



April 7, 2014

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**MEMORANDUM**

TO: Deans in Academic Affairs and Health Affairs  
Department Chairs and Division Heads

FROM: James W. Dean, Jr. *James W Dean, Jr.*

SUBJECT: Class Schedule Changes for Spring 2015

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Carolina's Academic Plan calls for us to work as an integrated university to challenge and inspire students through transformative academic experiences and through rigorous interdisciplinary study and practice. Our current class schedule, however, often works against this goal, causing our students to cover unmanageable distances in short periods of time between classes and even to give up hopes of enrolling in courses in disciplines whose classrooms they cannot reach.

Long distances and short between-class times are not our only challenge. Careful study of our classroom utilization patterns reveal additional impediments to teaching and learning:

- Classes scheduled at non-standard times, which blocks access to classrooms and makes scheduling difficult for students
- Unbalanced distribution of classes throughout the day, which limits students' ability to find class offerings that do not conflict
- Room assignments with enrollments mismatched to room capacities.

In addition, we are not fully meeting the following clear guidelines from UNC General Administration on appropriate levels of classroom utilization:

- Classrooms should be occupied a minimum of 35 hours per week
- 65% of the workstations should be used.

In order to begin to address these issues, we are establishing scheduling requirements, described below, which will be effective for Spring 2015 for the College of Arts and Sciences and the schools of Journalism and Mass Communication, Information and Library Science, Education, and Social Work. These requirements do not apply to classes held in teaching labs. Kenan-Flagler Business School, the Gillings School of Global Public Health, the School of Government, Department of Allied Health Sciences, and other professional schools

will be affected by the schedule changes (1) if students in those areas also take classes in the College or professional schools using the new schedule and (2) if they offer courses that are cross-listed with the College or other schools using the new schedule. We highly recommend that, in these cases, the scheduling requirements be followed to the greatest extent possible.

Those schools to which these new requirements do not apply should attend to meeting the General Administration utilization standards listed above.

For questions about these new requirements, please contact Dr. Roberta Norwood, Associate University Registrar.

### Standard Meeting Times

An analysis of course meeting patterns identified five standard meeting times, as follows:

- 50 minutes, MWF
- 75 minutes, TTH
- 3 hours, one day per week
- 50 minutes, four days per week (e.g., language classes, select science classes)
- 50 minutes, 1 day per week

Classes with non-standard schedules, i.e., classes that do not conform with any of the above-listed standard meeting times, result in incomplete use of classrooms because they overlap multiple time slots and block full use of the rooms. Although the majority of courses already conform to the standard schedules listed above, we have significant capacity to increase classroom utilization by increasing the proportion of classes meeting at standard times. Although it will not be possible for *all* classes to use one of the five standard meeting times listed above, particularly in the professional schools, as many classes as possible should adhere to these standards.

We also must continue to adhere to the contact hour requirements used to determine credit hours, found at <http://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/upm-29-definition-of-a-credit-hour/>.

There must be a minimum of 750 minutes of instruction (contact) per credit hour.

In addition, to the greatest extent possible, one-day-per-week classes starting prior to period 7 should be paired with other once-per-week classes in order to fill that time slot throughout the week. For example, a 50-minute class meeting only on Monday could be paired with two other once-per-week classes meeting on Wednesday and Friday. This may be done within the department or with other departments.

### Time between Classes

Limited time to change classes on Monday, Wednesday, and Friday makes it difficult for students to arrive on time for classes that are in buildings far from one another. Consequently, the time between classes on Monday, Wednesday, and Friday will be increased from 10 minutes to 15 minutes. (The between-class interval for Tuesday/Thursday classes already is 15 minutes.) The table below illustrates current and future meeting patterns.

<b>Current Class Schedule</b>	<b>Class Schedule Starting Spring 2015</b>
M/W/F Schedule (10 minutes between classes) Period 1 8-8:50am Period 2 9-9:50am Period 3 10-10:50am Period 4 11-11:50am Period 5 12-12:50pm Period 6 1-1:50pm Period 7 2-2:50pm Period 8 3-3:50pm Period 9 4-4:50pm Period 10 5-5:50pm	M/W/F Schedule (15 minutes between classes) Period 1 8-8:50am Period 2 9:05-9:55am Period 3 10:10-11am Period 4 11:15-12:05pm Period 5 12:20-1:10pm Period 6 1:25-2:15pm Period 7 2:30-3:20pm Period 8 3:35-4:25pm Period 9 4:40-5:30pm Period 10 5:45-6:35pm
T/Th Schedule (15 mins between classes) Period 1 8-9:15am Period 2 9:30-10:45am Period 3 11am-12:15pm Period 4 12:30-1:45pm Period 5 2-3:15pm Period 6 3:30-4:45pm Period 7 5-6:15pm	T/Th Schedule (15 mins between classes) Period 1 8-9:15am Period 2 9:30-10:45am Period 3 11am-12:15pm Period 4 12:30-1:45pm Period 5 2-3:15pm Period 6 3:30-4:45pm Period 7 5-6:15pm

### Class Start Times

In order to make the most of the new schedule, to the greatest extent possible, all classes regardless of length should begin at the official starting times listed above. Any remaining classes with non-standard meeting patterns should still adhere to the same starting times to preserve accessibility for other classes in the rooms.

JWDJr:st

copy: Roberta Norwood, Associate University Registrar  
Chris Partridge, Assistant Registrar for Scheduling