

## PREPARATION OF THE CLASS SCHEDULE

Following is a short description of the excel document that contains the fall and spring schedules for this year (2011-2012) and a faculty summary sheet as well as guidelines for building the next year's (2012-2013) schedule. **Please change this excel document to reflect your plan for the 2012-2013 year and email it back to your academic dean and copy danema@calvin.edu no later than Monday, February 7, 2012.** If you or your department assistant would like a short tutorial on the use of this spreadsheet, please contact Donna Anema.

The Excel document contains:

1. The 2011 fall (tab labeled *Fall*) and 2012 spring (tab labeled *Spring*) schedules. **Please make the changes for 2012-2013 directly on these schedules (after saving the document to your drive).**
2. Explanatory notes to the printed schedule (tab labeled *notes*). Please complete this sheet for each semester if needed.
3. The tab labeled *Tables* is used for data verification in the other pages and is where you would change faculty names and, if needed, add start and end times
4. Full-time faculty summary sheet is the tab labeled *loadsummary*. The fall and spring loads will automatically populate on the basis of what you did in the tabs *Spring* and *Fall*.

NOTE: Some macros are built into the excel document to assist in calculating loads and making the course assignments show up on the load sheet page. If it is not showing correctly for you, it may be that Microsoft is "protecting" you. **Look for a warning near the top of the page that says "Security Warning."** Click on the "options" and then click on "enable this content." If you still are having problems, give Donna a call. (6-6103)

- **Please list all non-teaching assignments** that reduce a professor's teaching load and the "load hours" value placed on that assignment in the columns labeled *other duties* and *other hours*.
- In the column labeled *interim*, please put a **0** (zero) if the professor has no interim assignment. If the professor will be teaching, you can indicate that with a **yes**. If the professor has some other load bearing work, briefly note it. The spreadsheet will add 3 hours to the total hours if that field has anything other than a zero in it.
- If your department has an open position, list that with the courses you think will be assigned to that person. This will aid in estimating part-time need.

## GUIDELINES

### A) Course guidelines

- 1) **Begin by saving the excel document to your own Novell drive.** Then make the necessary changes for next year directly in the spreadsheet.
- 2) Your dean will inform you of the number of teaching units/hours approved for your department. Please work with that number and the projected changes in the college's enrollment in mind as you construct your schedule.

	<u>Fall 2011</u>	<u>Projected Fall 2012</u>	<u>Percent Decrease</u>
Total enrollment	3967	3930	- 0.93%
First-year	998	1074	+7.64%
Sophomore	920	901	-2.07%
Junior	854	871	+1.99%
Senior	1016	999	-1.67%

- 3) If the classes can be scheduled within the approved staffing levels and the curriculum needs of your department, proceed to write up a schedule. If there appear to be unanticipated changes in the number of staff or the number of core or advanced courses, talk to your dean before you complete the schedule and submit it.
- 4) If there are any schedule conflicts that should be avoided or certain courses which must be correlated with other courses, please discuss these with the other chairpersons involved before developing your schedule. Please note that coordinating with other chairs is your responsibility.

## B) Day and time guidelines

- 1) There will be seven regular class hours per day, beginning at 8:00 a.m. and ending at 3:20 p.m. (8:00, 9:00, 10:30, 11:30, 12:30, 1:30, 2:30). **Classes must be scheduled throughout the day and week, one per hour for each seven classes your department offers.** The goal is to schedule classes throughout the day in order to ease registration and make efficient use of rooms. Be sure to make full use of 8:00 a.m., afternoon, and evening class times, and avoid too many 9:00 a.m. and 10:30 a.m. classes. In order to ease student scheduling, you may consider scheduling classes beginning at 3:30. This should only be done for classes with multiple sections and should not preclude attendance of franchised faculty members at departmental meetings.
- 2) Schedule some three semester-hour classes for seventy-five minutes on Tuesdays and Thursdays. This is very important for maximizing the use of classrooms and is also helpful to students in making their schedules. All seventy-five minute classes will be scheduled according to the following times: 8:35-9:50, 10:30-11:45, 12:05-1:20, and 1:30-2:45. **All 3 semester-hour core courses should have several Tuesday-Thursday sections in addition to Monday-Wednesday-Friday sessions.**
- 3) Evening classes are becoming more popular with the full-time students and these classes also serve those in the community who wish to take classes along with their employment. Please schedule some classes in the evening, meeting either once or, preferably, twice per week. Tuesdays, Wednesdays, and Thursdays are the preferred nights for evening classes. Use care when scheduling Wednesday evening single section classes due to potential athletic conflicts. **Also, sections from the following core categories must be offered in the evening: Fall 2012: written rhetoric, mathematics, biblical/theological foundations I, global/historical studies. Spring 2013: philosophical foundations, literature, physical world.**
- 4) Use standard time blocks only (e.g. 8:35-9:50 MW is NOT a good choice).

## C) Instructor

Change the names as necessary. If you need to add names to the drop down list, add them on the page with the tab labeled *tables*.

**Remember that full-time faculty loads should be seven courses, 21-24 hours, as stated in the faculty handbook, section 4.1.2: “The normal teaching load for a full-time faculty member is 21-24 semester hours. This includes the teaching of an interim class that counts for 3 semester hours. *Twenty-one hours is only considered a full load if it consists of seven three-hour courses.* . . . With the approval of the academic dean, a teaching load of 21 or 25 hours will be considered a full load and the department will be asked to compensate for the slight overloads or underloads that result by the assignment of appropriate loads in future years.”** Please make sure that each faculty member in your department will be carrying a full load, and that the schedule you submit indicates all components of that load.

## D) Classroom assignments

The classroom assignment chart has been changed – please check for up-to-date assignments.

- 1) Please fill the rooms assigned to you before requesting additional space.
- 2) Indicate room numbers using those suggested in the document *CLASSROOM ASSIGNMENTS FOR 2012-13* available at <http://www.calvin.edu/admin/provost/chairs/documents/classrooms2012-13.pdf>.
- 3) Please make use of your department seminar rooms for classes with low enrollment.
- 4) If you share a classroom with another department, make sure you communicate with that department's chair.

## E) Class max

This is the established course capacity. The “local max” is the threshold beyond which students are enrolled only with special permission. If you wish to suggest changes to these numbers, first consult your academic dean and the registrar. After getting approval, please highlight the changes on the spreadsheet.