

TO: Department Chairs and Program Directors

2012-13 Class and Lab Proofs

Enclosed are printouts to use as a model for the 2012-13 Class and Lab Schedule. Please write any additions, deletions or corrections in **RED PEN directly on** the enclosed sheets. Do not submit your course listings on Excel spreadsheets or Word Documents.

Also enclosed is a list of courses in your department/program that are currently active. If you have questions about this list or if you will be adding any new courses, contact Kathy Granquist (x8009 or e-mail "granquik").

As you plan distribution of your department's/program's course offerings for 2012-13, consider previous enrollment patterns as fully as possible. We also ask that you pay particular attention to the following:

1. **Course scheduling conflicts. Consider which courses in your department must not conflict with courses in other departments, and then be in contact with those departments as you plan.** Please be particularly attentive to potential conflicts for first-year students. Of special note: Great Con and American Con. First-year student sections for both programs are scheduled during the MWF 12:55-1:50 time period; sophomore sections during the MWF 11:50-12:45 period.
2. **Check to make sure that all faculty, but especially those who teach in more than one department/program, are not scheduled for two courses at the same time. (This happens more frequently than you might imagine.)**
3. **Course Scheduling Worksheets are attached to help you schedule classes according to the Course Scheduling Guidelines (also attached).** We ask that you indicate which courses your department will be offering during each of the 10 standard time periods. (Simply write in the department and course number – no additional info is needed on these sheets.) Please return the completed worksheets along with your proof sheets. For the sake of providing variety in options for students and making the best use of our facilities, we need to use all time periods as equally as possible. (And, yes, there are students who like 8:00 classes!) Of special concern: a variety of options for first-year students. If your department/program can schedule courses appropriate for first-year students on Tuesday-Thursday, that is helpful. Especially useful: sections of Writing 111 and Religion 121. Many first-year students' schedules tend to be overly weighted toward MWF courses.
4. **Class Meeting Days/Times and Locations – include room preferences with alternatives and rationale for requesting specific rooms.** While we will do our best, we cannot guarantee that a faculty member will get his/her first choice of room.
5. **Instructor name – please list as STAFF if not yet determined.**
6. **Ensure that GEs, especially WRI and ORC, are correct.**
7. **Ensure that course maxes are set as accurately as possible relative to expected enrollment and have been approved.** This is very important for determining whether we are providing enough spaces for all of our students and, eventually, for room scheduling.

**Proofs are due back in the Registrar's Office no later than
Monday, February 13, 2012, at 9:00 a.m.**