

Sent July 6, 2020

Dear Faculty:

The Academic Continuity Advisory Group wants you to have a look at the new class schedule for Fall 2020. It was prepared by the Class Scheduling Subcommittee of the Academic Continuity Group, with consultation and input from the Committee on Academic Policy. This has also been shared with all Department and Program Chairs. Many thanks to all the people who collaborated in the creation of this daily schedule, which was necessitated by health and safety requirements. Please send any questions or comments about the plan to [continuity@hamilton.edu](mailto:continuity@hamilton.edu).

**Guiding Principles for the 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 by Facilities Management between classes.
2. No classes before 8 AM.
3. No classes on weekends because Saturdays are reserved for making up a W, R, and F class in the compressed calendar
4. Cannot “redo” class scheduling and registration (#2 above)
5. Off-campus academic travel and course field trips will not be approved for Fall 2020.

**The details** (see the attached diagram):

New, late afternoon extended time blocks were added on all days of the week (from 1:10 PM to 6:30 PM) to accommodate lab and studio 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, 3-hour long lab or studio (1:10 to 4:10 PM) or, if necessary, dividing the class into two smaller groups and running two back-to-back ~ 2.5-hour long 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 / studio setup time.

**A new 50-minute class period was added for MWF 4-4:50 PM (H) and a new 75- minute class period was added for T, R 4:25-5:40 PM (N).** These are primarily for accommodating courses with multiple sections so that students will also have options and will not necessarily be forced into taking late afternoon classes.

**New class time blocks from 7-10 PM on all weekdays have been added.** 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 consideration.

### **How was this accomplished?**

Two early morning time blocks on MWF (8 and 9 AM; blocks A and B) were merged into a single new class meeting time that starts at 8:30 AM; the 75-minute MWF time block (AB) was also shifted back half an hour and will start at 8 AM. Only two classes are taught in the MWF 8 AM time block (A), and only four in the 75- minute, 8:30 AM time block (AB). No faculty teach in more than one of these time blocks, so there are no conflicts with faculty teaching schedules. Three of the 8 AM MWF courses are senior level Computer Science courses and do not require any of the teaching spaces utilized by 9 AM Computer Science courses.

Three early morning time blocks on T, R (8, 8:30, and 9 AM; blocks I, I2 and J) were merged into a single new class meeting time that starts at 8:30 AM. No classes are currently offered in the 8 AM (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.

Please don't hesitate to send any questions to [continuity@hamilton.edu](mailto:continuity@hamilton.edu). We will also follow up to explain the process for requesting to use one of the new later-in-the-day time slots. These slots are reserved for the resolution of specific challenges; CAP has been involved in creating a priority list, attached below.

Thanks for your attention,

Suzanne Keen, Joe Shelley (Co-Chairs)  
Dave Bailey, (Chair of the New Class Schedule Subcommittee)  
The Academic Continuity Advisory Group