

SENATE POLICY 23-13

Motion: to approve the Policy on the Schedule Template

Passed at the February 13, 2024, meeting of the University Academic Senate

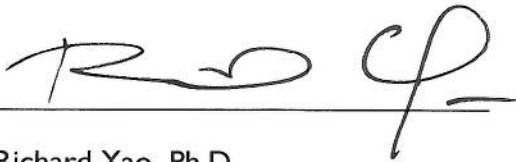
Approvals:



Jason E. Miller, Ph.D.
Chair, Academic Senate

2/14/24

Date



Richard Yao, Ph.D.
President

2/14/24

Date



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Academic Affairs
Approved By: Academic Senate
13 February 2024

Policy Number: SP 23-13
Effective Date: Fall 2024
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Policy on the Class Schedule Template

PURPOSE:

To replace the current active Schedule Template Policy, SP 11-09, to better reflect the needs of our students and academic programs.

BACKGROUND:

The Schedule Template Taskforce was convened in AY2022-2023 at the request of the Academic Policy and Planning Committee (APPC), with membership comprised of faculty and staff representatives, and was charged with addressing several issues that have hindered scheduling and negatively impacted students, program offerings, and staff operations.

The Taskforce identified the highest priority concerns brought forward and sought solutions to mitigate these. This resulted in an interim schedule template for AY2023-2024 that:

- Eliminated 1 Hour MWF scheduling blocks.
 - This allowed for 1.5 Hour Blocks before noon on Mondays and freed up morning time on Fridays for more specialized classes as needed.
- Eliminated the Friday University Hour.
- Implemented the Tuesday and Thursday University Hour, from 12:00-1:00pm.
- Maintained a similar number of scheduling blocks available for the week, with the least impact to programs.
- Maintained the scheduling policy process while using the new time blocks for one academic year (2023-24); and
- Maintained the ability to request alternate class formats and start-times as described in SP 01-51 Policy on Class Scheduling.

The interim schedule template was implemented for the 2023-2024 Academic Year with minimal negative feedback and significant positive impact for academic programs, students, and staff. Considering this, the Taskforce resolved to propose formally adopting the interim schedule template as the official schedule template going forward.

SP 23-13: Policy on the Class Schedule Template

POLICY:

Accountability:

Program Chairs & School Deans and Associate Deans are responsible for ensuring that all scheduled class sections either comply with the official schedule template or have utilized the Special Scheduling procedures outlined in this policy for off-template classes, including abiding by class duration requirements to ensure that class meeting times reflect the units assigned to the class in the University Catalog.

Class instructors are responsible for ensuring that class break requirements are being met during class meetings and that final exam timeslots are identified and communicated to students as early in the term as possible.

Applicability:

This policy applies to all stateside classes scheduled at CSU Channel Islands for Fall, Spring, and Summer terms, whether in-person, online, or hybrid.

Definition(s):

For the purpose of this policy, the following terms are used as defined here:

Final Exam refers to a scheduled and/or timed final examination administered at the end of a course during Finals Week when required by the instructor or academic program.

Schedule of Classes refers to the published list of all available class sections offered for a specific academic term and includes class meeting times, instructor assignments, classroom information, and other details necessary for students to select classes in which to enroll.

Schedule Template refers collectively to all standardized time blocks available for class meetings outlined in this policy.

Time Block or Block refers to the unique start and end time of a class meeting.

University Hour refers to the designated hour block during which few, if any, classes will be held, enabling the campus community to schedule events, meetings, and other activities without conflicting with established class time blocks.

Policy Text:

The following represents the official schedule template time blocks, requirements, and procedures for scheduling classes at CSU Channel Islands:

1. Class Duration:

- a. Classes meet for 50 minutes per unit for lecture classes, 1 hour and 50 minutes per unit for activity classes, and 2 hours and 50 minutes per unit for laboratory classes (CSU Definition of Credit Hour, SP 20-07).

2. Time Blocks (Fall & Spring):

- a. The official schedule template time blocks for Fall and Spring terms are listed below; more visual representations of the template can be found in the attached Schedule Blocks – Fall & Spring and Schedule Template – Fall & Spring documents.

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- b. **1.5 Hour Blocks**
 - i. **M or W or F (or MW or WF or MF):** 9:00 AM - 10:15 AM, 10:30 AM - 11:45 AM, 12:00 PM - 1:15 PM, 1:30 PM - 2:45 PM
 - ii. **T or Th or TTh:** 9:00 AM - 10:15 AM, 10:30 AM - 11:45 AM, 1:30 PM - 2:45 PM, 3:00 PM - 4:15 PM, 4:30 PM - 5:45 PM, 6:00 PM - 7:15 PM, 7:30 PM - 8:45 PM
 - iii. **M or W or MW:** 3:00 PM - 4:15 PM, 4:30 PM - 5:45 PM, 6:00 PM - 7:15 PM, 7:30 PM - 8:45 PM
 - c. **2 Hour Blocks**
 - i. **M or W or F (or MW or WF or MF):** 8:00 AM - 9:50 AM, 10:00 AM - 11:50 AM
 - ii. **T or Th or TTh:** 8:00 AM - 9:50 AM, 10:00 AM - 11:50 AM, 2:00 PM - 3:50 PM, 4:00 PM - 5:50 PM, 6:00 PM - 7:50 PM
 - iii. **M or W or MW:** 12:00 PM - 1:50 PM, 2:00 PM - 3:50 PM, 4:00 PM - 5:50 PM, 6:00 PM - 7:50 PM
 - d. **3 Hour Blocks**
 - i. **M or W or F:** 9:00 AM - 11:50 AM, 12:00 PM - 2:50 PM
 - ii. **T or Th:** 9:00 AM - 11:50 AM, 1:30 PM - 4:20 PM, 3:00 PM - 5:50 PM, 4:30 PM - 7:20 PM, 6:00 PM - 8:50 PM, 7:30 PM - 10:20 PM
 - iii. **M or W:** 3:00 PM - 5:50 PM, 4:30 PM - 7:20 PM, 6:00 PM - 8:50 PM, 7:30 PM - 10:20 PM
 - e. **One-Unit Classes**
 - i. One unit lecture classes can be scheduled to meet for 50 minutes beginning on the hour.
 - a. **University Hour (Fall & Spring only):**
 - i. University Hour is a time when no **lecture** classes are scheduled, allowing students, faculty, and staff a common time for university-sponsored events. Due to facility limitations, lab and studio classes are exempt.
 - ii. University Hour will be held on Tuesdays and Thursdays 12:00 PM - 1:30 PM.
 - iii. University Hour does not apply during Finals Week.
- ### 3. Time Blocks (Summer):
- a. The official schedule template time blocks for Summer A/B and Summer C terms are listed below; more visual representations of the template can be found in the attached Schedule Blocks – Summer and Schedule Template – Summer documents.
 - b. **1 Hour Blocks**
 - i. **MTW or MWF:** 8:00 AM - 8:50 AM, 9:00 AM - 9:50 AM, 10:00 AM - 11:50 AM, 12:00 PM - 12:50 PM, 1:00 PM - 1:50 PM, 2:00 PM - 2:50 PM, 3:00 PM - 3:50 PM, 4:00 PM - 4:50 PM, 5:00 PM - 5:50 PM, 6:00 PM - 6:50 PM
 - c. **1.5 Hour Blocks**
 - i. **M or T or W or Th or F:** 9:00 AM - 10:15 AM, 10:30 AM - 11:45 AM, 12:00 PM - 1:15 PM, 1:30 PM - 2:45 PM, 3:00 PM - 4:15 PM, 4:30 PM - 5:45 PM, 6:00 PM - 7:15 PM, 7:30 PM - 8:45 PM
 - d. **3 Hour Blocks**

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- a. **Field Experience and Internships:**
 - i. Classes where students conduct fieldwork, internships, or other related activities off-campus (such as at local schools, community organizations, hospitals, or businesses) as part of the class are exempt from the Schedule Template.
 - b. **Studio Classes:**
 - i. Studio classes, primarily scheduled in Art or Performing Arts, are exempt from the Schedule Template. Studio classes typically meet two days a week for 2 hours and 50 minutes each day. Classes begin on the hour. Studio classes can also be scheduled in a 6-hour block on Fridays and Saturdays as well.
 - c. **Lab Classes:**
 - i. Lab classes, primarily scheduled in specialized program lab spaces, are exempt from the Schedule Template.
 - d. **Special Scheduling or Off-Template Scheduling:**
 - i. Alternative class formats and time blocks for classes not already exempt as noted above can be arranged through Special Scheduling, also referred to as scheduling 'off-template', as described in SP 01-51 Policy on Class Scheduling (originally SR 02-02). Any classes proposed to be scheduled off-template must be reviewed and approved by the corresponding school's Dean's Office prior to being entered into the Schedule of Classes. Program chairs will be responsible for highlighting any sections proposed to be scheduled off-template when submitting the program schedule to staff for entry into the Schedule of Classes facilitate time conflict resolution ahead of schedule publication. It is the responsibility of the program chair to resolve any conflicts with other classes, classroom use, and final examination schedules arising from the use of special scheduling by coordinating with school deans and campus personnel overseeing academic space and the schedule of classes.
8. **Future Changes:**
- a. The schedule template shall be reevaluated as needed to meet the space and scheduling needs of the campus.

ADDITIONAL RECOMMENDATIONS:

The Schedule Template Taskforce was given a specific directive from the APPC: to review the Schedule Template and accompanying Senate Policy and propose specific changes to the time blocks and University Hour that might best address ongoing difficulties in scheduling classes and university events at CSU Channel Islands. However, during our review, we determined that some existing policies and procedures related to the Schedule Template and the Schedule of Classes merit further review. We acknowledge that the scope of our directive was limited to the above noted review of the time blocks and University Hour and considering this, we recommend that the APPC and the CSU Channel Islands Academic Senate conduct additional review of the current policies and procedures for the following:

1. Scheduling oversight and specified time blocks for classes being included in Guided Registration.

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2. The possibility of expanding the University Hour to include Wednesdays due to the high volume of essential student-centered events occurring on Wednesdays such as Career and Major Fairs.
3. Review of the current policy on course syllabi (SP 07-16) with the possibility of requiring rather than encouraging final exam days/times be listed in the syllabus in order to facilitate earlier identification of final exam time conflicts for both students and classroom use.

EXHIBIT(S):

CSUCI SP 01-51

CSUCI SP 07-16

CSUCI SP 11-09

CSUCI SP 11-09 template appendix

CSUCI SP 20-07

CSU Definition of Credit Hour

APPENDICES:

A - Schedule Blocks – Fall & Spring

B - Schedule Template – Fall & Spring

C - Final Exam Schedule – Fall & Spring

D – Schedule Blocks – Summer

E – Schedule Template - Summer

Fall & Spring Standard Class Meeting Times

1.5 Hour Blocks

**M or W or F
or MW**
 9:00 AM - 10:15 AM
 10:30 AM - 11:45 AM
 12:00 PM - 1:15 PM
 1:30 PM - 2:45 PM

T or Th or TTh
 9:00 AM - 10:15 AM
 10:30 AM - 11:45 AM
University Hour 12:00 PM - 1:30 PM
 1:30 PM - 2:45 PM
 3:00 PM - 4:15 PM
 4:30 PM - 5:45 PM
 6:00 PM - 7:15 PM
 7:30 PM - 8:45 PM

M or W or MW
 3:00 PM - 4:15 PM
 4:30 PM - 5:45 PM
 6:00 PM - 7:15 PM
 7:30 PM - 8:45 PM

2 Hour Blocks

**M or W or F
or MW**
 8:00 AM - 9:50 AM
 10:00 AM - 11:50 AM

T or Th or TTh
 8:00 AM - 9:50 AM
 10:00 AM - 11:50 AM
University Hour 12:00 PM - 1:30 PM
 2:00 PM - 3:50 PM
 4:00 PM - 5:50 PM
 6:00 PM - 7:50 PM

M or W or MW
 12:00 PM - 1:50 PM
 2:00 PM - 3:50 PM
 4:00 PM - 5:50 PM
 6:00 PM - 7:50 PM

3 Hour Blocks

M or W or F
 9:00 AM - 11:50 AM
 12:00 PM - 2:50 PM

T or Th
 9:00 AM - 11:50 AM
University Hour 12:00 PM - 1:30 PM
 1:30 PM - 4:20 PM
 3:00 PM - 5:50 PM
 4:30 PM - 7:20 PM
 6:00 PM - 8:50 PM
 7:30 PM - 10:20 PM

M or W
 3:00 PM - 5:50 PM
 4:30 PM - 7:20 PM
 6:00 PM - 8:50 PM
 7:30 PM - 10:20 PM

Fall & Spring Standard Class Meeting Times

	Mondays & Wednesdays			Tuesdays & Thursdays			Fridays		
	1.5 Hour	2 Hour	3 Hour	1.5 Hour	2 Hour	3 Hour	1.5 Hour	2 Hour	3 Hour
8:00 AM									
8:15									
8:30									
8:45		8:00 AM - 9:50 AM			8:00 AM - 9:50 AM			8:00 AM - 9:50 AM	
9:00 AM	9:00 AM - 10:15 AM			9:00 AM - 10:15 AM			9:00 AM - 10:15 AM		
9:15									
9:30									
9:45									
10:00 AM			9:00 AM - 11:50 AM			9:00 AM - 11:50 AM			9:00 AM - 11:50 AM
10:15									
10:30	10:30 AM - 11:45 AM	10:00 AM - 11:50 AM		10:30 AM - 11:45 AM	10:00 AM - 11:50 AM		10:30 AM - 11:45 AM	10:00 AM - 11:50 AM	
10:45									
11:00 AM									
11:15									
11:30									
11:45									
12:00 PM	12:00 PM - 1:15 PM	12:00 PM - 1:50 PM		University Hour	University Hour	University Hour		12:00 PM - 1:15 PM	
12:15									
12:30									
12:45									
1:00 PM			12:00 PM - 2:50 PM	12:00 PM - 1:30 PM	12:00 PM - 1:30 PM	12:00 PM - 1:30 PM			12:00 PM - 2:50 PM
1:15									
1:30	1:30 PM - 2:45 PM			1:30 PM - 2:45 PM				1:30 PM - 2:45 PM	
1:45									
2:00 PM		2:00 PM - 3:50 PM			2:00 PM - 3:50 PM		1:30 PM - 4:20 PM		
2:15									
2:30									
2:45									
3:00 PM	3:00 PM - 4:15 PM			3:00 PM - 4:15 PM					
3:15									
3:30									
3:45									
4:00 PM			3:00 PM - 5:50 PM		3:00 PM - 5:50 PM				
4:15									
4:30	4:30 PM - 5:45 PM	4:00 PM - 5:50 PM		4:30 PM - 5:45 PM	4:00 PM - 5:50 PM				
4:45									
5:00 PM									
5:15									
5:30									
5:45									
6:00 PM	6:00 PM - 7:15 PM			6:00 PM - 7:15 PM	6:00 PM - 7:50 PM				
6:15									
6:30									
6:45									
7:00 PM		6:00 PM - 8:50 PM			6:00 PM - 8:50 PM				
7:15									
7:30	7:30 PM - 8:45 PM			7:30 PM - 8:45 PM					
7:45									
8:00 PM									
8:15									
8:30									
8:45									
9:00 PM			7:30 PM - 10:20 PM				7:30 PM - 10:20 PM		
9:15									
9:30									
9:45									
10:00 PM									
10:15									
10:30									

Standard Spring & Fall Final Exam Block by Class Meeting Time

<i>Meets Twice per Week</i>			<i>Meets Once per Week</i>				
<i>Class Meeting</i>		<i>Exam</i>	<i>Class Meeting</i>		<i>Exam</i>		
<i>Day</i>	<i>Time</i>	<i>Day</i>	<i>Time</i>	<i>Day</i>	<i>Time</i>		
	8:00 AM	Monday	8:00 AM - 10:00 AM		9:00 AM	Monday	8:00 AM - 10:00 AM
	9:00 AM	Monday	8:00 AM - 10:00 AM		12:00 PM	Monday	10:30 AM - 12:30 PM
	10:00 AM	Wednesday	8:00 AM - 10:00 AM	M	3:00 PM	Monday	4:00 PM - 6:00 PM
	10:30 AM	Wednesday	8:00 AM - 10:00 AM		4:30 PM	Monday	4:00 PM - 6:00 PM
	12:00 PM	Monday	10:30 AM - 12:30 PM		6:00 PM	Monday	7:00 PM - 9:00 PM
MW	1:30 PM	Wednesday	1:00 PM - 3:00 PM		7:30 PM	Monday	7:00 PM - 9:00 PM
	2:00 PM	Wednesday	1:00 PM - 3:00 PM				
	3:00 PM	Monday	1:00 PM - 3:00 PM		9:00 AM	Tuesday	8:00 AM - 10:00 AM
	4:00 PM	Monday	4:00 PM - 6:00 PM		1:30 PM	Tuesday	10:30 AM - 12:30 PM
	4:30 PM	Wednesday	4:00 PM - 6:00 PM	T	3:00 PM	Tuesday	4:00 PM - 6:00 PM
	6:00 PM	Wednesday	7:00 PM - 9:00 PM		4:30 PM	Tuesday	4:00 PM - 6:00 PM
	7:30 PM	Monday	7:00 PM - 9:00 PM		6:00 PM	Tuesday	7:00 PM - 9:00 PM
					7:30 PM	Tuesday	7:00 PM - 9:00 PM
	8:00 AM	Tuesday	8:00 AM - 10:00 AM		9:00 AM	Wednesday	8:00 AM - 10:00 AM
	9:00 AM	Tuesday	8:00 AM - 10:00 AM		12:00 PM	Wednesday	10:30 AM - 12:30 PM
	10:00 AM	Thursday	8:00 AM - 10:00 AM	W	3:00 PM	Wednesday	4:00 PM - 6:00 PM
	10:30 AM	Thursday	8:00 AM - 10:00 AM		4:30 PM	Wednesday	4:00 PM - 6:00 PM
TTH	1:30 PM	Tuesday	10:30 AM - 12:30 PM		6:00 PM	Wednesday	7:00 PM - 9:00 PM
	2:00 PM	Tuesday	1:00 PM - 3:00 PM		7:30 PM	Wednesday	7:00 PM - 9:00 PM
	3:00 PM	Thursday	1:00 PM - 3:00 PM				
	4:00 PM	Thursday	1:00 PM - 3:00 PM		9:00 AM	Thursday	8:00 AM - 10:00 AM
	4:30 PM	Tuesday	4:00 PM - 6:00 PM		1:30 PM	Thursday	10:30 AM - 12:30 PM
	6:00 PM	Tuesday	4:00 PM - 6:00 PM	TH	3:00 PM	Thursday	4:00 PM - 6:00 PM
	7:30 PM	Tuesday	7:00 PM - 9:00 PM		4:30 PM	Thursday	4:00 PM - 6:00 PM
					6:00 PM	Thursday	7:00 PM - 9:00 PM
					7:30 PM	Thursday	7:00 PM - 9:00 PM
					8:00 AM	Friday	8:00 AM - 10:00 AM
					9:00 AM	Friday	10:30 AM - 12:30 PM
					10:00 AM	Friday	10:30 AM - 12:30 PM
				F	10:30 AM	Friday	10:30 AM - 12:30 PM
					12:00 PM	Friday	3:30 PM - 5:30 PM
					1:30 PM	Friday	1:00 PM - 3:00 PM
					2:00 PM	Friday	1:00 PM - 3:00 PM

S meets for exam at class meeting time

Summer A/B Standard Class Meeting Times

5-Week Term

1 Unit Classes

1-Hour Blocks

MTW or MWF

8:00 AM - 8:50 AM
 9:00 AM - 9:50 AM
 10:00 AM - 11:50 AM
 12:00 PM - 12:50 PM
 1:00 PM - 1:50 PM
 2:00 PM - 2:50 PM
 3:00 PM - 3:50 PM
 4:00 PM - 4:50 PM
 5:00 PM - 5:50 PM
 6:00 PM - 6:50 PM

3-Hour Blocks

M or T or W or Th or F

9:00 AM - 11:50 AM
 12:00 PM - 2:50 PM
 3:00 PM - 5:50 PM
 6:00 PM - 8:50 PM

2 Unit Classes

3-Hour Blocks

MW or TTh

9:00 AM - 11:50 AM
 12:00 PM - 2:50 PM
 3:00 PM - 5:50 PM
 6:00 PM - 8:50 PM

3 Unit Classes

3-Hour Blocks

MTW or MWF

9:00 AM - 11:50 AM
 12:00 PM - 2:50 PM
 3:00 PM - 5:50 PM
 6:00 PM - 8:50 PM

4 Unit Classes

3-Hour Blocks

MTWTh

9:00 AM - 11:50 AM
 12:00 PM - 2:50 PM
 3:00 PM - 5:50 PM
 6:00 PM - 8:50 PM

4-Hour Blocks

MTW or MWF

9:00 AM - 12:50 PM
 1:00 PM - 4:50 PM
 5:00 PM - 8:50 PM

Summer C Standard Class Meeting Times

10-Week Term

1 Unit Classes**1.5 Hour Blocks****M or T or W or Th or F**

9:00 AM - 10:15 AM

10:30 AM - 11:45 AM

12:00 PM - 1:15 PM

1:30 PM - 2:45 PM

3:00 PM - 4:15 PM

4:30 PM - 5:45 PM

6:00 PM - 7:15 PM

7:30 PM - 8:45 PM

2 Unit Classes**1.5 Hour Blocks****MW or TTh**

9:00 AM - 10:15 AM

10:30 AM - 11:45 AM

12:00 PM - 1:15 PM

1:30 PM - 2:45 PM

3:00 PM - 4:15 PM

4:30 PM - 5:45 PM

6:00 PM - 7:15 PM

7:30 PM - 8:45 PM

3-Hour Blocks**M or T or W or Th or F**

9:00 AM - 11:50 AM

12:00 PM - 2:50 PM

3:00 PM - 5:50 PM

4:30 PM - 7:20 PM

6:00 PM - 8:50 PM

7:30 PM - 10:20 PM

3 Unit Classes**1.5 Hour Blocks****MTW or MWF**

9:00 AM - 10:15 AM

10:30 AM - 11:45 AM

12:00 PM - 1:15 PM

1:30 PM - 2:45 PM

3:00 PM - 4:15 PM

4:30 PM - 5:45 PM

6:00 PM - 7:15 PM

7:30 PM - 8:45 PM

4 Unit Classes**3-Hour Blocks****MW or TTh**

9:00 AM - 11:50 AM

12:00 PM - 2:50 PM

3:00 PM - 5:50 PM

4:30 PM - 7:20 PM

6:00 PM - 8:50 PM

7:30 PM - 10:20 PM

Summer C Standard Class Meeting Times

	Monday		Tuesday		Wednesday		Thursday		Friday	
	1.5 Hour	3 Hour	1.5 Hour	3 Hour	1.5 Hour	3 Hour	1.5 Hour	3 Hour	1.5 Hour	3 Hour
8:00 AM										
:15										
:30										
:45										
9:00 AM	9:00 AM - 10:15 AM		9:00 AM - 10:15 AM		9:00 AM - 10:15 AM		9:00 AM - 10:15 AM		9:00 AM - 10:15 AM	
:15		9:00 AM - 11:50 AM		9:00 AM - 11:50 AM		9:00 AM - 11:50 AM		9:00 AM - 11:50 AM		9:00 AM - 11:50 AM
:30	10:30 AM - 11:45 AM		10:30 AM - 11:45 AM		10:30 AM - 11:45 AM		10:30 AM - 11:45 AM		10:30 AM - 11:45 AM	
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:15		12:00 PM - 2:50 PM		12:00 PM - 2:50 PM		12:00 PM - 2:50 PM		12:00 PM - 2:50 PM		12:00 PM - 2:50 PM
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:15		6:00 PM - 8:50 PM		6:00 PM - 8:50 PM		6:00 PM - 8:50 PM		6:00 PM - 8:50 PM		6:00 PM - 8:50 PM
:30	7:30 PM - 8:45 PM		7:30 PM - 8:45 PM		7:30 PM - 8:45 PM		7:30 PM - 8:45 PM		7:30 PM - 8:45 PM	
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