DAILY CLASS SCHEDULE PLAN - FALL 2020

The Class Schedule Subcommittee, with additional consultation from other members of the Hamilton community, revised the class schedule for the Fall 2020 semester. The subcommittee developed a set of guiding principles and considered logistical constraints and other factors in its work.

GUIDING PRINCIPLES FOR NEW CLASS SCHEDULE:

1. Safety of students, faculty, and staff of primary concern
2. Minimize disruption to normal class schedule and teaching practices as much as possible
3. Provide faculty with options that will enable (or at least not impede) their ability to deliver high-quality courses and to teach in spaces needed for required pedagogy

CONSTRAINTS:

1. Minimum 20-minute time for cleaning between classes
2. No classes before 8 a.m.
3. No weekend classes
4. Cannot “redo” class scheduling and registration (#2 above)

DECISIONS AND RATIONALES:

1. A minimum of 20 minutes was added between all class time blocks. This was the minimum time Facilities Management believed was realistic to access and clean all classroom spaces. A longer time between classes would have required starting classes much earlier in the day.
2. **Early morning hour time blocks on MWF (8 and 9 a.m.; blocks A and B) were merged into a single new class meeting time that starts at 8:30 a.m.; the 75-minute MWF time block (AB) was also shifted back half an hour and will start at 8 a.m.**

Only four classes are taught in the MWF 8 a.m. time block (A), and only two in the 75-minute, 8:30 a.m. time block (AB). No faculty members teach in more than one of these time blocks, so there are no conflicts with faculty teaching schedules. Three of the 8 a.m. MWF courses are senior-level computer science courses and do not require any of the teaching spaces utilized by 9 a.m. computer science courses. As far as we can tell, only three students are currently registered for both an A and a B period class. These students will have to choose between the two courses and find one more course to add to their schedule.

3. **Three early morning time blocks on T, R (8, 8:30, and 9 a.m.; blocks I, I2 and J) were merged into a single new class meeting time that starts at 8:30 a.m.**

No classes are currently offered in the 8 a.m. (I) time block, and because the meeting times of I2 and J overlap, no faculty or students could be scheduled for both, and thus, there should be no scheduling conflicts that arise from this merger.

4. **A new 50-minute class period was added for MWF 4-4:50 p.m. (H) and a new 75-minute class period was added for T, R 4:25-5:40 p.m. (N).**

These are new time blocks that we hope will provide some flexibility for faculty and departments as they work to identify suitable teaching spaces for the pedagogy they need or want to employ in the fall. For example, these new time slots would allow faculty to: a) move a course to a new time and space in order accommodate all of the enrolled students at the same time, or b) add a new section of a course to lower section enrollments in order to satisfy social distancing requirements. We recommend that these new time blocks be used primarily for courses with multiple sections so that students will also have options and will not necessarily be forced into taking late afternoon classes. Whether or not these time blocks can be used for single section courses is a decision that should be made by the CAP.

5. **New, late afternoon extended time blocks were added on all days of the week (from 1:10 p.m. to 6:30 p.m.) to accommodate lab, studio, and seminar courses that require specific spaces for instruction (e.g., organic chemistry laboratory, ceramics studio, etc.), but that cannot safely accommodate the current student enrollments.**

The extended late afternoon time blocks allow for teaching a single, three-hour lab or studio (1:10 to 4:10 p.m.) or, if necessary, dividing the class into two smaller groups and running two back-to-back 2.5-hour classes. This would allow for safe distancing but would also enable all students enrolled in the course to have a hands-on lab or studio experience, all on the same day. It also minimizes laboratory or studio setup time, which can be significant for some courses. Again, we recommend that the second portion of these extended time blocks be used primarily for courses with multiple sections.
6. Finally, we recommend adding new class time blocks from 7-10 p.m. on all weekdays.

Similar to the extended afternoon time blocks, these evening time periods have been added to provide faculty and departments with flexibility for scheduling their courses, particularly laboratory and studio courses where course pedagogy relies on hands-on, experiential learning in specialized spaces. As with all of the other “new” time blocks that we have proposed, we recommend that these evening time slots be used only for courses with multiple sections. Exceptions could be approved by the CAP for single section courses based upon pedagogical and/or safety considerations.