
THE COLLEGE OF
WOOSTER

MEMORANDUM

To: Department and Program Chairs
From: Henry Kreuzman and Carolyn Newton
Subject: Course Offerings and Scheduling for 2011-2013
Date: November 1, 2011

As your department or program begins formal and informal conversations about course schedules and teaching assignments for academic year 2012-2013, we want to take this opportunity to describe the process of consultation and approval. **We ask that you submit the electronic copy of the proposed schedule to the office of the Dean for Curriculum and Academic Engagement no later than February 3. Please use the attached templates for each semester.** We will review the proposal and communicate to you any concerns we have or changes we suggest. When that process of consultation is completed, and when the Dean for Curriculum and Academic Engagement has indicated written approval of the proposed schedule, we will send the schedule to the Registrar. This year, as soon as the *Schedule* has been entered by the Registrar, you will be asked to proofread it. You will have a chance to make minor corrections prior to March 23.

In constructing the schedule for your department or program, please observe these guidelines.

1. Number of course sections. Faculty teaching load per individual is expected to be 5.5 courses per academic year. Note that visiting faculty members' teaching load is six courses per year. Please also note that teaching loads are banked starting with the 2006-07 year and normally banked courses should be used within three years of banking them. Please talk to Heather Fitz Gibbon if you need to discuss your department's banked courses.
2. Independent Study. The number of course-equivalents devoted to Senior I.S. (with 10 units of I.S. equivalent to one course) should be subtracted from the total number of courses the department should offer given its staff size
3. Teaching load for chairpersons. As in the current academic year, chairs of departments will be compensated depending on the formula adopted for 2010-2011. The actual compensation scheme for 2012-2013 will be available from the Provost's

office by March 1. Departments will want to allow for the chair's intentions in planning the schedule. When you construct the schedule, please (a) indicate if you are taking a course release for chairing and/or (b) if there are other specially approved releases for faculty in your department. If more than one person teaches a section of a course in your department or program, please indicate how you compute the teaching load.

4. Balance of course offerings between fall and spring. Ideally, departments will offer more courses in fall than in spring. In general, there are more students on campus in fall semester than in spring semester, creating a need for additional course spaces. It will be helpful if faculty members teaching a load of five courses and I.S. advising can plan to teach the three-course load in fall rather than spring.

5. Class size. Courses that enroll fewer than five students will be counted in the faculty member's teaching load as tutorials. While we recognize that class size varies because of pedagogical, space, and equipment needs, we expect that departments will set reasonable limits in 100- and 200-level courses.

6. Course scheduling across available time slots. To maximize course availability and selection for students, course offerings must use all of the **approved** academic time slots, including 8:00 a.m., 12 noon, and 3:00 p.m. We ask that each department schedule at least one course at 8:00 a.m. and try to schedule courses across each time slot rather than scheduling several courses during the same time slot. In the past few years, there has been a dramatic increase in courses offered in the afternoon, which causes increasing scheduling conflicts for many of our students. We ask departments to not schedule more than a reasonable number of courses in the afternoon 1-hour-20 minute time slots, especially courses outside the major. Please do not schedule courses suitable for first-year students in the Tuesday/Thursday 9:30-10:50 a.m. time slot during Fall Semester. Additionally, during the First-Year Seminar time slot seminar-type room preference is given to FYS.

7. Longer-term planning. While often it is not possible to anticipate the staffing patterns or needs of majors years in advance, when you confer with colleagues please keep in mind long-term plans for your department or program and course offerings.

If you find it helpful to meet with us for your planning, please make an appointment by calling Connie Pattin, extension 2008. Thank you for your cooperation.

HBK:CN:cp

Attachment

cc: Heather Fitz Gibbon
Suzanne Bates