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**REPLACED BY #63\_10-11EC and  
became Resolution #14 2010-2011**

TO: Dr. John R. Halstead, College President

FROM: The College Senate: *January 31, 2011*

RE: **→** I. Formal Resolution (*Act of Determination*)  
II. Recommendation (*Urging the Fitness of*)  
III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: **Ad Hoc Committee Scheduling Recommendation** (*routing #21\_10-11EC*)

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(Jose R. Torre, 2010-11, College Senate President)*

**Please fill out the bottom portion and follow the distribution instructions at the end of this page.**

TO: Jose R. Torre, College Senate President

FROM: John R. Halstead, College President

RE: **→** I. Decision and Action Taken on Formal Resolution (circle choice)  
a. Accepted - **Implementation Effective Date:** \_\_\_\_\_ Immediately  
b. Deferred for discussion with the Faculty Senate on \_\_\_\_/\_\_\_\_/\_\_\_\_  
c. Unacceptable for the reasons contained in the attached explanation  
II, III. Response to Recommendation or Other/FYI  
a. Received and acknowledged \_\_\_\_/\_\_\_\_/\_\_\_\_  
b. Comment:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Dr. John R. Halstead, President, The College at Brockport)*

**DISTRIBUTION**

Upon approval, the College President will forward copies of resolutions to his staff who will, in turn, forward copies to their staff. The College Senate Office will post resolutions to the College Senate Web at <http://www.brockport.edu/collegesenate/resolutions>.

**COLLEGE SENATE OFFICE  
RESOLUTION PROPOSAL COVER PAGE  
DEADLINE FOR SUBMISSIONS: FEBRUARY 28**

Incomplete proposals may be returned and proposals received after the deadline may not be reviewed until next semester.

<b>Routing Number</b> <i>Routing # assigned by Senate Office</i>	<b>#21_10-11EC</b> <i>Use routing number and title in all reference to this proposal.</i>
<b>REPLACED BY #63_10-11EC and became Resolution #14 2010-2011</b>	

**INSTRUCTIONS – please, no multiple attachments – submit each proposal electronically as one Word document.**

- Submit only complete proposals with this cover page, attachments and support letters from your department chair and dean merged into one Word document.
- Signed documents may be submitted as hard copies.
- Use committee guidelines available at [brockport.edu/collegesenate/proposal.html](http://brockport.edu/collegesenate/proposal.html).
- **Locate the Resolution # and date this proposal will replace at our "Approved Resolutions" page on our Web site.**
- Do not send your proposal as a .pdf file.
- Email your proposal as one attachment to [senate@brockport.edu](mailto:senate@brockport.edu). Signed pages can be sent/faxed as hard copies.
- All revisions must be resubmitted to [senate@brockport.edu](mailto:senate@brockport.edu) with the original cover page including routing number.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

**1. PROPOSAL TITLE:** Please be somewhat descriptive, ie. *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

Ad Hoc Committee on Scheduling Resolution

**2. BRIEF DESCRIPTION OF PROPOSAL:**

Recommendation of policies regarding class scheduling.

**3. WILL ADDITIONAL RESOURCES AFFECTING BUDGET BE NEEDED?  X  NO   YES** EXPLAIN YES

**4. DESCRIBE ANY DATA RELATED TO STUDENT LEARNING OUTCOMES ASSESSMENT USED AS PART OF THE RATIONALE FOR THE REQUESTED SENATE ACTION.**

NA

**5. HOW WILL THIS EFFECT TRANSFER STUDENTS:**

NA

**6. ANTICIPATED EFFECTIVE DATE:**

Immediately.

**7. SUBMISSION & REVISION DATES:** PLEASE DATE ALL REVISED DOCUMENTS TO AVOID CONFUSION.

<i>First Submission</i>	<i>Updated on</i>	<i>Updated on</i>	<i>Updated on</i>
Dec 8, 2010			

**8. SUBMITTED BY: (contact person)**

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
Joan Lucas	Political Science		jucas@brockport.edu

**9. COMMITTEES TO COPY: (Senate office use only)**

<b>Standing Committee</b>	<b>Forwarded To</b>	<b>Dates Forwarded</b>
<input type="checkbox"/> Bylaws Committee	Standing Committee	
<input type="checkbox"/> Enrollment Planning & Policies	Executive Committee	12/8/10
<input type="checkbox"/> Faculty & Professional Staff Policies	Passed GED's to Vice Provost	
<input type="checkbox"/> General Education & Curriculum Policies	Senate	
<input type="checkbox"/> Graduate Curriculum & Policies	College President	
<input type="checkbox"/> Student Policies	OTHER	
<input type="checkbox"/> Undergraduate Curriculum & Policies	REJECTED -WITHDRAWN	<b>REPLACED BY #63_10-11EC and became Resolution #14 2010-2011</b>

NOTES:

SEE ALSO: #06\_10-11GC/UC, #22\_10-11EC

# **Ad Hoc Committee on Scheduling Recommendation**

## **Recommendation of policies regarding class scheduling.**

### **December 8, 2010**

Charge to the Ad Hoc Committee to Review the College at Brockport Course Schedule

Context:

On April 2010 the Academic Affairs Task Force on Course Scheduling delivered its report to the Provost. Their charge was to develop “guidelines for the assignment of classrooms and the scheduling of courses.” They were further asked to address “student access to courses” such that the various pedagogical needs of courses would be met. The Provost also asked that the Task Force keep in mind “the impact of our course scheduling pattern on our time to degree.” This was all to be considered in light of the fact that the College at Brockport was the only institution in the SUNY system teaching a 60-minute credit hour.

The Task Force examined a large body of evidence, carried out a series of surveys and met for two months discussing the material they gathered. Their report, including appendixes, was 54 pages long and set before the Provost three possible course schedules. The Provost decided to put one proposal before the Senate. The Senate was to make recommendations on the implementation of a 50-75-150 schedule. Further they were to examine and recommend one of two possible options, the so-called A and B options, with slightly different Friday afternoon scheduling options. After much debate, two committees of the Senate – the Undergraduate and Graduate Curriculum and Policies Committees – recommended the adoption of the 50/75/150, "B" option schedule. At the November 15, 2010 College Senate meeting, the College Senate rejected these recommendations and thus declined to recommend the resolution (#6 10 11 UC/GC) to the Provost and the president.

At the close of the vote, Senate Past-President Steven Lewis made a motion to have the Senate President appoint an ad hoc committee “to construct recommendations to bring to the Senate for a vote” (from the minutes). In further discussion with Mr. Lewis, it was revealed that he felt the vote on the Senate floor was a rejection of the recommendation and was therefore not a positive statement of what the faculty feels best serves the College’s needs. Further reflection suggested that the problem that had first brought this to our attention was still unresolved.

Therefore, the charge to the committee is to examine the “Academic Affairs Task Force on Course Scheduling Report” and the resolution brought before the Senate (#6 10 11 UC/GC) to craft a new resolution that will both reflect the positive sentiment of the faculty (what we want) and address the problems that originally prompted the Provost to convene a Task Force on scheduling (see Task Force Report – Context). The Committee should NOT conduct further surveys; they should NOT do further research; instead they should work with the material provided by the Task Force Report. The only exception to this aspect of the charge is that any evidence that recommends more or less classroom time (a shorter or longer credit hour) in terms of pedagogical quality (defined as student learning) should be aggressively sought out and examined. Barring the introduction and examination of any such evidence, it should be assumed that the various options presented by the Task Force and our current course schedule are in effect “neutral” or value free.

# Ad Hoc Committee on Course Scheduling Recommendation

## December 8, 2010

**Whereas**, the 2009-2010 Task Force on Course Scheduling has reported that “We believe that none of these models will succeed unless we also make fundamental changes in the administrative structure whereby we schedule our classes and in the way the College manages its teaching spaces”,

**Be it Resolved that:** the guidelines proposed by the Task Force Report (on page 16, item B) for classroom allocation and scheduling be adopted as the official policy of the College. These guidelines are reproduced below.

### **B. Modify the rules that govern daytime (8 am to 5 pm) class scheduling and the allocation and use of teaching space.**

- Departments that offer most of their courses during the day (50% or more before 5 pm) may not add second courses in prime-time slots until they have added at least one additional class in a non prime time teaching slot. Prime time slots begin between 9 am and 2:20 pm. Non prime time slots begin before 9 am or after 2:20 pm, but before 5 pm. The Provost may increase or decrease this ratio as pressure on prime time ebbs and flows. Only the Provost may grant exceptions to this rule.
- No program or department possesses a monopoly on teaching space (“dedicated teaching rooms”). The Provost may grant exceptions to this rule, but any unscheduled time slot in a “dedicated” space must be available for use by others departments or programs. This rule applies principally to general teaching space although discipline-specific space should be available to all appropriate disciplines.
- Departments must bring the official SUNY defined instructional type of each course into line with the actual pedagogical style of the course (lecture, seminar, recitation/discussion, lab, tutorial, etc.).
- The chairs, deans and Provost recognize that deviation from the standard time blocks is necessary for some programs; however daytime courses that meet only one day a week contribute significantly to the overall waste of space by leaving that space empty on the other one or two days of the week. Therefore, deans should insure that departments that schedule daytime classes for once a week make every effort to compensate with other classes, or partner with other departments when necessary, to insure maximum use of teaching spaces.
- Departments may not schedule classes to begin before the official start time.
- A Committee operating under the auspices of the Provost should maintain an audit of all academic and potential instructional space on campus. This process will be aided by the forthcoming (2011) report and recommendations of Facilities Master Plan consultants (Rickes Associates, subcontracted by Ayers/Saint/Gross) on instructional space on campus.
- Scheduling of classes should fall within the Academic Division.