

Potential New Class Hour Model

Build Instructions

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Notes

New Class Hour Model

Project Description

The following passage is excerpted from the “Procedures for Testing Readiness of SOLAR Schedule of Classes Build for Potential New Class Hours” (April 2008, p.2) at <http://www.csun.edu/academic.resources/newclasshour.doc>:

The Faculty Senate of California State University, Northridge has proposed an alternative course-scheduling model for implementation by the campus as early as Fall 2009. President Jolene Koester has accepted the recommendation of the Senate, provided the proposed class hour model can be accomplished effectively while ensuring sufficient utilization of instructional facilities throughout each week of the affected terms. Provost Harry Hellenbrand has been charged with ensuring any proposed changes to standard class hours can be accomplished within the parameters set forth by President Koester.

In spring and summer 2008, colleges and departments will be asked to generate a Fall 2009 term (using Fall 2008 as the “last like term”) with the assumption of a two percent (2%) FTES increase over Fall 2008 (planned FTES). This schedule will be developed in an environment that allows testing of the parameters for FTES generation, room utilization, and different categories of courses.

To print or view the Potential New Class Hour project documentation, go to <http://www.csun.edu/academic.resources/newclasshour.doc>

Class Schedule Building

Overview

Before you begin scheduling Fall 2009 classes in SOLAR, please read and share these instructions with appropriate scheduling staff and department chairs.

What

What is scheduling building? The entire process of rolling class information forward (last like term) and departments scheduling class data is called the “schedule build” or “build.” Eighty percent of the Fall 2008 class data will roll to create the tentative Fall 2009 schedule on SOLAR. Instructors, class requisites, and rooms will not roll. All MWF meeting patterns for all C1-C6 classes will be removed.

Who

MARs, SOLAR Coordinators, Department Coordinators, and Chairs may access their Fall 2009 class schedules in SOLAR to add/modify classes and run reports. The Fall 2009 schedule will not be published for instructors or students to view in SOLAR during this testing period.

When

Starting June 2 and ending August 1, 2008, colleges and academic programs may access SOLAR to build their tentative Fall 2009 class schedules per the session assignments shown below:

Session I: Monday, June 2 - Friday, June 13

Engineering and Computer Science
Health and Human Development
Academic First Year Experience and Freshman Seminar (UNIV 100)

Session II: Monday, June 16 - Friday, June 27

Business and Economics
Social and Behavioral Sciences

Session III: Monday, June 30 - Friday, July 11

Arts, Media, and Communication
Science and Mathematics

Session IV: Monday, July 14 - Friday, July 25

Education
Humanities
Supplemental Instruction (UNIV 060)

Room Allocation "Free-for-All" period is July 28 (8 am) to August 1 (5 pm). See "Room Allocation" section herein for instructions.

How

You may begin planning your Fall 2009 schedule now. We suggest downloading the Fall 2008 SOC Worksheet Download (SR0128 Report) from SOLAR. You can cut and paste this report into the SOC Worksheet Template to design your Fall 2009 schedule to meet the FTES and space utilization requirements of the New Class Hour project.

See "Schedule Requirements" herein for guidance on FTES and space utilization.

During your assigned session date, you may access SOLAR with your regular login information and begin building your Fall 2009 schedule.

Enter all pertinent course information except instructor assignments, which (for the purpose of this project) are not required. Refer to the Schedule of Classes Business Process Guide for step by step instructions on how to schedule completely online classes, PACE classes, and Share the Space (hybrid) classes.

After your assigned session date, you may not make any changes to the schedule. The SOLAR Coordinators will resolve room assignment issues during the "Free-for-All" room allocation period (July 28, 8:00 a.m. to August 1,

5:00 p.m.), after which all Fall 2009 class data will be saved.

You may use the “Planning Checklist” herein as a general guideline in planning and building your Fall 2009 schedule of classes.

Keep it real!

Plan an actual schedule so that FTE reports reflect accurate information for data analysis. At the end of the class-building period, August 1, 2008, the Fall 2009 class data will be saved.

If the University decides to move forward with the New Class Hour Model, the tentative Fall 2009 class data will be reinstated and used as the actual Fall 2009 schedule of classes.

Think outside the box. For example, have you considered...

- Friday and/or Saturday schedules for special cohorts?
- Different evening modules?
- Sharing spaces for hybrid courses among different departments?
- Increasing locked room and lab utilization?

Schedule Requirements

As stated on page 3, colleges and departments will be asked to generate a Fall 2009 term with the assumption of a two percent (2%) FTES increase over Fall 2008 (planned FTES). The following guidelines will help you meet the targeted FTES goals:

Guidelines

- Each college must ensure effective space utilization for C1-C6 three-unit courses starting between 0800 and 1515.**
- A maximum of 85% of FTES by college may be scheduled from Monday through Thursday.** MW/TR class schedule meeting times for C1-C6 three-unit courses are:

0800-0915

0930-1045

1100-1215

1230-1345

1400-1515

- Colleges are required to schedule a minimum of 15% of their total course offerings (measured by FTES generation) on Fridays, or with a combination of Friday/ Saturday scheduling.**

Standard scheduling for Fridays (for C1-C6 three-unit courses) is as follows:

0800-1045

1100-1345

1400-1645

Colleges may choose to schedule differently on Fridays, as long as they meet the 15% FTES requirement and ensure efficient use of space. Large lecture halls (those seating 100 or more students) must be scheduled consistent with the standard schedule.

FTES generated by hybrid and on-line courses must increase by 5% in 2008/09 and 10% per year in 2009/10 and 2010/11.

Example: Assume College A has 100 FTES target for Fall 2008 without hybrid and/or online class sections. To calculate the percent increase of hybrid and/or online class sections required for Fall 2009:

Fall 2008: $100 \text{ FTES} \times 5\% = 5 \text{ FTES}$ from hybrid and/or online class sections

Fall 2009: A. $100 \text{ FTES} \times 2\% \text{ Overall Target Increase} = 102 \text{ FTES Target}$ B. $102 \text{ FTES} \times 10\% = 10.2 \text{ FTES}$ from hybrid and/or online class sections

To view definitions of CS numbers, see “Course Classification Number” section herein.

Standard Class Meeting Times

Instructional Hour

An instructional hour is generally defined as, and shall be limited to, 50 minutes. Therefore, a 90-minute class will meet for 1 hour, 15 minutes; a 2-hour class for 1 hour, 40 minutes; and a 3-hour class for 2 hours, 30 minutes; etc. These times are shown in the grid below:

Instructional Hour	SOLAR Meeting Pattern Default Time
1 hour class	50 minutes
90-minute class	1 hour, 15 minutes
2-hour class	1 hour, 40 minutes
3-hour class	2 hours, 30 minutes

For the most part, the instructional semester will consist of 15 weeks with the hours of instruction distributed at

regular intervals through each week based on the number of units for the course.

Aberrant Schedule Exceptions

For pedagogical reasons, some departments may choose to remain on a MWF schedule for particular C1-C6 three-unit courses. (This is especially true for language acquisition and mathematics.)

Departments choosing to use the more traditional MWF schedule must demonstrate space utilization and, to the extent possible, must schedule like sections in the same spaces to avoid under-utilization.

Departments choosing to retain MWF C1-C6 three-unit courses must annually create and submit to Academic Resources and Planning a list of courses to which this applies, thereby avoiding aberrant scheduling justification requirements.

Standard Class Meeting Times Chart

Room Allocation

Overview

During your assigned session date, schedule classes into your allocated rooms as you normally would during a regular schedule build. The new class hour schedule should alleviate some of the impact on the Tuesday/Thursday prime time schedule.

Be aware, however, that in order to realize the best utilization of space, you will need to make full use of the 8:00 a.m. - 9:15 a.m. time slot.

Be sure to follow the large lecture hall allocation grids given to you during the New Class Hour “kick-off” session on April 4th as the days and times have changed dramatically for Mondays, Wednesdays and Fridays.

Free for All

Attention MARs and SOLAR Coordinators

Because the two-week build session does not allow for the customary dean’s office review period, you may ask your departments to stop scheduling a few days before the end of your assigned session. This gives you time to review what’s been scheduled. Otherwise, you can have the departments build for the full two weeks, and the SOLAR Coordinators can then look for rooms during the “Free-for-All” period.

After the “Free-for-All” period has ended (see below) and the subsequent evaluations by Academic Affairs and Admissions and Records are completed, there should be ample time for the dean’s office (SOLAR Coordinators and MARs) to alter the course schedule where necessary.

Room Allocation “Free-for-All” – July 28 (8 a.m.) to August 1 (5 p.m.).

Planning Checklist

Before the Testing Period

- ◆ Communicate and explain the New Class Hour Project to department chairs and staff (MARs and SOLAR Coordinators).
- ◆ Use the SOC Worksheet Download to plan your Fall 2009 schedule:
 1. Run the SOC Worksheet Download (SR0128 Report) from SOLAR for Fall 2008.
 2. Download the SOC Worksheet template located at:
<http://www.csun.edu/academic.resources/>
 3. Cut and paste the downloaded Fall 2008 report into the template.
 4. Modify the downloaded Fall 2008 report accordingly to reflect an actual Fall 2009 Schedule of Classes.
 5. Evaluate the resulting Fall 2009 course offering.
 - a. The SOC Worksheet template will calculate term FTES, WTUs, % FTES meeting the Friday/Saturday requirement, etc.
 - b. The template can be sorted and subtotaled by room, day, and start time to help you plan effective room utilization.
- ◆ Work with Department Chairs to fine tune the proposed Fall 2009 course offering (MARs).

During the Testing Period

- ◆ Read the Schedule Build instructions sent to MARs and SOLAR Coordinators.
- ◆ Enter Fall 2009 schedule during your assigned session (Departments).
- ◆ Find remaining available rooms during “free-for-all” period (July 28 – August 2, 2008).
- ◆ Run the SOC Worksheet Download (SR0128 Report). Repeat steps 2-5.
- ◆ Analyze the results.

After the Testing Period

- ◆ Relax!

References

Course Classification Number (CS Number)

This two (2) numeric digit data element identifies a particular mode of instruction for a resource segment activity. Value must correspond to an authorized value in the COSAR Table 12. Latter values are listed below.

<u>Values</u>	<u>Corresponding Modes</u>
01 to 04	C1 to C4 (lecture)
05	C5 (seminar)
06	C6 (seminar/demonstration)
07 to 14	C7 to C14 (activity)
15 to 16	C15 to C16 (laboratory)
17 to 21	C17 to C21 (activity)
23	S5
24	S4
25	S3
36	S2
48	S1
77	C77 (non-state supported instruction, e. g. ROTC)
78	C78 (non-traditional instruction, e. g. examination or evaluation; 78 modes are state supported)

"C" stands for "Classroom"

"S" stands for "Supervision"

Note: "00" is used to identify a resource segment that operates as an extension of its immediately preceding master segment (CS Number greater than zero). Such "00" segments are commonly referred to as dependents and serve to contain additional information about the master segment, such as a team teaching pair of instructors, or non-continuous (split) meeting hours.

To view the complete Chancellor's Office Data Elements Definitions, go to **Error! Hyperlink reference not valid.**

Contact Information

Schedule of Classes:

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Materials on Web:

SOC Template (Excel): <http://www.csun.edu/academic.resources/classhour.xls>

Procedures for Testing Readiness (Word):
<http://www.csun.edu/academic.resources/newclasshour.doc>