TO: Department Chairs and Program Directors

2015-16 Class and Lab Proofs

Enclosed are printouts to use as a model for the summer session 2014-15 and the academic year 2015-16 class and lab schedules. 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”).

We request that you submit a list of courses your department/program plans to offer during one or both of the summer sessions. If your department/program offered courses during summer 2013-14, we’ve included a printout listing the courses, faculty, and number of students registered. You will soon receive additional information, including summer salary details, from Paula Stowe. Please discuss possible summer offerings at your next department meeting.

We also ask that you pay particular attention to the following:

1. **Class Meeting Days/Times** -- 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. A worksheet is included; please complete and return it with your proofs.* (And, yes, there are students who like 8:00 classes!) Of special concern: a variety of options for first-year students. Scheduling courses appropriate for first-year students on Tuesday/Thursday is helpful. Especially useful: sections of Writing 111 and Religion 121. Many first-year students’ schedules tend to be overly weighted toward MWF courses, and many upper-class students’ tend to be high on TTh classes.

2. **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.

3. **Check to make sure that all faculty, but especially those who teach in more than one department or program, are not scheduled for two courses at the same time or while on leave.**

4. **Locations** – include room preferences with alternatives and rationales 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 all GEs, and especially WRI and ORC, are correct.**

7. Be sure to include final max and web max registration figures. The web max is used during the web course choice submission process. The final max is the total number of students you expect to allow into the class by the last day to add a course for the term. 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. As you plan distribution of your course offerings for 2015-16, consider previous enrollment patterns as fully as possible. For example, it does not help to set a course max of 19 when the typical enrollment is 10.

8. The final column on the proof sheets indicates teaching FTE for each course/lab for each term of the academic year. The printed figures reflect values for 2014-15. Please update for 2015-16.*

Proofs are due back in the Office of the Registrar and Academic Advising no later than Monday, February 16, 2015, at 9:00 a.m. Early returns are welcome!

*More information at http://wp.stolaf.edu/registrar/classlabschedprep/