of finals week. Based on this anecdotal evidence, we analyzed the final exam schedule and discovered that there was indeed a shift that especially affected 4-unit courses. Of the eight time modules for 4-unit classes on TTh, six of them have the final exam on Tuesday. For the seven MW time modules for 4-unit classes, all seven have the final exam on Monday.

The Department of Mathematics and Statistics offers a mix of 3- and 4-unit courses, both for our majors and in the service courses like Calculus I, II, and III. We have several 4-unit courses in our core and in support courses especially for engineering and science: MAT 1140, 1150, 2140, 2250, 3100, 3140, 4170, 4190, and 4280. The upper division 4-unit courses are the core of the major and are considered our most challenging courses for the majors. We offer several sections of all of these courses every year, some on a TTh schedule and others on MWF or MW schedule.

The unbalanced final exam schedule for 4-unit courses means that every semester, a large number of mathematics majors have three difficult final exams on one day. The stacking of final exams on Monday and Tuesday is an unnecessary obstacle to student success. While students can request a makeup on an alternative date, the high number of such requests has been a problem.

An analysis of the current final exam schedule indicates that two of the daytime TTh courses could have their final exams moved to Thursday, without having to modify any other part of the final exam calendar. Similarly, two of the afternoon MW courses could have final exams moved from Monday to Wednesday. We request that the final exam schedule be modified as follows:

- Class time: TTh 8-9:50am, Change final exam time from Tu 7:00-8:50am to Th 7:00-8:50am
- Class time: TTh 1-2:50pm, Change final exam time from Tu 1:00-2:50pm to Th 1:00-2:50pm
- Class time: MW 1-2:50pm, Change final exam time from M 1:00-2:50pm to W 1:00-2:50pm
- Class time: MW 5-6:50pm, Change final exam time from M 5:00-6:50pm to W 5:00-6:50pm

Recommended Resources: Deans and Associate Deans
Chairs
Academic Affairs

Attachment 1:

https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/564353059/finalexamreferral_data_on_time_conflicts.pdf

This document shows the currently scheduled time modules for a selection of final exam times on Wednesday or Thursday. In each case, I've identified a 4-unit class that could have its final exam time moved from earlier in the week. The potential changes do not create any time conflicts with the other scheduled time modules for each final exam. This can be seen by observing that within any final exam time, every pair of courses has a nonempty intersection – thus students could not be enrolled in two courses with the same final exam time.

Th 7am-8:50am Final Exam time

- Th 8:00-9:50am
- TTh 8:30-9:45am
- **Could add TTh 8-9:50 (Request this change)**

Th 9am-10:50am Final Exam time

- TTh 10-10:50am
- **Could add TTh 10-11:50**

Th 11am-12:50pm Final Exam time

- TTh 11-11:50am
- **Could add TTh 10-11:50**

Th 1-2:50pm Final Exam time

- Th 1-2:50
- Th 1-3:45
- Th 1-4:50
- Th 2:30-5:15
- TTh 2-2:50
- TTh 2:30-3:45
- **Could add TTh 1-2:50 (Request this change)**

TTh 3-4:50pm Final Exam time

- Th 3-4:50
- Th 3-6:50
- Th 4-6:45
- TTh 4-4:50
- TTh 4-5:15
- Could add TTh 3-4:50

Wednesday 7:00-8:50am Final Exam times

- MWF 7:00-8:05am
- W 7:00-8:50am
- WF 8:00-8:50am

Wednesday 9:00-10:50am Final Exam times

- MW 9:00-9:50am
- MWF 9:00-9:50am
- W 9:00-10:50am
- WF 9:00-9:50am
- Could add MWF 9:30-10:45am or could add MWF 8:15-9:20am (but not both)

Wednesday 1:00-2:50 Final exam time

- MWF 1:00-1:50pm
- MW 1:00-1:50pm
- WF 1:00-2:15 pm
- W 1:00-2:50pm
- W 1:00-4:50pm
- WF 1-1:50pm
- WF 1-2:50pm
- Could add MWF 1-2:15 or MW 1-2:50 (or both) (Request MW class change)

Wednesday 3-4:50 Final exam time

- MW 2:30-3:45
- MWF 3:00-3:50
- MW 3:00-3:50
- W 1:00-3:45
- W 2:30-5:15
- WF 2:30-3:45
- W 3:00-4:50
- W 3:00-6:50
- WF 3:00-3:50
- WF 3:00-4:50
- Could add MW 3-4:50pm

Wednesday 5:00-6:50pm Final exam time

- MW 5:30-6:45pm
- MW 5:00-5:50pm
- MWF 5:00-5:50pm
- W 4:00-6:45pm
- W 5:30-8:15pm
- W 5:00-6:50pm
- W 5:00-8:50pm
- WF 5:30-6:45pm
- WF 5:00-5:50pm
- WF 5:00-6:50pm
- **Could add MW 5:00-6:50pm (request this change)**

Discussion

Of the eight time modules for 4-unit classes on TTh, six of them have the final exam on Tuesday. For the seven MW time modules for 4-unit classes, all seven have the final exam on Monday.

The committee found this to be a reasonable request. Consultation with AVP Eskandari confirmed that we did not believe any time conflicts would result from making these changes. We agreed to consult with departments and colleges and to forward to the full senate.

Recommendations

The committee recommends the changes highlighted in red be made to the Fall and Spring Semester Final Exam Calendar.

Th 7am-8:50am Final Exam time

- Th 8:00-9:50am
- TTh 8:30-9:45am
- **TTh 8-9:50 (Request this change)**

Th 9am-10:50am Final Exam time

- TTh 10-10:50am

Th 11am-12:50pm Final Exam time

- TTh 11-11:50am

Th 1-2:50pm Final Exam time

- Th 1-2:50

- Th 1-3:45
- Th 1-4:50
- Th 2:30-5:15
- TTh 2-2:50
- TTh 2:30-3:45
- **TTh 1-2:50 (Request this change)**

TTh 3-4:50pm Final Exam time

- Th 3-4:50
- Th 3-6:50
- Th 4-6:45
- TTh 4-4:50
- TTh 4-5:15

Wednesday 7:00-8:50am Final Exam times

- MWF 7:00-8:05am
- W 7:00-8:50am
- WF 8:00-8:50am

Wednesday 9:00-10:50am Final Exam times

- MW 9:00-9:50am
- MWF 9:00-9:50am
- W 9:00-10:50am
- WF 9:00-9:50am

Wednesday 1:00-2:50 Final exam time

- MWF 1:00-1:50pm
- MW 1:00-1:50pm
- WF 1:00-2:15 pm
- W 1:00-2:50pm
- W 1:00-4:50pm
- WF 1-1:50pm
- WF 1-2:50pm
- **MW 1-2:50 (Request this change)**

Wednesday 3-4:50 Final exam time

- MW 2:30-3:45
- MWF 3:00-3:50
- MW 3:00-3:50
- W 1:00-3:45
- W 2:30-5:15
- WF 2:30-3:45
- W 3:00-4:50

- W 3:00-6:50
- WF 3:00-3:50
- WF 3:00-4:50

Wednesday 5:00-6:50pm Final exam time

- MW 5:30-6:45pm
- MW 5:00-5:50pm
- MWF 5:00-5:50pm
- W 4:00-6:45pm
- W 5:30-8:15pm
- W 5:00-6:50pm
- W 5:00-8:50pm
- WF 5:30-6:45pm
- WF 5:00-5:50pm
- WF 5:00-6:50pm
- MW 5:00-6:50pm (request this change)