**Memorandum**

DATE: May 21, 2015

TO: Laurie Burton, President, WOU Faculty Senate

FROM: Mark Seabright, Faculty Senate Ad Hoc Scheduling Committee

RE: Recommendations for 12/15/14 Proposals One and Two

The ad hoc scheduling committee was charged with responding to proposals one and two (attached) passed by the Faculty Senate on December 15, 2014. Proposal one asks for a review of the three and four credit scheduling guidelines adopted by Faculty Senate in 2003. Proposal two asks the committee 1) to explore energy efficient campus scheduling after hours (after 5 p.m. and on weekends) and 2) to check in with divisions regarding the effectiveness of the current final exam schedule.

Recommendation re: proposal one

The scheduling committee recommends that that the following language be added to the three and four credit scheduling guidelines that were approved by Faculty Senate on 5/27/03:

*Exceptions to these guidelines would need to be proposed to and arranged with the appropriate college dean, with the goal of maximizing classroom usage and student access to required courses.*

Recommendation re: proposal two

1.  The scheduling committee felt that this is an operational issue that Physical Plant should coordinate with the College Offices.

2.  The scheduling committee doesn’t have any recommendations at this time because we have not heard back from all divisions about the effectiveness of the final exam schedule.

**Scheduling Proposals Passed by Faculty Senate 12/15/14**

**Proposal One (Leadley)**

To: Faculty Senate
From: Dr. John Leadley, Division of Business & Economics
Subject: 3 and 4-credit class scheduling
Date: October 27, 2014

The 3 & 4-credit Scheduling Guidelines adopted in 2003 should be reviewed. Faculty and staff now have ten years of experience with balancing time conflicts for students, efficient use of classroom space, and how student learning is affected by class length. While some flexibility has been allowed in the past, the guidelines should be updated and applied on a consistent basis. Faculty and staff feedback should be solicited and an ad hoc committee formed to review and possibly revise the guidelines.

**Proposal Two (Executive Committee, 11/25/14)**

An ad hoc committee formed to evaluate the 3 & 4-credit Scheduling Guidelines adopted in 2003 should:

1. Include in the updated scheduling guidelines information about effective scheduling of existing WOU classroom space, including, but not limited to, effective use of classroom space Monday through Friday during traditional course scheduling hours and, in collaboration with the Physical Plant, energy efficient scheduling use of WOU classroom space during alternative course scheduling hours (after 5 p.m. and on weekends).
2. Survey all academic divisions regarding the effectiveness of the current final exam schedule, and if suggested changes are identified or required, work in collaboration with the Registrar’s office to suggest a new final exam schedule.