

TO: History Faculty
FROM: Eric Sandweiss
SUBJ: 2016-17 Teaching Schedules
DATE: September 2, 2015

Wednesday, September 16 Faculty submit teaching request forms to **FIELD CHAIRS**

Weds. Sept. 2-Weds., Sept 30 Field chairs review schedules, and meet with field if needed

Wednesday, September 30 Field chairs give finalized teaching request forms to Becky by this date

It is time to compile our teaching schedules for the 2016-17 academic year. In addition, as we did last year, we ask that you list your tentative preferences for the following year—in this case, 2017-18.

A separate memo entitled “2016-17 History Course Planning: General Guidelines” covers some of the big issues that will guide your scheduling requests. This document, in contrast, contains the more specific information that you need for completing the attached electronic teaching request forms, which are due **to your field chair by Wednesday, September 16** (a field chair list is attached). Once the field chair has reviewed the requests, she or he may either decide to call a field committee meeting to examine your field’s schedule, or simply communicate directly with individual faculty. Questions about enrollments, room assignments, or scheduling guidelines can all begin with Becky. Finally, I would also be happy to meet with you to discuss any questions or concerns you might have about your teaching schedule.

Teaching Times – The College Dean’s office asks that we schedule less than 55% of our undergraduate courses during the prime time hours between 9 a.m. and 2:29 p.m., to aid in classroom assignment. Each faculty member is asked to schedule at least one course in non-prime time. **All fields should make sure their courses are spread throughout the week, including MWF.** Do not schedule 75 minute MW classes, as they are given the lowest priority for classroom assignment. See page two for more information about scheduling.

Scheduling - The Bloomington Calendar and Schedule Committee has set requirements (below) that must be followed by our department when requesting classroom assignment. Once we submit our schedule to the Registrar, they compile data on the percentage of our courses that are scheduled in prime time versus non-prime time, and of the percentage of courses scheduled throughout the week. **When decisions are made on which department will get a requested room, these figures play a significant role.** With all of this in mind, the following are some History Department guidelines:

1. Each person should schedule at least one course in the B time slot (see attached chart.) Evening courses enroll well; 8:00 a.m. courses do not.
2. Each field should insure that their courses are spread out throughout the day and week, so that we do not have an overload of requests for a particular time slot or days.
3. **Each field should include some MWF 50 minute classes, so that our schedule is also spread out through the week.**
4. Do not schedule 75 minute classes on MW, as these conflict with all MWF 50 minute classes and are given lowest priority by the Registrar for room assignment.
5. In an effort to standardize our graduate class start times to avoid conflicts with AI/CA assignments, to insure that our graduate classes end a bit earlier, and to use classrooms more efficiently, we are proposing the following standard class times:

Mondays	3:35-5:30 and 5:45-7:45
Tuesdays	4:00-6:00, 6:15-8:15
Wednesdays	5:45-7:45, 6:50-8:50
Thursdays	4:00-6:00, 6:15-8:15
Fridays	no graduate classes should be scheduled on Friday

6. No classes should be scheduled between 3:30-5:00 p.m. on Wednesday, as this time slot is reserved for faculty meetings.

Enrollment Minima - COAS policy requires cancellation of courses that enroll fewer than ten (undergraduate) and five (graduate.) Although it is possible to ask for exceptions in special circumstances, the College has indicated that it generally will enforce this policy.

ROOM ASSIGNMENT POLICIES (from the Bloomington Calendar and Schedule Committee)

TIME DISTRIBUTION

There is a greater likelihood of achieving optimum scheduling when all departments distribute their course offerings across all standard time periods within each room category at the rate of 55% or less during prime time and 45% or more during non-prime time. A priority rank will be assigned to each department on the basis of the prime/non-prime time distribution of its requests. A lower priority rank may result in the need for the department to change meeting time, day, building or room requests. Room request categories are defined as follows:

Seminar rooms

Sections enrolling fewer than 58 students

Sections enrolling 58 - 89 students

Sections enrolling 90 or more students

Prime time includes all instructional minutes scheduled between the hours of 9:05 a.m. and 2:29 p.m. Non-prime time includes all instructional minutes scheduled between the hours of 8:00 a.m. - 9:04 a.m. and between 2:30 p.m. - 10:00 p.m.

STANDARD MEETING TIMES

Priority will be given to classes that meet during standard meeting times according to the following scheme:

50-minute classes begin at the following times: 8:00, 9:05, 10:10, 11:15, 12:20, 1:25, 2:30, 3:35, 4:40, 5:45, 6:50, 7:55, and 9:00.

75-minute classes begin at the following times: 8:00, 9:30, 11:15, 1:00, 2:30, 4:00, 5:45, 7:15, and 8:45

Classes meeting longer than 75 minutes should begin at the same time as the standard 50-minute time period.

The following standard time/day sequences are presented in priority order:

50 - minute daily classes.

50 - minute classes 4 days/week.

50 - minute classes MWF.

75 - minute classes TR.

50 - minute classes MW.

50 - minute classes TR.

75 - minute classes MW.

Other classes will be scheduled as rooms are available.

EFFICIENT AND EFFECTIVE UTILIZATION

Ordinarily, large rooms are considered efficiently used when they are filled to 90% or more of room capacity. Normally, smaller classrooms (1 - 57) are considered efficiently used when their enrollment reaches 75% or more of capacity. Facility requirements for courses are sometimes based on the need for rooms of a certain seating capacity, and at other times on the need for rooms that accommodate or contain equipment that is essential to the course material or to the delivery of instruction. When time distribution and standard meeting time requirements have been met, assignment will be made with consideration to both estimated enrollment yielding the most efficient use of the space requested and the need for rooms with special facilities and equipment.

Occasions may arise when these two principles, the need for special facilities and the efficient use of space, will conflict. We recognize that this conflict represents a gray area in scheduling decisions. The Registrar will seek advice, consider this particular assignment in light of all others, and make a decision after consulting with faculty representatives. Departments should base estimated enrollments on the actual enrollment during the previous corresponding semester. In classes enrolling 30 or more and where the estimated enrollment exceeds the actual enrollment during the previous corresponding semester by more than 15%, the department must attach a written explanation for the estimated enrollment. Without a written explanation, assignment will be based on the actual enrollment during the previous corresponding semester, allowing for an increase of not more than 15%.

PRIOR ASSIGNMENTS

Classroom scheduling is a dynamic process, responsive each semester to both curricular and non-curricular changes and requirements. The assignment of a specific classroom at a particular time during the previous corresponding semester will not automatically result in the continuing assignment of the same room at the same time. Even if the room was efficiently used during the previous semester, all other requirements above must be met before the request will be given priority consideration.

APPLICATION OF POLICIES

The Office of the Registrar is granted authority by the Bloomington Campus Calendar and Schedule Committee, whose members are appointed by the Bloomington Faculty Council and the Dean of the Faculties, to apply and enforce these policies so that an efficient and effective conflict-free schedule can be developed. Every effort will be made to distribute all teaching facilities in an equitable fashion. When scheduling difficulties arise, opportunities exist for scheduling officers to consult with a representative from the Office of the Registrar. It is in the best interest of all departments to meet the distribution requirements, since priority consideration during the room scheduling process will be given to those departments that have distributed their schedules in the prescribed manner. In cases of conflicting requests from different departments, assignment will be made in favor of the department that has been ranked higher in priority as a result of better compliance with room assignment policies. In the case of assignments made for courses taught by departments in the College of Arts and Sciences, the Dean of the College, or a designated representative, may be asked to assist in the adjudication of conflicting requests. In extreme cases, an appeal for an exception to these policies may be made to the Dean of the Faculties.

When the resolution of conflicting requests cannot be achieved in time, the Office of the Registrar may be forced to publish a course offering without any meeting time and location information. This condition will result in post-publication scheduling, which will cause a hardship to students who will have inadequate information to plan a complete schedule. This condition may also result in departments not achieving their desired enrollment and credit-hour levels.

These policies will be applied to all course sections where rooms from the general assignment pool are being requested. Only those sections from each department that require general assignment rooms will be taken into consideration when determining compliance with scheduling distribution policies. These principles should also apply in the scheduling of courses that do not require teaching facilities from the general assignment pool.

<i>Department of History Field Chairs 2015-16</i>	
Africa	Marissa Moorman
Ancient	Eric Robinson
Asia	Pedro Machado
Britain	Krista Maglen
East Europe	Maria Bucur
Latin America	Peter Guardino
Middle East	Kaya Sahin
Medieval Europe	Deborah Deliyannis/Leah Shopkow
Early Modern Europe	Kaya Sahin
Modern Europe	Carl Ipsen
Russia	Ben Eklof
United States	Alex Lichtenstein
THEMATIC FIELDS	
African Diaspora	Amrita Myers
Cultural	Sarah Knott
Gender/Sexuality	Judith Allen
Jewish	Mirjam Zadoff
Legal	Mike Grossberg
Medicine	Krista Maglen
Teaching & Practice	Eric Sandweiss
World	Pedro Machado