

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven A. Hanke, Chair of the Educational Policy Committee

DATE: 01/08/2024

SUBJ: Expanding Class Scheduling Options

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WHEREAS, The Bylaws of the Senate provide (5.3.3.2.1.) that the Educational Policy Committee shall be concerned with “policies for scheduling classes”; and

WHEREAS, the PFW Strategic Plan states that our Students First core value should lead us to consider all strategic decisions from the perspective of student impact; and

WHEREAS, data from the 2023 Class Schedule Satisfaction Survey (CSSS) students prefer to attend classes 4 days a week, and Friday was the day most students work,

WHEREAS, eleven Monday/Wednesday (MW) morning sections were piloted in the FA23 semester and no sections were cancelled due to low enrollment, with positive feedback from faculty,

WHEREAS, survey data from students in the MW pilot sections, 56% (n=43) would like to see more Monday/Wednesday morning classes offered in the future,

WHEREAS, offering MW morning sections would help flatten the class schedule, giving students more class options, and help alleviate the Tuesday/Thursday compression on the class schedule,

WHEREAS, offering MW morning sections the start times of MWF sections need to be adjusted to better align with the MW times for room efficiency,

WHEREAS, PFW Student Experience Division endorse having MW morning sections,

BE IT RESOLVED beginning in the Fall 2025 semester, the Class Scheduling Patterns include MW from 9:00-10:15 am, and 10:30-11:45 am,

BE IT FURTHER RESOLVED, beginning in the Fall 2025 semester, the Class Scheduling Patterns MWF be: 8:00-8:50 am, 9:00-9:50am, 10:30-11:20 am, 1:30-2:20 pm, and 3:00-3:50 pm,

BE IT FURTHER RESOLVED beginning in the Fall 2025 semester, the Class Scheduling Patterns include Friday 9:00 – 11:50 am,

BE IT FURTHER RESOLVED, beginning in the Fall 2025 semester, the Class Scheduling Patterns be updated with the changes noted on the following pages.



# CLASS SCHEDULING PATTERNS FALL AND SPRING SEMESTERS

last reviewed by Faculty Senate March 2017

document updated February 2023

These patterns should be used for all classes according to the number of contact hours for the class. Laboratory sections should be scheduled in unique patterns when necessary to provide optimum use of the laboratory.

## No classes will be scheduled during the *FREE PERIOD* - Monday, 12:00-1:00 PM.

### I. One-Hour Classes

- A. ~~May meet~~ Meet one day per week ~~within in any an~~ approved ~~three-hour schedule pattern~~ 50-minute ~~s per week, time period.~~
- B. ~~May meet~~ Meet ~~two days one day~~ per week ~~within in any approved two hour time period an approved three-hour schedule pattern~~ for eight weeks ~~(100 minutes per week).~~

### II. Two-Hour Classes

- A. ~~May meet~~ Meet ~~within any~~ approved three-hour class ~~pattern period~~ for ~~reduced time (100 minutes per week, total).~~
- B. ~~May meet one day per week in the time periods listed below:~~

<u>M or W</u>	<u>T or R</u>	<u>F</u>
8:00-9:50 AM	2:30-4:20 PM	2:00-3:50 PM
5:30-7:20 PM	5:30-7:20 PM	
7:30-9:20 PM	7:30-9:20 PM	

### III. Three-Hour Classes

- A. ~~may meet at~~ ~~within an approved schedule pattern any time~~ listed below ~~(150 minutes per week).~~
- B. ~~For classes using a single-day schedule pattern, a 150minute break is included in the times listed. :~~

<u>MWF</u>	<u>TR or WF</u>	<u>MW or TR or</u>	<u>F</u>
8:00-8:50 AM	<del>7:30-8:45 AM</del>	<u>WF</u>	<u>9:00-11:45 AM</u>
9:00-9:50 AM	<u>9:00-10:15 AM</u>	<u>7:30-8:45 AM</u>	<u>12:30-3:15 PM</u>
10:30-11:25 AM	<u>10:30-11:45 AM</u>	<u>9:00-10:15 AM</u>	
<del>11:00-11:50 AM</del>	12:00-1:15 PM	<u>10:30-11:45 AM</u>	
1:30-2:20 PM	<u>WF</u>	<u>AM</u>	<u>WEEKEND COLLEGE CLASSES</u>
<u>2:30-3:20 PM</u>	<u>12:00-1:15 PM</u>	1:30-2:45 PM	<u>S</u>
3:00-3:50 PM	<u>1:30-2:45 PM</u>	3:00-4:15 PM	9:00-11:45 AM
PM	<u>3:00-4:15 PM</u>	4:30-5:45 PM	12:30-3:15 PM
		6:00-7:15 PM	
		7:30-8:45 PM	
		9:00-10:15 PM	
<u>M or T or W or R or F</u>	<u>TWR</u>	<u>U</u>	
4:30-7:15 PM	<u>3:00</u>	<u>1:00-3:50 PM</u>	
6:00-8:45 PM	<u>3:50</u>	<u>4:00-6:50 PM</u>	
7:30-10:15 PM	<u>PM</u>		

### III.IV. Four-Hour Classes

- A. ~~May meet~~ Meet MTWR or TWRF ~~12:00-12:50 PM~~ within an approved three-hour schedule pattern for 200 minutes per week.
- B. ~~May meet~~ Meet ~~TWR 3:00-4:10 or TWRF 3:00-3:50~~
- C. ~~May meet in any approved five-hour class period for reduced time (200 min. total).~~
- D. ~~May meet two days per week in the time periods listed below:~~

<u>MW</u>	<u>TR</u>
8:00-9:50 AM	2:30-4:20 PM
5:30-7:20 PM	5:30-7:20 PM
7:30-9:20 PM	7:30-9:20 PM

### V. Eight Week Classes

- A. Meet within back-to-back approved schedule patterns to double the contact hours per week.
- B. Meet two days per week, within an approved single-day pattern, to double the contact hours per week.

**IV.VI. Five-Hour Classes Meeting Pattern Exceptions**

A. ~~May meet in any time period listed below:~~ The meeting patterns are based on classes scheduled for the entire semester, unless stated. Exceptions to the approved meeting times need approval by the Associate Vice Chancellor for Academic Programs and should align with the start time.

Daily (M-F)

~~8:00-8:50 AM  
9:00-9:50 AM  
11:00-11:50 AM  
1:30-2:20 PM  
3:30-4:20 PM~~

Others

~~MWF 10:00-10:50 and TR 10:30-11:20 AM  
MWF 1:30-2:20 and TR 1:30-2:20 PM  
MWF 2:30-3:20 and TR 3:00-3:50 PM  
TWRf 12:00-1:05 PM  
TWRf 3:00-4:05 PM~~

B. ~~May meet in any approved Weekend College time period by delaying ending time.~~

**CLASS SCHEDULING PATTERNS  
SIX WEEK SUMMER SESSIONS**

These patterns should be used for all classes, according to the number of contact hours for the class. Laboratory portions of a general class may be scheduled in unique patterns when necessary to provide optimum use of the laboratory.

<b>A.</b>	<b>Weekday Classes</b>	<u>MTR (3 day option)</u>	MTWR (4 day option)
	<b>1. 3-hour classes</b>	7:30-9:50 AM 10:00 AM-12:20 PM 12:30-2:50 PM 3:00-5:20 PM 5:30-7:50 PM 8:00-10:20 PM	7:30-9:15 AM 10:00-11:45 AM 12:30-2:15 PM 3:00-4:45 PM 5:30-7:15 PM 8:00-9:45 PM
	<b>2. 4-hour classes</b>	<u>MTWR</u> 7:30-9:50 AM 10:00 AM-12:20 PM 12:30-2:50 PM 3:00- 5:20 PM 5:30- 7:50 PM 8:00-10:20 PM	
	<b>3. 5-hour classes</b>	<u>MTWRF</u> 7:30-9:50 AM 10:00 AM-12:20 PM 12:30-2:50 PM 3:00-5:20 PM 5:30-7:50 PM 8:00-10:20 PM	

- B. Weekend Classes** Must be listed as Summer I  
Will meet for eight weeks.  
Saturdays only, 9:00-11:45 AM and 12:45-3:30 PM

# CLASS SCHEDULING PATTERNS FALL AND SPRING SEMESTERS

last reviewed by Faculty Senate March 2017

document updated February 2023

These patterns should be used for all classes according to the number of contact hours for the class. Laboratory sections should be scheduled in unique patterns when necessary to provide optimum use of the laboratory.

**No classes will be scheduled during the *FREE PERIOD* - Monday, 12:00-1:00 PM.**

## I. One-Hour Classes

- A. Meet one day per week within an approved three-hour schedule pattern for 50 minutes per week.
- B. Meet two days per week, within an approved three-hour schedule pattern for eight weeks (100 minutes per week).

## II. Two-Hour Classes

- A. Meet within an approved three-hour schedule pattern for 100 minutes per week.

## III. Three-Hour Classes

- A. Meet within an approved schedule pattern listed below (150 minutes per week).
- B. For classes using a single-day schedule pattern, a 15-minute break is included in the times listed.

<u>MWF</u>	<u>TR or WF</u>	<u>MW or TR or</u>	<u>F</u>
8:00 - 8:50 AM	12:00-1:15 PM	<u>WF</u>	9:00 – 11:45 AM
9:00 - 9:50 AM		7:30-8:45 AM	12:30-3:15 PM
10:30-11:20 AM		9:00-10:15 AM	
1:30-2:20 PM		10:30-11:45 AM	
3:00-3:50 PM		1:30-2:45 PM	
		3:00-4:15 PM	
		4:30-5:45 PM	
		6:00-7:15 PM	
		7:30-8:45 PM	
		9:00-10:15 PM	

## WEEKEND COLLEGE CLASSES

<u>M or T or W or R or F</u>
4:30-7:15 PM
6:00-8:45 PM
7:30-10:15 PM

<u>S</u>
9:00-11:45 AM
12:30-3:15 PM

## IV. Four-Hour Classes

- A. Meet MTWR or TWRF within an approved three-hour schedule pattern for 200 minutes per week.

## V. Eight Week Classes

- A. Meet within back-to-back approved schedule patterns to double the contact hours per week.
- B. Meet two days per week, within an approved single-day schedule pattern, to double the contact hours per week.

## VI. Meeting Pattern Exceptions

- A. The meeting patterns are based on classes scheduled for the entire semester, unless stated. Exceptions to the approved meeting times need approval by the Associate Vice Chancellor for Academic Programs, and should align with the start time.

## CLASS SCHEDULING PATTERNS SIX WEEK SUMMER SESSIONS

These patterns should be used for all classes, according to the number of contact hours for the class. Laboratory portions of a general class may be scheduled in unique patterns when necessary to provide optimum use of the laboratory.

- A. Weekday Classes**
- |                          |  |   |
|--------------------------|--|---|
|                          | <u>MTR (3 day option)</u>  | MTWR (4 day option)   |
| <b>1. 3-hour classes</b> | 7:30-9:50 AM<br>10:00 AM-12:20 PM<br>12:30-2:50 PM<br>3:00-5:20 PM<br>5:30-7:50 PM<br>8:00-10:20 PM                  | 7:30-9:15 AM<br>10:00-11:45 AM<br>12:30-2:15 PM<br>3:00-4:45 PM<br>5:30-7:15 PM<br>8:00-9:45 PM |
| <b>2. 4-hour classes</b> | <u>MTWR</u><br>7:30-9:50 AM<br>10:00 AM-12:20 PM<br>12:30-2:50 PM<br>3:00- 5:20 PM<br>5:30- 7:50 PM<br>8:00-10:20 PM |   |
| <b>3. 5-hour classes</b> | <u>MTWRF</u><br>7:30-9:50 AM<br>10:00 AM-12:20 PM<br>12:30-2:50 PM<br>3:00-5:20 PM<br>5:30-7:50 PM<br>8:00-10:20 PM  |   |
- B. Weekend Classes** Must be listed as Summer I  
Will meet for eight weeks.  
Saturdays only, 9:00-11:45 AM and 12:45-3:30 PM