

GUIDELINES FOR PREPARING FALL AND SPRING CLASS SCHEDULES

Class Schedule Request Instructions

Department Faculty, Adjunct and GAT FTEF Budget. FTEFs should be totaled on each page of the Class Schedule Request Form and a grand total on the last page.

The dean will contact any department head whose schedule must be adjusted.

General Guidelines. Prepare the class schedule request alphabetically by instructor's last name, listing faculty first, then adjuncts, then TAs. List together all courses in ascending order for **EACH** faculty member. The printed schedule, unlike the Class Schedule Request Form, will be sorted according to an alpha numeric course sequence. Only departments with multiple prefixes will use the prefix column.

- 1) *Faculty.* All information regarding each faculty member's full load (12 semester credit hours) should be provided, including reassigned time. For any yet unknown faculty member, list "staff." The attached "Summary Page" provides a breakdown of FTEF.
- 2) *Adjuncts & GATs.* Following the names of known adjuncts or GATs, list "adjunct" or "GAT" in parens. If the names are unknown, list "adjunct" or "GAT" in the space marked "Instructor's Name"; **"staff"** will be used when the data is entered into the SIS. The printed class schedule will show either the name or "staff."

Unique Classes:

- 1) *Off-campus.* All scheduled off-campus courses and locations must have Coordinating Board approval (Coordinating Board Off-Campus Plan); the VPA's Office coordinates approval with the Coordinating Board. Complete data for off-campus classes is included on the Class Schedule Request Form; include room numbers assigned by SuzAnne Keifer for classes scheduled at the Metroplex Center. Section numbers assigned to off-campus classes are listed on the summary page (page 3).
- 2) *Telecommunications.* **All** telecommunication courses and locations must have Coordinating Board approval (Coordinating Board Off-Campus and Telecommunications Annual Plan); the VPA's Office coordinates approval with the Coordinating Board. Room request must be made through Instructional Technology & Distance Education. *All web-based courses (more than 50% of the instruction is delivered via the web) must be submitted to Charlotte Larkin, as well.* The section numbers designated for telecommunications are described in the summary at the end of this document.
 - a. TAMU-Commerce: Sites -- TAMU-Commerce (five available rooms); Metroplex (four rooms); Northeast Texas Community College; Paris Jr. College; Grayson College, and universities Center at Dallas.
 - b. Alba-Golden; Gilmer ISD, Gladewater ISD; Greenville HS; Harmony ISD; Mt. Vernon ISD, Rains ISD; Yantis ISD; People's Communication (Quitman); Quitman, etc.
 - c. TTVN: If your department is planning to deliver or receive a TTVN course, please contact Charlotte Larkin. Separate paperwork is **REQUIRED** by TAMU for approval of TTVN telecourses.
- 3) *Shortened format:* The **Coordinating Board** requires that the minimum length for organized classes shall be as follows: a) all shortened format courses shall consist of the same number of class contact hours as similar courses offered in a regular session or summer; that is normally 45-48 contact hours (courses shall have the same objectives, requirements, and quality of instruction as regular length courses); b) students may not carry more courses at a time in a shortened format than will give them total credit of one semester credit hour per week of instruction; c) no 3-credit hour course shall consist of fewer than nine days of classes offered over **not less than three weeks**; and d) all requirements for 3 credit hour courses shall apply proportionately to courses for one, two, four, or other credit hour values.
- 4) *Multi-media Classroom.* Journalism 101, 102, 103, 104, 129, Science 138, Social Science 150, Agit 214, 118, 141, 253, 235, FH 103, HL 208, 325, BA 106, 109, 221, 245, 259, 340, 256 have been designated as the multi-media classrooms, e.g., a class that has a format dedicated to multi-media presentations the majority of the time. A Special Class Request Form must accompany the Course Schedule Request Form to schedule these rooms,

initially. Should conflicts arise with the use of these four rooms, they will be resolved in the VPAA's office. Multi-media classes will be identified BY THE CLASSROOM, not a unique section number.

- 5) *University Center Dallas*. The VPA's Office coordinates courses to be taught in the University Center Dallas. The section number assigned to classes in the University Center Dallas is .888. **ANY** course on the course inventory can be taught at the Center; it counts as an on-campus course, not off-campus.

FTEF Assignments:

- 1) *Labs, Thesis, Dissertation*. For a faculty member who teaches a zero credit lab section, enter the course in the usual way, except enter 0.00 FTEF. For faculty assigned thesis or dissertation, enter "thesis" or "dissertation" and 0.00 FTEF.
- 2) *Reassigned Time, Graduate Load*. If reassigned time has been approved, enter "reassigned time" with the purpose in the "Course Title" column and the proportion of FTEF. List the reassigned time for each department head as "reassigned time: dept. admin." with the proportion of FTEF (normally 0.50). If a faculty member has a nine credit hour graduate teaching load, list "reassigned time: graduate equivalency" and enter 0.25 FTEF.
- 3) *Cross-Listed*. If a person teaches a cross-listed course, list the course with each prefix, entering 0.25 FTEF with one prefix and 0.00 thereafter for the other prefix(es).
- 4) *Overloads, Underloads*. All full-time faculty will be shown as one FTEF equaling 12 credit hours. If a faculty member teaches more than 12 semester credit hours or 9 semester credit hours described above for a graduate load, enter the course followed by "overload" in parens and enter 0.00 FTEF (a position cannot exceed one FTEF). If a faculty member's teaching load falls short of 12 semester credit hours (i.e., 11 semester credit hours), list "underload" and enter the appropriate FTEF.
- 5) *EMRS* For EMRS faculty teaching this semester, enter all information as usual with the FTE value of the course(s) and reassigned percentage for EMRS equivalency, as appropriate.

Other considerations. Please keep in mind the following as you prepare the class schedule request.

1. Schedule all classes at the published, approved time periods, unless approved in advance by the dean. If you wish to try a "creative" time period for a particular class. Refer to Procedure A11.04 for time requirements for courses taught in a shortened format. (Approved class periods are listed.)
2. **Continued use of an expanded class day would be beneficial, with the continued shortage of large classrooms.** Expanding the "class day" will allow for more efficient utilization of large classrooms and will maximize student enrollment opportunities.
3. Scheduling a class that meets across two or more class periods on a weekday is **not allowed until after noon.**
4. An organized class can be TBA in the Class Schedule, but it must be assigned a classroom before the twelfth class day. (Thesis, dissertation and unorganized classes can be TBA.)
5. Room selection should be based on student needs, as evidenced by previous enrollment patterns, instead of preference of classroom. Space limitations may necessitate a room change by the VPAA Office in order to accommodate a larger class.
6. Schedule sufficient sections of classes with traditionally high student demand (English, ESL, FSS, math, speech, etc.). These classes should have highest priority.
7. In accord with student needs and university resources, required courses should be available for evening students.
8. Since Independent Study courses (89s) are not listed in the class schedule, do not include them on this request form. Such courses will be opened, as requested by department heads.

9. ALL sections of thesis and dissertation can be listed when instructors are known; multiple sections of TBA instructors will not be included.
10. Enter each special topic course by its UNIQUE title. It is the department's responsibility to provide a **30** character title (SPTP are the first 5 characters). **ANY COURSE TAUGHT THREE TIMES WITHIN FIVE YEARS MUST BE ASSIGNED A REGULAR COURSE NUMBER DURING THE NEXT CURRICULUM CHANGE CYCLE**

**SUMMARY OF FTEF, REASSIGNED TIME, SPECIAL CONDITIONS,
SECTION NUMBERS AND CLASS PERIODS**

FTEF per Fall or Spring semester credit hour:

0 sch	0.00	2 sch	0.16	4 sch	0.33
1 sch	0.08	3 sch	0.25	6 sch	0.50

Reassigned Time: Purpose:

	FTEF
: dept. admin. (normally 50%)	0.50
: lab supervisor (1 sch)	0.08
: grad. equivalency (faculty with 9 sch graduate teaching load)	0.25
ERMS (teaching 3 SCH in one semester)	0.00 or 0.05 or 0.08
ERMS (teaching 6 SCH in one semester)	0.10 or 0.16

Special Conditions:

	FTEF
Telecommunications	0.25
Off-campus course	0.25
Student teacher supervisor (3 sch)	0.25
Thesis or dissertation section (non-workload credit)	0.00
Cross-listed course (Example 6)	0.25
Overload	0.00
Underload	0.25
Overscheduling	*

Section Numbers - Location or Other Meaning:

.001 - .099 -- Commerce	.501 - .599 -- Sub-Term Off-Campus
.081 -- All summer (ten weeks)	.601 - 699 -- Sub-Term On Campus
.091 - 491 Extends over several semesters	.888.....—University Center Dallas
.301 - .399 -- Lab	.01W,.02W – Online (Web) Courses
.401 - .499 -- Off-campus	.08W—Online All Summer (ten weeks)
.01R/.01S,.41R -- Telecommunications*	

*Each **TELECOMMUNICATIONS** course must have a section for the sending site and a section for the receiving site. Section numbers for the Metroplex, NE Texas, and Paris Jr College are 41 and 43. For example, if Commerce is the sending site, the section number is .01S; receiving sites are numbered .41R, etc. Section numbers for TAMU-Commerce-LINC sites are .51R, .52R, etc. Charlotte Larkin will work with department heads for section numbers for TTVN courses.

Class Periods**

Commerce Campus:

MWF

8:00 - 8:50 a.m.
9:00 - 9:50 a.m.
10:00 - 10:50 a.m.
11:00 - 11:50 a.m.
12:00 - 12:50 p.m.

1:00 - 1:50 p.m.
2:00 - 2:50 p.m.
3:00 - 3:50 p.m.
4:00 - 4:50 p.m.
4:30 - 7:10 p.m.

Evening

4:30 - 7:10 p.m.
4:30 - 5:45 p.m.
5:55 - 7:10 p.m.
7:20 - 10:00 p.m.
7:20 - 8:35 p.m.
8:45 - 10:00 p.m.

TH

8:00 - 9:15 a.m.
9:30 - 10:45 a.m.
11:00 - 12:15 p.m.

12:30 - 1:45 p.m.
2:00 - 3:15 p.m.
3:30 - 4:45 p.m.

Metroplex Campus:

4:30 - 7:10 p.m. 7:20 - 10:00 p.m.

**Any course that is taught in a nontraditional class period must meet Coordinating Board rules refer to Procedure A11.04.