

## Chair guidelines for course scheduling

In 1993, the Coe College faculty voted to apply certain rules to each department's schedule of courses to avoid the concentrated distribution of offerings in high-preference time slots. These rules have been adapted to the new template for courses which was approved in March 2004.

There are 13 standard time slots for scheduling a 1.0 course credit courses (low-preference time slots in **bold** and the high-preference time slots in regular type):

**MWF 8:00 AM- 8:50 AM**

MWF 9:00 AM-9:50 AM

MWF 10:00 AM-10:50 AM

\*\*MWF 11:00 AM-11:50 AM

\*MWF noon-12:50 PM

MWF 1:00 PM-1:50 PM

**MWF 2:00 PM-2:50 PM**

\*MW 3:00 PM-4:20 PM

**TTh 8:00 AM-9:20 AM**

TTh 9:30 AM-10:50 AM

\*\*TTh 11:00 AM-12:20 PM

\*TTh 12:30 PM-1:50 PM

**TTh 2:00 PM-3:20 PM**

**Low-preference** times (5 time slots of 13) include any timeslot that starts at 8:00 AM or at or after 2:00 PM. As we increase the number of students it becomes ever more important to pay attention to this distribution.

Approved rules:

- At least one-third of all department offerings should be scheduled in the low-preference time slots.
- Departments are guaranteed the ability to offer one-third of their course offerings distributed throughout the 8 high-preference time slots.
- The remaining one-third of the courses may be designed for desired days and times, but they are subject to reassignment of days, times, or room as needed.
- If **ONLY** one section of a course is offered in a term, it cannot be scheduled at noon on MWF or 12:30 PM to 1:50 PM on TTh.
- If **ONLY** one section of a course is offered in a term, it cannot be scheduled at 3:00 PM on MW
- **\*\*All First-year seminar courses and only first-year seminar courses should be scheduled in the Fall Term at 11:00 AM on MWThF**

**Guidelines:**

- It is helpful to have courses with no prerequisites that would be attractive to first year students offered in all the time slots, particularly on T-Th, when there is often a dearth.
- If **MORE** than one section of a course is offered in a term, the noon slot on MWF or the 3:00 PM timeslot on MWF would be an excellent place to schedule one of the sections.