

Atkinson, Kirk

From: McElroy, Douglas
Sent: Tuesday, August 28, 2018 12:25 PM
To: depthheads@lists.wku.edu
Cc: Plemons, Rheanna; Steenbergen, Jessica; Atkinson, Kirk
Subject: Master Schedule Types
Attachments: Doug McElroy Ph D .vcf

As you are aware, the newly-implemented WKU Policy 1.6011: Class Meeting Times requires departments to schedule classes of certain Master Schedule Types (primarily L, C, K, and S) within standard class meeting times, or to request in advance an exception based either on the needs to students or physical space limitations. As departments have begun to address this policy, it has become clear that the Master Schedule Types associated with some courses are not appropriate given the pedagogical nature of the course.

As a result, the Office of the Registrar, in conjunction with the Office of the Provost and pending approval of the University Senate, is offering a one-time cleanup of any incorrect schedule types. After this one-time cleanup, any changes to schedule type must be approved through the normal curricular process.

Be advised that any requested changes should be based on the pedagogical nature of the course, and changes will influence the way rooms are assigned during scheduling. For example, classes with Master Schedule Types of L, C, K, and S (subject to standard class times or requiring exception) will generally be assigned standard classrooms, whereas Types A, B, D, E, H, and M (not requiring exceptions) will either not require a physical space or will be assigned to specialized, dedicated spaces. Types I, N, O, P, R, and T, if they require physical space, will be assigned standard classrooms and utilize standard class times or require exceptions.

The Registrar's Office has created an Infoview report that will show all active courses in your area by schedule type. You can access it using the following steps:

- From Infoview (infoview.wku.edu), click WKU Campus Community→Course Catalog/Inventory→Course Schedule Type by Coll and Dept.
- Click Prompts. Enter your College Code, term (e.g. 201830), and your Department Code or % for all courses within the college. Be sure to use upper-case only for College and Department codes.
- Click Schedule. Click the report title when Success appears.

Please review the list and indicate any changes necessary to the schedule type on the report. Return the report to Rheanna Plemons (Rheanna.Plemons@wku.edu) by **September 10th**. Your departmental schedulers are currently creating sections for Spring 2019; therefore, the Office of the Registrar will work with Information Technology to update the individual sections already created. This process will take some time; however, each department will be notified after the changes are made. Any courses for which the requested change will be to a schedule type not subject to the standard class meeting time provisions of WKU Policy 1.6011 will not need to file an exception request.

Thanks, and feel free to contact me with any questions.

Doug

For your reference, the different schedule types are as follows:

A	Applied Learning – Focus on process and/or technique
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B	Lab – Experimental study in a setting equipped for testing and analysis
C	Lecture/Lab – Combination of formal presentation and experimental study
D	Applied Technique – Private or small group instruction
E	Ensemble Performance – Group Performance
H	Clinical – Development of professional skills, typically in a medical setting
I	Independent Study – Individualized instruction between a student and faculty member
K	Workshop – Seminar emphasizing practical applications of a subject
L	Lecture – Formal presentation of a subject; may include a variety of delivery methods
M	Maintaining Matriculation – Course enrollment requirement during completion of thesis or dissertation
N	Internship – Capstone supervised professional experience
O	Cooperative Education – Practical experience with a cooperating organization
P	Practicum – Supervised practical experience
R	Research – Directed investigation or experimentation
S	Seminar – Group discussion and exchange of information
T	Student Teaching – Capstone supervised teaching experience



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