

## Memorandum

To: General Faculty

Date: October 9, 2024

Regarding: Faculty Senate Agenda for October 11, 2024 in Richards Hall, room 102

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1. Call to Order

2. Roll Call

3. Minutes

A) The September 6, 2024 Faculty Senate Meeting Minutes were approved electronically on October 8, 2024.

4. Administrator Reports

A) President

B) Provost

5. Committee Reports

### **Executive Committee (Dylan McLean, Chair)**

#### **Information Items:**

- 1) General Information Updates
- 2) Committee Chair General Updates

### **Committee II: Graduate Programs Committee (Jairus-Joaquin Matthews, Chair)**

#### Information Items:

A) 10-Year Policy GPA Policy for Graduate Admissions

The GPC approved codifying an existing practice that allows programs to exclude GPAs earned over 10 years ago. Programs have the option to opt in to this policy at the program admissions level.

B) Graduate Assistantship Process and Requests

1. Applications open from October 1 to October 31, 2024, for the fiscal year 2026.
2. The GPC reviews applications approved by unit leaders to ensure they align with the institutional mission.

3. GPC's role is advisory, while the Graduate School and Provost make final decisions.
6. Old Business
  - A) None.
7. New Business
  - A) [New University Policy on Artificial Intelligence](#) – Ralitsa Akins
  - B) Course Alert Update, Q & A Opportunity – Shelby Scott
  - C) Presentation, Questions, Discussion, and Feedback Regarding the Course Schedule Proposal (**Addendum I**) – Jeff Reber & Dylan McLean
8. Announcements
9. Adjourn

## **Addendum I**

# UWG Course Scheduling Template Proposal

This proposal draft is adapted from the UWG Course Scheduling Workgroup's scheduling proposal and is informed by the student survey results collected by the scheduling taskforce of the faculty senate. The guiding focus of the proposed scheduling template is to reduce the number of start-times, align start times, and mitigate class time conflicts. The scheduling template proposal has the following characteristics:

1. This template includes all the blocks from the Workgroup proposal organized with consistent start times for the majority of classes. **Note: 75% of the student survey respondents indicated that they had been prevented from registering for a class due to an overlap between class times. In the current schedule, four credit classes have standard start times (e.g., 11:00) that overlap with the end times of the previous classes by 10 minutes (e.g., 11:10). This is resolved in the proposed schedule.**
2. The bulk of the classes offered on this template have start times between 9:00 AM and 5:00 PM, with options for earlier (e.g., 7:30 AM) and later (e.g., 6:00 PM) start times to be added as needed. **Note: 9:00 is the mode for the preferred earliest start time, and 5:00 is the mode for the preferred latest end time in the student survey results.**
3. This schedule is anchored by courses that meet twice per week (MW or TR), which are the most taught classes on UWG campuses (618 out of 993 in Fall 2024). In the proposed schedule, there are 17 of the most popular 75 minute 3 credit course start times available, 10 of the 100 minute 4 credit course start times available, and 8 lab and studio course start times available. **Note: Students overwhelmingly indicated a preference (75% of respondents) for two-day per week courses in the survey results.**
4. The time between the end of class and the start of class for the majority of courses on this template is no less than 15 minutes, allowing students more time to interact with instructors before and after class, to prepare for their next class, and to travel from one class to the next. **Note: Half of the student survey respondents indicated a preference for more time in-between classes and 25% indicated that they had been routinely late for a class because they did not have sufficient time to get there from their previous class.**
5. This template is based on Face-to-Face meeting times. Hybrid courses (at a 50%:50% FTF:Online ratio) can be taught at any start time within the schedule and should be coordinated to maximize time and space utilization.
6. This template includes a standing "free time" of one hour from 11:00-11:50 AM on Tuesdays and Thursdays (Similar to Georgia Tech). This standing open hour on Tuesdays and Thursdays can be used for campus-wide events, speakers, general faculty meetings, etc. **Note: Student survey responses concerning how they would spend an open hour have not yet been analyzed.**

7. The template has increased the number of common start times for the courses most often taught (75 minutes on MW/TR between 9:00 and 5:00 start times) beyond the workgroup's proposal (from 5 to 6), but with greater utilization of time-slots within each block and no conflicts with the courses in those blocks.
8. This proposal recommends that 3+ credit courses that meet once per week be held on Fridays and evenings to the extent possible, so as not to create conflicts with the 9-5:00 MW/TR schedule.
9. With permission from AA, programs can add courses with different starting times to the schedule, if needed, but this can and should be done with minimal conflicts, and all other scheduling options should be considered first.
10. This proposal enables a higher utilization rate of classrooms, and facilities has confirmed that the class load per start-time, if evenly distributed, is manageable.
11. Low-utilization classes starting early or late in the day have been reconsidered based on historic scheduling data, and new start times align with top preferences that have been observed and reported in the student survey results.

## Proposed FTF Schedule by Blocks (MW, MWF, M,W,F)

Block A		Block B		Block C		Block D		Block E		Block F	
2 Credit Hrs 1 Day a Week 100 Minutes		2 Credit Hrs MW 50 Minutes		3 Credit Hrs MWF 50 minutes		3 Credit Hrs MW 75 minutes		3 Credit Hrs 1 Day a Week 150 Minutes		4 Credit Hrs MW 100 Minutes	
Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
		8:00 AM	8:50 AM	8:00 AM	8:50 AM	7:30 AM	8:45 AM				
9:00 AM	10:40 AM	9:00 AM	9:50 AM	9:00 AM	9:50 AM	9:00 AM	10:15 AM	9:00 AM	11:30 AM*	9:00 AM	10:40 AM
		10:00 AM	10:50 AM	10:00 AM	10:50 AM	10:30 AM	11:45 AM				
		11:00 AM	11:50 AM	11:00 AM	11:50 AM						
12:00 PM	1:40 PM	12:00 PM	12:50 PM	12:00 PM	12:50 PM	12:00 PM	1:15 PM	12:00 PM	2:30 PM*	12:00 PM	1:40 PM
		1:00 PM	1:50 PM	1:00 PM	1:50 PM	1:30 PM	2:45 PM				
		2:00 PM	2:50 PM	2:00 PM	2:50 PM						
3:00 PM	4:40 PM	3:00 PM	3:50 PM			3:00 PM	4:15 PM	3:00 PM	5:30 PM*	3:00 PM	4:40 PM
		4:00 PM	4:50 PM			4:30 PM	5:45 PM				
		5:00 PM	5:50 PM								
6:00 PM	7:40 PM	6:00 PM	6:50 PM			6:00 PM	7:15 PM	6:00 PM	8:30 PM*	6:00 PM	7:40 PM
8:00 PM	9:40 PM	8:00 PM	8:50 PM			8:00 PM	9:15 PM			8:00 PM	9:40 PM

\*Lab and Studio times may be scheduled for up to 2 hours and 45/50 minutes on two days per week within this block

## Proposed FTF Schedule by Blocks (TR, T,R)

Block A		Block B		Block C		Block D		Block E	
2 Credit Hrs 1 Day a Week 100 Minutes		2 Credit Hrs TR 50 Minutes		3 Credit Hrs TR 75 minutes		3 Credit Hrs 1 Day a Week 150 Minutes		4 Credit Hrs TR 100 Minutes	
Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
		8:00 AM	8:50 AM	8:00 AM	9:15 AM	8:00 AM	10:30 AM*		
9:00 AM	10:40 AM	9:00 AM	9:50 AM	9:30 AM	10:45 AM			9:00 AM	10:40 AM
		10:00 AM	10:50 AM						
Free Hour TR 11-11:50									
12:00 PM	1:40 PM	12:00 PM	12:50 PM	12:00 PM	1:15 PM	12:00 PM	2:30 PM*	12:00 PM	1:40 PM
		1:00 PM	1:50 PM	1:30 PM	2:45 PM				
		2:00 PM	2:50 PM						
3:00 PM	4:40 PM	3:00 PM	3:50 PM	3:00 PM	4:15 PM	3:00 PM	5:30 PM*	3:00 PM	4:40 PM
		4:00 PM	4:50 PM						
		5:00 PM	5:50 PM						
6:00 PM	7:40 PM	6:00 PM	6:50 PM	6:00 PM	7:15 PM	6:00 PM	8:30 PM*	6:00 PM	7:40 PM
8:00 PM	9:40 PM	8:00 PM	8:50 PM	8:00 PM	9:15 PM				

\*Lab and Studio times may be scheduled for up to 2 hours and 45/50 minutes on two days per week within this block

## **Standard Start Times (Previous times → New times)**

### **Monday/Wednesday/Friday Class Periods (50 minutes per class, 45 classes)**

7:45-8:35 AM → 8:00-8:50 AM

8:50-9:40 AM → 9:00-9:50 AM

9:55-10:45 AM → 10:00-10:50 AM

11:00-11:50 AM → 11:00-11:50 AM

12:05-12:55 PM → 12:00-12:50 PM

1:20-2:10 PM → 1:00-1:50 PM

2:25-3:15 PM → 2:00-2:50 PM

3:30-4:20 PM → No MWF classes from 3:00 on

4:30-5:20 PM → No MWF classes from 3:00 on

### **Monday/Wednesday Class Periods (75 minutes per class, 30 classes)**

8:00-9:15 AM → 7:30-8:45 AM

9:30-10:45 AM → 9:00-10:15 AM

11:00 AM-12:15 PM → 10:30-11:45 AM

12:30-1:45 PM → 12:00-1:15 PM

2:00-3:15 PM → 1:30-2:45 PM

3:30-4:45 PM → 3:00-4:15 PM

5:30-6:45 PM → 4:30-5:45 PM



### **Monday/Wednesday Class Periods (75 minutes per class, 30 classes)**

7:00-8:15 PM → 6:00-7:15 PM

8:30-9:45 PM → 8:00-9:15 PM

### **Tuesday/Thursday Class Periods (75 minutes per class, 30 classes)**

8:00-9:15 AM → 8:00-9:15 AM

9:30-10:45 AM → 9:30-10:45 AM

11:00-12:15 PM → 11:00-11:50 AM (Free Hour)

12:30-1:45 PM → 12:00-1:15 PM

2:00-3:15 PM → 1:30-2:45 PM

3:30-4:45 PM → 3:00-4:15 PM

5:30-6:45 PM → 4:30-5:45 PM

7:00-8:15 PM → 6:00-7:15 PM

8:30-9:45 PM → 8:00-9:15 PM

### **Friday Class Periods**

9:00-11:30 AM → 9:00-11:30 AM

1:00-3:30 PM → 12:00-2:30 PM

### **Evening Classes**

5:30-6:45 PM MW → 6:00-6:50 PM, 6:00-7:15 PM, 6:00-7:40 PM, 6:00-8:30 PM MW

5:30-6:45 PM TTh → 6:00-6:50 PM, 6:00-7:15 PM, 6:00-7:40 PM, 6:00-8:30 PM TR

## Evening Classes

7:00-8:15 MW → 8:00-8:50 PM, 8:00-9:15 PM, 8:00-9:40 PM MW

7:00-8:15 TTh → 8:00-8:50 PM, 8:00-9:15 PM, 8:00-9:40 PM TR

8:30-9:45 MW → No Classes Scheduled after 8:00, unless requested and approved by AA

8:30-9:45 TThu → No Classes Scheduled after 8:00, unless requested and approved by AA

## One Evening a Week Class Periods

5:30-8:00 PM T, W, or Th → 6:00-8:30 PM T,W,R

7:00-9:30 PM T, W, or Th → No Classes, unless requested and approved by AA

5:30-8:15 PM M → 6:00-8:30 PM

7:00-9:45 PM M → No Classes, unless requested and approved by AA

## Saturday Class Period

8:30-11:25 AM → 9:00-11:55 AM