

Guidelines for Efficiency in Course Scheduling

The Provost sent a memo to Margaret Garner asking us to review the "Guidelines for Efficiency in Course Scheduling". Her memo states that these guidelines were passed unanimously by the Committee on University Plans on March 17. After receiving our comments and suggestions, the Provost plans on distributing the guidelines to deans and department heads.

After considering them on May 20, 1997, the Faculty Senate Steering Committee recommends that these be used as guidelines subject to some variations rather than as strict rules for all cases.

Guidelines for Efficiency in Course Scheduling

University Plans Committee, April 1997

The maximum enrollment in each course should have a justification.

A minimum enrollment for non-required courses on each level should be established.

Each course on the books should be offered at least once every two years, unless there are justifications for more frequent offerings. Justifications may include demonstrated demand, a series of prerequisites difficult to complete in under three years, satisfactory progress toward degree requirements, etc.

If a course is offered more frequently than once every two years and enrolls under 2/5 of its maximum enrollment, its frequency of offering shall be reevaluated.

Each department shall schedule its offerings by level, including individual sections of mult-section courses, across available time blocks in line with the demand of its clientele, including non-traditional students, and the resources available to the department.

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