

Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: **Academic Chairs Council (ACC)**

TOPIC: FPPM Section II. L. Course Operating Standards and Class Meeting Times (to be effective starting Fall 2022)

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

Department chairs discussed with the Provost and Vice President for Academic Affairs the possibility of changing some of the standard meeting times. A review was undertaken by a subcommittee of department chairs in 2019-20. After further discussion in fall 2020, the proposed time changes were unanimously recommended by ACC. The registrar was subsequently consulted about the proposed times.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

- 1) After Senate discussion of this proposal at its March 11 meeting, the MWF 2:00 – 2:50 p.m. time was kept and not eliminated.**
- 2) Replacement of 3:00 – 3:50 pm meeting time with MW 1:00 – 2:15 pm and MW 2:30 – 3:45 pm meeting times.**
- 3) Removal of late evening two-day-per-week class times: MW 8:30 – 9:45 pm; TR 8:30 – 9:45 pm.**
- 4) Revision of one-day-a-week meeting times: addition of 1:00 pm – 3:45 pm (Friday only); addition of 2:30 – 5:15 pm (MWF only); replacement of 4:30 – 7:15 pm with 4:00 – 6:45 pm (MTWRF, with TR for graduate only); replacement of 6:00 – 8:45 pm with 5:30 – 8:15 pm (MTWRF); replacement of 7:30 – 10:15 pm with 7:00 - 9:45 pm (TR); removal of 7:30 – 10:15 pm (MW).**
- 5) Revision of lab/studio class time statement to specify standard start time.**

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief

statement as to why the new policy, the changes, or the deletion is needed):

- 1) **Replacement of these times serves two purposes. First, it allows for the possibility of more two-day-per-week standard course times for which exceptions were already being made. Second, it allows for the possibility of earlier one-day-per-week standard course times on Friday that would conflict with fewer standard times.**
- 2) **These late times were not typically used in practice. If needed, a department chair and dean could still approve this as an exception.**
- 3) **These revisions allow for earlier one-day-per-week standard class times and align one-day-per-week evening times for each day.**
- 4) **These revisions provide more clear guidance while also allowing flexibility for the scheduling of both labs and studio classes, which typically run for a longer time.**

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: _____

Date: _____

Date submitted to other administration:

Action(s) Taken:

Administrator: _____

Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

Coversheet updated 9/2017

L. COURSE OPERATING STANDARDS AND CLASS MEETING TIMES

1. The published class schedule must be observed by faculty members except in those instances in which changes have been approved. Faculty members are expected to begin and end classes at the times indicated in the schedule. Changes in the schedule can be approved only by the college deans or by the University registrar under the direction of the appropriate college dean.
2. Faculty members are expected to meet all their scheduled classes. Faculty who expect to be absent from any of their classes should obtain permission from their department chair or dean. Emergency absences should be reported immediately to the department chair. In accordance with the University sick leave policy ([Section III.EE.](#)), faculty members must report absences due to illness.
3. If a faculty member is more than ten minutes late to class without prior notice, students may leave.
4. The conduct of classes should enhance the opportunity for high quality learning on the part of the students attending the class. Professional conduct should be based on the premises described in the section on Professional Ethics ([Section I.B.](#)).
5. Instructors shall grade all evaluative materials as quickly as possible and inform the students of their standing. Review and discussion of these materials will aid in the learning of the course material. Instructors may ask that test papers and answer sheets be returned after the review.
6. All tests, examinations, term papers, reports, or other evaluation material not returned to students will be retained by the instructor at least one semester after grades have been turned in to the registrar. The student has the right to receive a complete explanation from the instructor of the evaluation made on all work for which a grade has been recorded.
7. Class Meeting Times

MWF times

0800am-0850am
0900am-0950am
1000am-1050am
1100am-1150am
1200pm-1250pm
0100pm-0150pm
0200pm-0250pm
~~0300pm-0350pm~~

MW times

~~0100pm-0215pm~~~~0400pm-0515pm~~
~~0230pm-0345pm~~~~0530pm-0645pm~~
~~0400pm-0515pm~~~~0700pm-0815pm~~
~~0530pm-0645pm~~~~0830pm-0945pm~~
~~0700pm-0815pm~~

TR times

0800am-0915am
0930am-1045am
1100am-1215pm
1230pm-0145pm

0200pm-0315pm
0330pm-0530pm NO CLASSES. Period reserved for meetings and activities
0530pm-0645pm
0700pm-0815pm
~~0830pm-0945pm~~

MWF times for evening classes offered once a week

~~0100pm-0345pm~~ Note: this period is only available on Friday.
~~0230pm-0515pm~~
~~0430pm-076145pm~~ Note: On T/R this period is available only for graduate on-campus courses.
~~0530600pm-~~
~~08415pm~~
~~0730pm-1015pm~~

TR times for evening classes offered once a week

~~0400pm-0645pm~~ Note: this period is only available for graduate courses.
~~0530600pm--08415pm~~
~~0730pm-09451015pm~~

Laboratory and Studio Classes

Laboratory and studio classes must start on the hour or the half-hour, ~~at one of the approved matrix start times~~ and should not run into the 330-530pm meeting time.