

Administrative Council Meeting

10/09/18

Agenda

Introductions

- Elected members
- Attendees

Role of the Administrative Council

Existing Business

- Faculty meeting invites – update
- Retired administrators email
- Education Subcommittee
- Update of website
- Employee recognition

New Business

- Revised Standard Class Meeting Time
- Any new issues from the audience?

Questions

General Information

List of Upcoming Administrative Council Open Meeting Dates (2nd Tuesday of month)

November 13, 2018

December 11, 2018

January 8, 2019

February 23, 2019

March 12, 2019

April 9, 2019

May 14, 2018

website: <https://sites.lafayette.edu/admincouncil/>

Elected Committee Members

Hannah Tatu, Information Technology Services
(2015-2019, Committee Chairperson)

Jamie Baltz, Enrollment Services (2016-2019)

Dave Block, Communications (2018-2021)

Amy Blythe, Development (2017-2020)

Jennifer Dize, Campus Life (2017-2020)

Karen Howell, Campus Life (2018-2021)

Mary Ellen Jackson, Provost (2017-2020, Chair-Elect)

Thiana Kitrilakis, Information Technology Services (2016-2019)

Patty Reich, Finance (2018-2021)

Lisa Rex, Human Resources (ex officio)

Amir Tejani, Presidents Office (ex officio)

Proposed Changes to Standard Teaching Blocks

Current Challenges

Over the past few years there have been growing concerns about classes encroaching into the noon hour and its effect on students ability to eat as well as a desire to increase the time between classes to make classes on the Arts Campus more accessible. It is also expected that the increase in the size of the student body will only exacerbate these concerns.

The new standard schedule proposal addresses both of these items by establishing 15 minutes as the norm between classes and by creating a standard teaching block between 12 and 1 every day that we would expect to have departments use especially on a MWF sequence. We will need to retain the TR 11-12:15 block due to space issues, but use of this block should be limited.

Revised Proposed Scheduling Blocks

MTWRF 4-5/75-min blocks and 2/50-min blocks

Schedule Block

1	8:00 -9:15	75 min	[Can schedule 50 min meetings within 75 min block, i.e. 8:25 - 9:15)
2	9:30-10:45	75 min	[Can schedule 50 min meetings within 75 min block, i.e. 9:55-10:45)
3	11:00-11:50	50 min	[Continue to allow scheduling in the
4	12:05-12:55	50 min	TR 11-12:15 time period only]
5	1:10-2:25	75 min	[Can schedule 50 min meetings within 75 min block, i.e. 1:35-2:25)
6	2:40-3:55	75 min	[Can schedule 50 min meetings within 75 min block, i.e. 2:40 - 3:30)

This assumes the continued use of the 8am to 4pm standard teaching day with a few exceptions for evening courses and labs. Evening classes should not begin before 7pm, with the exception of multi-section labs.

Labs and similar courses, i.e. studio art, film sessions, etc., can be scheduled as currently done in 2-3 hour blocks in the morning or afternoon.

Schedule Time Block Mapping

Our initial report shows that the percentage of classes offered in our current model at both 8am and 3pm are extremely low, (see below). This will have to change going forward and the new model does offer some assistance with this since the typical 3 day a week class can now start at 8:25 instead of 8am, and at the end of the day we can have some classes ending at 3:30 as opposed to 4pm. Scheduling a much larger number of classes at these time is essential to making this schedule work.

% room used by time block (avg. 2015 thru 2017 fall only)

MWF			TR	
Time	% used		Time	% used
8:00	35		8:00	17
9:00	85		9:30	66
10:00	70		11:00	74
11:00	88		1:15	71
1:00	84		2:45	49
2:00	66			
3:00	39			

Ideal usage appears to be 85% based on information from an American Association of Collegiate Registrars and Admissions Office research project.

Approximate % used with new blocks

MWF			TR	
Time	% used		Time	% used
8:00/8:25	91		8:00	17
9:30/9:55	80		9:30	63
11:00	65		11:00	75
12:00	76		12:00	
1:10	90		1:10	71
2:40	40		2:40	49

Typically, we have about 55 course encroaching on the noon hour on some part of the MWF sequence. For the mapping project we scheduled 61 courses at noon using the new blocks.

Future Concerns

Classes will need to be taught in the 8:25 and 2:40 time blocks.

Some 75 minute classes now taught on MW/WF may need to move to TR.

Loss of common noon hour for meetings, brown bags, etc.

Courses currently taught in two 2-hour time blocks may need to move to three 75 minute blocks.