

# **Planned Review of Course Meeting Times**

A review of when we teach and the associated rules.

# Organization and Timeline

1. Identify key issues and assemble the right statistics.

Oct

2. Use the Web to display how students, faculty, and staff think about the issues. (Special outreach to Chairs, Degree-Program Directors, Deans, Offices of the Registrar and Vice Provost for Undergraduate Education, etc. )

Nov-Dec

3. The [Educational Policy Committee](#) produces a set of recommendations for Senate consideration.

Jan-Feb

4. The Senate puts together final recommendation to the Provost. Enactment date would depend on various Registrar-related deadlines.

Mar-Apr

# Where are We Now?

Let's look at the rules, the constraints, and the problems.

# Standard Meeting Times

50 minutes

8:00am-8:50am	Monday/Wednesday, Tuesday/Thursday, Friday
9:05am-9:55am	Monday/Wednesday, Tuesday/Thursday, Friday
10:10am-11:00am	Monday/Wednesday, Tuesday/Thursday, Friday
11:15am-12:05pm	Monday/Wednesday, Tuesday/Thursday, Friday
12:20pm-1:10pm	Monday/Wednesday, Tuesday/Thursday, Friday
1:25pm-2:15pm	Monday/Wednesday, Tuesday/Thursday, Friday
2:30pm-3:20pm	Monday/Wednesday, Tuesday/Thursday, Friday
3:35pm-4:25pm	Monday/Wednesday, Tuesday/Thursday, Friday
7:30pm-8:20pm	Monday, Wednesday
8:35pm-9:25pm	Monday, Wednesday

Established in 1950

Revised in 1981

75 minutes

8:40am-9:55am	Monday/Wednesday, Tuesday/Thursday
10:10am-11:25am	Tuesday/Thursday
11:40am-12:55pm	Tuesday/Thursday
1:25pm-2:40pm	Tuesday/Thursday
2:55pm-4:10pm	Monday/Wednesday, Tuesday/Thursday
7:30pm-8:45pm	Monday/Wednesday

Is MTW 10:10-11:00 a standard meeting time?

# Standard Meeting Times

1 h 55m	8:00am-9:55am	Monday, Tuesday, Wednesday, Thursday, Friday
	10:10am-12:05pm	Monday, Tuesday, Wednesday, Thursday, Friday
	12:20pm-2:15pm	Monday, Tuesday, Wednesday, Thursday, Friday
	2:30pm-4:25pm	Monday, Tuesday, Wednesday, Thursday, Friday
	7:30pm-9:25pm	Monday, Wednesday
2 h 25m	7:30am-9:55am	Monday, Tuesday, Wednesday, Thursday, Friday
	10:10am-12:35pm	Monday, Tuesday, Wednesday, Thursday, Friday
	2:00pm-4:25pm	Monday, Tuesday, Wednesday, Thursday, Friday
	7:30pm-9:55pm	Monday, Wednesday
3 h	8:00am-11:00am	Monday, Tuesday, Wednesday, Thursday, Friday
	10:10am-1:10pm	Monday, Tuesday, Wednesday, Thursday, Friday
	1:25pm-4:25pm	Monday, Tuesday, Wednesday, Thursday, Friday
	7:30pm-10:30pm	Monday, Wednesday

Established in 1950

Revised in 1981

Exceptions are allowed, MTWRF 10:10-11, W 2:55-4:55, etc

# Four Expectations

1. Must teach in a standard meeting time slot
2. No academics in the 4:25-7:30 pm interval
3. Evening Exams must be on Tuesday or Thursdays
4. No classes Tuesday or Thursday evening

# The Free Zone

On Monday, Tuesday, Wednesday, and Thursday the hours of 4:25 p.m. to 7:30 p.m., on Fridays the hours after 4:25 p.m., on Saturday the hours after 12:05 p.m., and all day Sunday shall be free from all **formal** undergraduate classes or laboratory exercises.

What does “formal” mean?

# Evening Prelims

Tuesday and Thursday evenings are reserved for evening examinations and therefore shall remain free from classes and laboratory exercises.



## MW Evenings

On Monday and Wednesday evenings only regularly scheduled courses, and prelims previously approved by the Office of the University Faculty are permitted. Other evening academic activities commencing at or after 7:30 p.m. on Mondays and Wednesdays are not allowed.

# The Instructional Space Scheduling Policy

This [policy](#) has three stated objectives:

1. Require adherence to **faculty-endorsed** meeting times, e.g., MTW 10:10-11 “illegal” because it knocks out TR 10:10-11 **and** MWF 10:10-11.
2. Distribute classes more evenly across the day.
3. Promote appropriate classroom utilization, eg., small classes in small rooms.

# Students Enrolled in Conflicting Courses

	F11	F12	F13	F14	F15	F16	F17
Ugrad	2.9%	2.3%	2.2%	1.6%	1.9%	3.0%	2.3%
Grad	3.4%	2.8%	3.1%	2.8%	2.6%	3.1%	3.8%

E.g.

How do we  
interpret these  
percents?

TR 10:10–11:25  
TR 11:15–12:05

How do we assess  
the cost of a  
CourseEnroll  
override?

# **Let's Look at Some Numbers**

How busy are the various meeting times?

# 50m and 75m Classes : Student Numbers

	8:00 8:50	9:05 9:55	10:10 11:00	11:15 12:05	12:20 1:10	1:25 2:15	2:30 3:20	3:35 4:25
MWF	389	3324	5708	5331	2671	1828	752	196
MW	0	734	908	1095	1169	470	741	187
F	30	1022	1459	1307	1417	1876	1164	300
TR	332	2509	2852	1295	1201	940	75	116

	8:40 9:55	10:10 11:25	11:40 12:55
MW	2873		
TR	1809	5927	6011

1:25 2:40	2:55 4:10
	5046
5820	4250

# 50m and 75m Classes : Count

	8 : 00 8 : 50	9 : 05 9 : 55	10 : 10 11 : 00	11 : 15 12 : 05	12 : 20 1 : 10	1 : 25 2 : 15	2 : 30 3 : 20	3 : 35 4 : 25
MWF	8	74	93	91	61	42	15	7
MW	1	13	20	21	17	15	12	7
F	1	33	73	67	69	68	51	17
TR	13	43	34	22	31	21	5	3

	8 : 40 9 : 55	10 : 10 11 : 25	11 : 40 12 : 55
MW	64		
TR	90	175	137

1 : 25 2 : 40	2 : 55 4 : 10
	121
147	145

Count = # classes

# 1h55m Classes : Student Numbers (Count)

	8 : 00 9 : 55	10 : 10 12 : 05	12 : 20 2 : 15	2 : 30 4 : 25
M	0 (0)	99 (7)	242 (17)	709 (28)
W	46 (3)	270 (17)	473 (24)	884 (51)
F	6 (1)	248 (11)	285 (12)	587 (27)
MW	1 (1)	96 (6)	117 (7)	89 (8)
T	0 (0)	115 (8)	361 (24)	365 (43)
R	36 (2)	130 (19)	327 (38)	848 (48)
TR	0 (0)	354 (10)	122 (5)	50 (5)

# 2h25m Classes : Student Numbers (Count)

	7:30 9:55	10:10 12:35	2:00 4:25
M	0 (0)	49 (2)	203 (12)
W	0 (0)	0 (0)	0 (0)
F	0 (0)	0 (0)	0 (0)
MW	0 (0)	0 (0)	0 (0)
T	0 (0)	0 (0)	0 (0)
R	0 (0)	0 (0)	0 (0)
TR	0 (0)	0 (0)	0 (0)



# 3h Classes : Student Numbers (Count)

	8 : 00 11 : 00	10 : 10 1 : 10	1 : 25 4 : 25
M	0 (0)	41 (2)	630 (29)
W	33 (2)	334 (8)	799 (43)
F	0 (0)	37 (1)	459 (21)
MW	63 (5)	0 (0)	127 (11)
T	44 (2)	204 (8)	896 (42)
R	33 (2)	58 (3)	800 (38)
Tr	97 (7)	245 (3)	221 (13)

# Evening Classes : Student Numbers (Count)

	7:30 8:20	7:30 8:45	7:30 9:25	7:30 9:55	7:30 10:30	8:35 9:25
M	0 (0)	0 (0)	487 (21)	331 (7)	110 (4)	0 (0)
W	0 (0)	0 (0)	420 (19)	0 (0)	0 (0)	0 (0)
MW	150 (6)	635 (14)	1 (1)	0 (0)	0 (0)	81 (3)

# T1: Class Length

Is there the right distribution of 50m, 75m, 1h55m, 2h25m, and 3h teaching opportunities?

How we might increase the # TR 75m meeting times:

8 : 40	10 : 10	11 : 40	1 : 25	2 : 55
9 : 55	11 : 25	12 : 55	2 : 40	4 : 10

8 : 00	9 : 30	11 : 00	12 : 30	2 : 00	3 : 30
9 : 15	10 : 45	12 : 15	1 : 45	3 : 15	4 : 45

# Harvard's New (2018) Meeting Time Schedule

## Cambridge Campus

9:00am – 10:15am

10:30am – 11:45am

12:00pm – 1:15pm

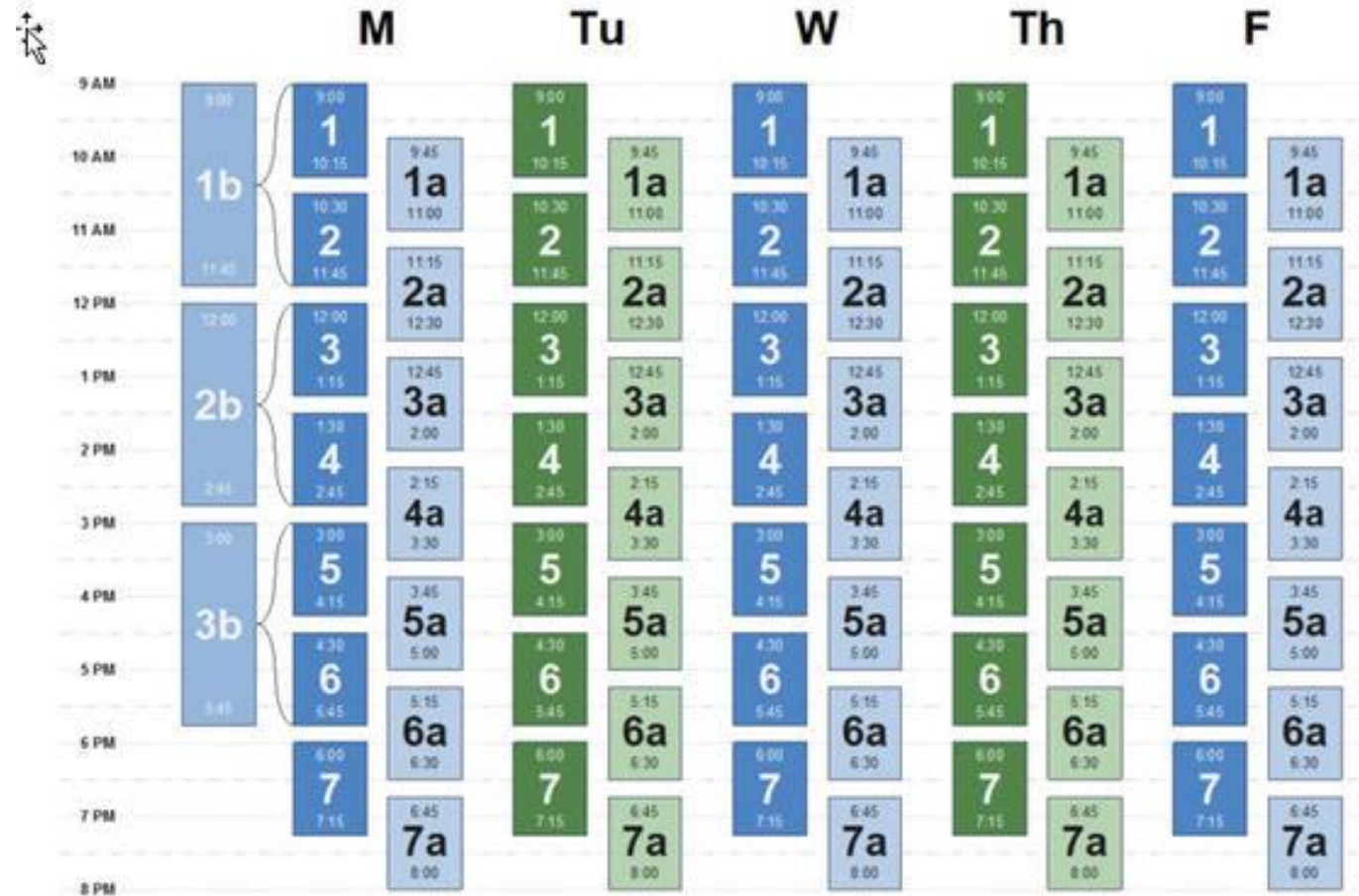
1:30pm – 2:45pm

3:00pm – 4:15pm

4:30pm – 5:45pm

6:00pm – 7:15pm

7:30pm – 8:45pm



Cambridge (L) and Allston (R)

## **T2: The 4:25-7:30pm Free Zone**

Should the length of the Free Zone be shortened?

Should review sessions be allowed during the Free Zone?

What about “other” class-related activity?

Should there be clear exception rules for Free Zone courses ?

## **T3: Evening Prelims and Classes**

Should there be exception rules for MW evening prelims?

Should there be exception rules for TR classes?

## T4: Lifestyle

Does the system adequately take into account student sleep patterns? Attention span patterns?

Does the system adequately take into account child care concerns?

## **T5: Seminars and Graduate Courses**

Does the system adequately support the offering of seminars and graduate level courses?

What about seminars for undergraduates?



## **T7: Special Situations**

Does the system adequately support foreign language instruction and instruction in the performing arts?

Does the system adequately support laboratory and studio instruction?

## T8: Getting-a-Room Concerns

To what extent does classroom availability and proximity limit what we want to do?

Justifying the need for the 20-30-30-20 policy:

Class Start Time	Enrollment Fraction
8 : 00 – 10 : 00	$\geq 20\%$
10 : 00 – 12 : 00	$\leq 30\%$
12 : 00 – 2 : 00	$\leq 30\%$
2 : 00 – 3 : 30	$\geq 20\%$

# Summary

In the coming weeks, let's all participate in the discussion of T1-T8 and come up with something that is better for both students **and** faculty.

Facility constraints and “enforcement” overheads are important and must be carefully assessed.