

1-5-11

Delegated issues among Faculty Officers

Mark

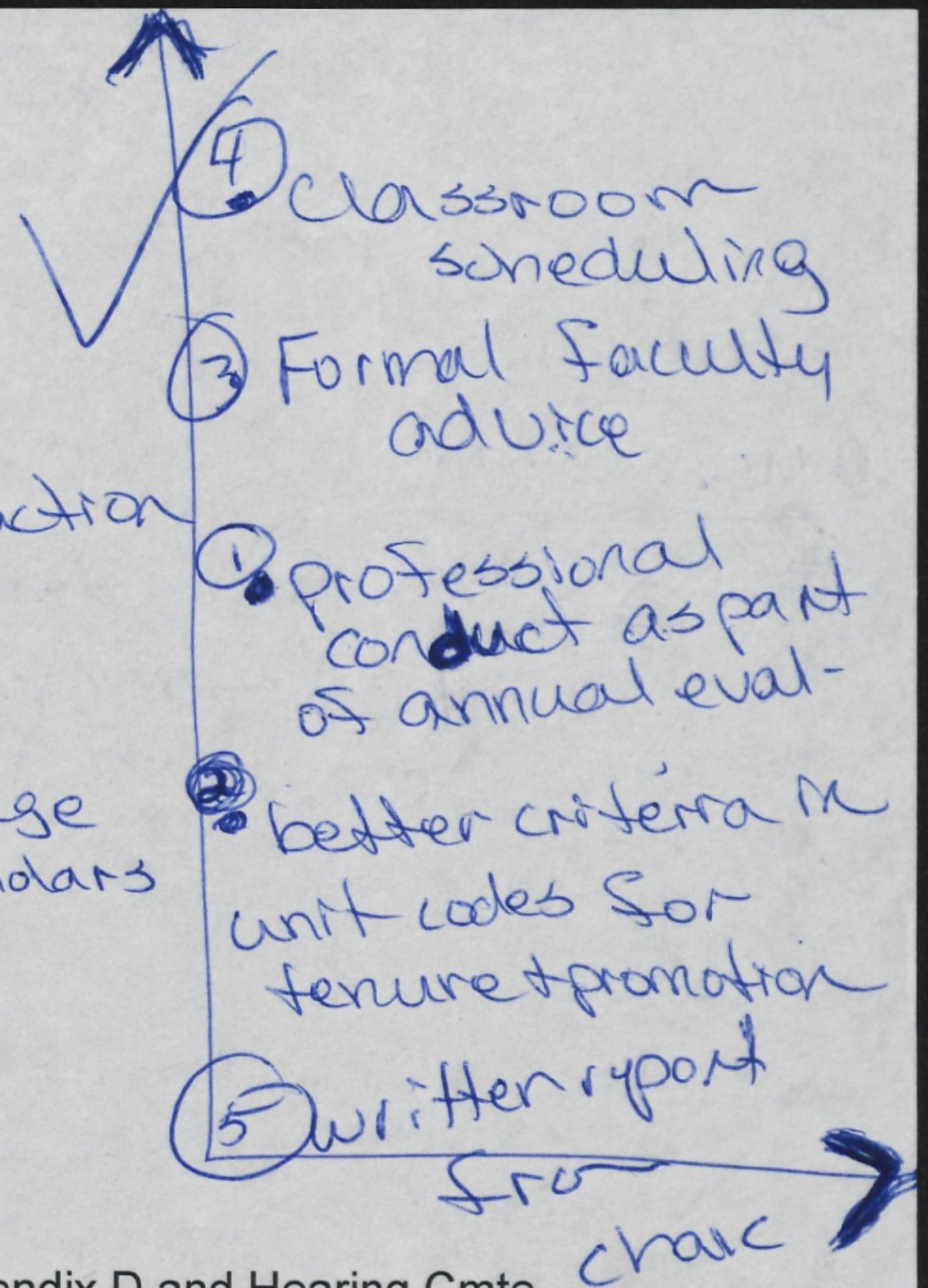
Graduate School reorganization  
Distance Education  
Academic Integrity

Hunt

Master Planning  
Space/classroom scheduling  
Environment  
Students

Brenda

EPA Personnel – supplemental pay, etc.  
SACS  
Faculty Manual Steering Cmte.  
Appellate Committees – including revisions to Appendix D and Hearing Cmte.  
Dental Medicine School's unit code



+ FS interaction

Honors College  
outreach scholars

1-12-11 mtg.

- plans to cut programs (w/ tenured fac) to keep fixed term faculty in essential programs
- picture of Come Together for Chancellor
- East magazine article → write article for Daily Reflector?
- research cmte. thru Cmte on Cmtes.
- distance education - Weismiller - Qep's



ask Deirdre -

# ~~is~~ GA ul work study  
up GA's assistantships  
etc.



1/17/11  
Schedule 25

### ECU Classroom Scheduling Policy

This policy is intended to meet increasing demands on limited resources in a manner that assures flexibility while implementing constraints designed to assure equitable access to classrooms.

Classrooms are assigned to the Office of the Provost and are allocated by the Office of the Registrar. Scheduling will be accomplished using software that uses unit partition preferences. Partition preferences will be assigned by the Office of the Registrar in consultation with the unit head or designee. Labs will remain the purview of the units.

Classroom assignments will be based on proximity to departmental offices, room attribute needs (specialized equipment or technology needed for a class), and seat fill ratio.

The following guidelines will be observed when scheduling classes.

1. Each department will provide a balance of the number of MWF classes with the number of TTH classes. Within each unit no more than 60% of undergraduate classes may be TTH.
2. No more than 60% of classes within each unit may be scheduled between the peak hours of 10:00 and 2:00.
3. MW and WF classes may be scheduled beginning at 2:00pm in compliance with faculty senate resolution 03-10.
4. Courses (e.g., DE, internship/practicum, research/thesis, etc.) that do not meet on a weekly basis will not be scheduled in a regular classroom space. Instead, the days/times that the course does require a meeting space will be set as onetime "meetings" and will be set up after classroom scheduling is completed for each semester.
5. Breakout sessions related to catalog courses will be planned for in advance of the academic semester. Departments will submit breakout needs to the Office of the Registrar in advance of the semester and classrooms will be allocated for the breakout sessions after the academic courses have been scheduled.
6. There are a limited number of large capacity (i.e., greater than 100 seats) classrooms on campus. These classrooms are in high demand, especially during peak hours. These classrooms will be scheduled prior to general classroom scheduling for each semester to assure good utilization practices and accessibility to all departments. If there is greater demand than resources for these classrooms at a given time, departments will be given the opportunity to plan accordingly (change large section times or split the large section) before the rest of the classes are assigned to classrooms. Assignments to these rooms during peak hours will be made based on a minimum anticipated 80% seat fill ratio.

Approved by Chancellor Ballard on Monday, February 4, 2008.