Faculty Senate Meeting Minutes
October 11, 2024
Approved October 18, 2024

1. Call to Order

   Called to order by Chair McLean at 1:03pm.

2. Roll Call

   Present: Allen, Banford, Boldt (for Hildebrandt), Boyd, Bronkema (for Brock), Buzon, Caramanica, Cuomo, Dahms, Davis, Dutt, Dyar, Ellison (also proxy for Shelnutt), Khan, Green, Griffin, Hadley, Hampton, Harte, Janzen, Jara-Pazmino, Kazeem, Lee, Maggiano, Matthews, McLean, Mendes, Moon, Morales, Ofoe, Riker, Rose (for Seong), Ruffin, Sheppard, Shin, Sicignano, Swift, Talbot, Wentz, Yang, Yarbrough

   Absent: Cheng, Council, Dyar, Elias, Perry, Roberts, Viswanath

3. Minutes

   A) The September 6, 2024 Faculty Senate Meeting Minutes were approved electronically on October 8, 2024.

4. Administrator Reports

   A) President

   - *The President has been meeting faculty and getting to know the university, he looks forward to continuing to become familiar with faculty and academic units.*

   - *Three university community lives have been lost recently: David Mertins in Physics, Joshua Masters in English, and Dante Jackerson, a student in computer science. The President acknowledged the profundity of these losses to the university community.*

   - *UWG is crossing its largest enrollment threshold this year, surpassing pre-Covid numbers. Largely driven by graduate enrollment; question is how to make gains on undergraduate enrollment as well. Fall commencement numbers are equal between graduate and undergraduate levels. Retention numbers are positive. Still lagging behind USG metrics, but the university is making progress.*

   - *U.S. News and World Report recently ranked UWG #3 in the state on social mobility: compares gap between Pell and non-Pell grant recipients, narrow for*

1

us, which means that we are adding value to student lives. Faculty are making a difference in the classroom. As an example, a recent Chemistry alumna presented here, now works in the CDC: she spoke of positive impact that faculty had on her education. The President also mentioned the high production quality of sports programs on national television, which is fully led by students. He further noted the importance of our subnanosecond time-resolved emission spectrometer: not something that many students are able to work with during their academic careers, but they have the opportunity here.

- *Graduation rates still the focus of our campus, along with student experiences within and outside of the classroom. Need to build on experiences, keep encouraging students and providing opportunities.*

- *Questions:*
  - *Q: Update on presidential search: has a committee been named and are faculty part of the committee?*
    - *A: Search committee has not been formed yet. Is up to the Board and Chancellor regarding who serves on the committee. Timeline still unsure.*

B) Provost

- *Kicking off A-Day and celebrations. Also, midterm period and coming back from fall break. Thanks to faculty for everything they do; encourages all to engage with A-Day.*

- *Hurricane updates: if teaching online or eCore courses, faculty may have students impacted: the administration encourages flexibility. Working with sister institutions in the southern part of the state to work through this time. The Provost further encourages all to reach out to USG services if needed due to hurricane impacts. The USG foundation is raising money to help students and others during this time. Reach out to the Provost if connection is needed.*

- *Upcoming and recent events. Safe Treat and Carve on the Quad are coming up at the end of the month: the Provost encourages participation. There was a gathering this morning ORSP for faculty who have received funding in the last year: good opportunity to celebrate faculty. Connects to flexible workload*

message: see if ORSP can help regarding professional development or workload or funding; can also reach out to the Provost. Local financial limitations in departments do not mean that funding cannot be found from other university sources. Opportunities can pay off in big ways, science is a good example. Humanities undergraduate research conference occurred this past week: strong sessions, good to see what undergraduates are doing. SRAP grants are also available.

- *Public facing email and phone numbers. Project to create central phone numbers: not going in that direction and thus not making changes in that regard. Emails and phone numbers are still publicly available. Reminder to check phone for voicemail messages. Microsoft shift: Teams option to make voice and video calls – double click on name and connection will be made to UWG domain; increases collaboration. Moving forward, this could also be a cost savings if phones are removed. ITS is doing a utilization review.*

- *ITS. Group mail resend needed due to error in setting implementation last week. If outstanding issues are still occurring, put in a ticket or reach out to the Provost and Kirk Inman directly. Apologies for hiccups; technological transitions often have minor issues. Microsoft security is much stronger than the previous system.*

- *Pafford renovation. Facilities still working on a more formal timeline. Anyone currently in Pafford will have a designated office elsewhere on campus as renovation is occurring. Will hopefully have updates in the next few weeks. Budget also being finalized with the state. Faculty can have a say as to where they will move to ensure that there is minimal disruption.*

- *AI. Two weeks ago, USG had a statewide conference on AI, led by President Monga. Industry leaders, policy leaders, and faculty provided presentations. We have a faculty senate working group on this topic to help ensure what is industry appropriate is already happening here. Faculty cannot ignore generative AI; need to understand how it should be used including augmenting and improving processes and teaching. Encourages faculty to try and use generative AI or Chat GPT. IFE and the Library have resources and workshops to help faculty and*

students. Will not eliminate the importance of faculty, but could take away some of the minor tasks associated with teaching.

- *Early Alert. Thanks to all who reported and identified student needs. Increase in number of reports this semester (kudos as well as needs); scaffolding and supports are increasing as well. Hope that the system is able to detect issues in the future; possibly automating system to increase impact.*

- *CourseDen access by administrators. Has been reported previously, finally turned on this semester. There are situations when administrators need to step into a class, to react and ensure course availability. Administrators can intervene in situations such as not submitting grades or other essential processes to do actions such as helping to close out a course. Can also validate student reports to help support faculty in conflicts. React in very small cases and assist in automation of grade checking. It is not punitive at all; designed to improve learning.*

- *Questions:*
  - *Q: Plans for Veteran's Day?*
    - *A: Not aware of plans, but happy to take that back and report. President: faculty will sing with wind ensemble at memorial park, library partnering with student affairs to showcase materials from special collections. Faculty Comment: Veterans were not acknowledged last year and that was missed. President: appreciates information and points.*
  - *Q: Sociology faculty: where can faculty get information on how to request faculty leave?*
    - *A: Faculty leave form is available: have faculty reach out to the Provost for location if problems or questions. Need to contextualize request in terms of what will occur, need, etc. and cannot be on campus, goes above and beyond typical scholarly workload as part of position in a regular academic year.*
  - *Q: Sociology faculty: regarding the upcoming block schedule, there appears to be time conflicts between Douglasville, Newnan, and Carrollton campuses, may need to be rectified: times not consistent across three spaces. MWF/WF shift needs to be resolved regarding free time issue.*

- *A: Chair McLean: will have discussion later in the meeting. Provost: work of the scheduling group has been phenomenal.*
  - *Q: Computer logins: students having trouble logging into systems.*
    - *A: Provost reports that all logins should be working. Contact ITS. Jeff: westga.edu email address may be needed: teaching assistants have had problems.*
  - *Q: When are faculty lines for the coming year going to be approved?*
    - *A: The deadline is today for FY26 budget material including lines. Working with deans to project budgets. Faculty Senate budget committee meeting on the 26th will include a discussion. Need flexibility to ensure that growth is sustained. Part-time and limited term needed, but advocates for hiring as needed. General education and first year math, political science, and English have been growing. Will have more details in November meeting.*

2. Committee Reports

Executive Committee (Dylan McLean, Chair)

Information Items:

1) General Information Updates

   A) *Has advocated directly regarding need for faculty participation on UWG presidential search.*

   B) *Bigger picture AI policy will be discussed later in this meeting. Will hopefully have discussions and feedback regarding language and guidance for faculty. Draft on IFE website. Thanks to Gavin Lee (Chair of FITC) for his work on this group, to IFE, and to additional campus resources that have provided input and support. Faculty can get in touch with Gavin Lee if interested in being part of the conversation on this issue.*

2) Committee Chair General Updates

   A) *None.*

Committee II: Graduate Programs Committee (Jairus-Joaquin Matthews, Chair)

Information Items:

A) 10-Year Policy GPA Policy for Graduate Admissions

The GPC approved codifying an existing practice that allows programs to exclude GPAs earned over 10 years ago. Programs have the option to opt in to this policy at the program admissions level.

B) Graduate Assistantship Process and Requests

1. Applications open from October 1 to October 31, 2024, for the fiscal year 2026.

   i. *Provost: encourages faculty to take advantage of this opportunity and resource.*

2. The GPC reviews applications approved by unit leaders to ensure they align with the institutional mission.

3. GPC's role is advisory, while the Graduate School and Provost make final decisions.

3. Old Business

- None.

4. New Business

- [New University Policy on Artificial Intelligence](#) – Ralitsa Akins

   o *Last year there was an initiative to compile a workgroup regarding student conduct issues such as students using AI and this being counted as plagiarism. Many faculty joined and contributed; had representation from the Faculty Senate and from all colleges. All who were interested in being part of the group were accepted.*

   o *Several documents were created including how to have constructive dialogue with students instead of having a punitive impact. Committees reviewed the information and then moved to the next stage: guiding question of what does it mean to the university?*

   o *Bigger picture including legal counsel, Provost, and ITS helped to shape policy. National review as to what is going on and helped inform university policy. Because it is policy, it must be followed. Currently, the university does not have a contract stating that what is public for UWG cannot be included in generative AI. Need to not make faculty and student work public and part of AI. Be careful what is done with AI including alerting to students what can and not include AI.*

- Four options for spectrum of usage including may not or must and intermediate options such as for assignments, or permitted if cited (see link, above).

o *Encourages faculty to speak to colleagues and choose one option and put it in syllabi starting this spring. Will decrease misunderstanding between faculty and students and will decrease the potential for litigation. Being overly punitive without sufficient evidence may stop student careers. Discussions will continue to evolve.*

o *Questions:*

- *Q: Computing faculty. Research project using student work in generative AI, but was shutdown due to policy. Will UWG provide formal process to make exceptions for education related research?*
    - *A: Complex question; encourages the faculty member to contact Dr. Akins. We do not have a contract with ChatGPT to not include our data. May be able to create projects that are housed only on our internal servers. Need to consult with ITS and with Legal regarding risk.*
        - *Provost: ITS is working on making Microsoft copilot private just to UWG; may be an opportunity.*
        - *Mandi Campbell (IFE): what if student consents? Provost: as currently stated, would potentially violate FERPA. Dr. Akins: students must acknowledge if they use generative AI.*

- *Faculty Comment: students are free to put our work into generative AI. Is there a plan to consider student use as well?*
    - *Dr. Akins: will bring this to legal counsel to work with student affairs and the student handbook. This work needs to be done. Provost: people may not realize that content put into generative AI, it is the equivalent of them posting it publicly even it was private. Need to educate students on this point. Jenna Harte: can be challenging if there are no ramifications. Dr. Akins: in the near future, a model will be coming from ecampus an AI writing literacy course regarding ethical use of AI including requiring use of AI. Need to help students realize that AI is not perfect. An AI literacy*

course here would be useful. Encourages a taskforce that periodically reviews and helps facilitate updates for handbooks and legal.

- *Q: Ethics of AI in research: has IRB been involved in drafting policy?*
  - *A: No, but President and Provost have strong support for the issue. Great suggestion, will look into this opportunity.*

o *Chair McLean: Senate executive committee will need to pick up this issue as well to assign to appropriate committees. Handbook revision is critical since syllabi statement is upcoming next semester.*

- *Jeff Reber: will be next common course component. Four policies are guidelines or craft your own, but must be done. Spring expectation.*
- *Gavin Lee: concerned about legal ramifications if things are not nailed down. Could a write your own option be problematic? Jeff Reber: policies are already set by faculty within the syllabus to back us up in a grade appeal. Do not have faculty handbook policy, but specificity is troublesome because the AI landscape is fluid. Provost: we must start with trusting colleagues because faculty have best interests of students in mind.*

- Course Alert Update, Q & A Opportunity – Shelby Scott
  - o *Director for Center for Academic Success. Had 94% response rate this semester.*
  - o *Questions:*
    - *Q: What happens with these reports?*
      - *A: For kudos, student gets email that instructor has noted you for academic achievement, here are comments, keep up the great work. For alert, student gets email immediately that prompts them to make an academic coaching appointment for academic success. Coaches will refer to missing assignments and causes then build a plan to move forward. Completely separate from university advising. Student-led with peer coaches and four professional staff members. Kept in student profile including notes and summary. If a second course alert is received then they receive an email from their advisor. Third alert requires another academic coaching session.*
    - *Q: Do students follow through?*

- *A: Numbers are strong that students follow through and make and attend appointments. Some students may not come in; view holistically, particularly those with more than two alerts.*
  - *Faculty and staff have full access to EAB, click on student, classes sent in the past, tutoring appointments, coaching, advising reports, etc. Website is being updated, but includes information on EAB.*
  - *Q: Additional data may be helpful to determine profiles of at-risk students.*
    - *A: Surveys to students and faculty, can look at students who withdraw, only missed one assignment, etc.*
  - *Faculty comment: alerts do make a difference, even in satisfactory/nonsatisfactory courses.*
- *Students get emails and texts for reminders to make appointments until they are made.*
  - *Q: Is there anything else that faculty can do to support this system?*
    - *A: Working on a faculty how-to document. Encourages faculty comments in alerts because staff cannot see what is in CourseDen, can only know the amount of detail provided by the faculty member. Also encouraging part-time faculty to submit the form.*
- Presentation, Questions, Discussion, and Feedback Regarding the Course Schedule Proposal (**Figure 1**) – Jeff Reber & Dylan McLean
  - *Proposal has been in progress since Summer 2023 at the request of the Provost, included Jeff Reber as then-senate chair, deans of colleges, etc.:*
    - *Phase 1. Many different start times were identified and that was problematic.*
    - *Phase 2. Senate created and then worked to launch a student survey.*
    - *Phase 3. Research looking at UWG schedules for last two years, peer universities in the system, etc. to organize a schedule that reduces conflict, works for the majority of programs, and meets student needs. Open hour request came from the Provost. Georgia Tech had a model and our proposed version is similar. TR and MW courses are the best enrolled. We only offer 10 courses this fall that meet before 9am (Newnan has some for dual enrollment), but 9am-5pm is maximized in the proposed schedule to help minimize conflicts.*

Current system for four credit courses has time conflict overlap to create larger spaces of time.

- *Questions:*
  - *Q: Art is two hours forty-five minutes for studio blocks. Can taking up more than one block happen in the proposed new schedule?*
    - *A: Yes, and the next time a student can take a course is different from typical schedules: students should be able to take additional courses in a day. If space management is a problem, talk with Jeff Reber and Whitney Brand. Facilities get strained because we are not offering a better spread of offerings throughout the day.*
  - *Q: Early morning classes may impact dual enrollment courses.*
    - *A: There can be early morning offerings, depends on MW or TR. Provost: given bell schedules, should treat dual enrollment as special cases.*
  - *Q: For courses such as math, can they keep the MWF model?*
    - *A: Yes, in 50 or 70 minute slots. Can also do MTWR spread in smaller blocks.*
  - *Q: Does this apply to summer classes?*
    - *A: Courses with different time needs typically in a summer could be an exception. Template is designed for face-to-face.*
  - *Q: Later ending 5:45pm courses may not enroll well based on student survey data, but graduate students tend to prefer after 5pm.*
    - *A: Yes, but there may need to be some overlap into the after 5pm area. Survey did not go out to graduate students, but this is an important point to note.*
  - *Q: Should programs be cutting the 110 minute labs to fit in the 100 minute time slot?*
    - *A: Main question to ask is if it is allowed by a discipline's accrediting body. Provost: start with Carnegie contact hours and potentially revisit. Jeff Reber: No restriction as long as students can meet time demands in other programs. Contact hour needs and spaces are limited in some cases. Encourages units to look at accreditation requirements.*

- *Q: Film and video production has longer courses in evening hours; there is concern about those offered on Friday. Would exceptions need to be made every semester?*
  - *A: Flexibility for evenings. For nonstandard courses, encouraged to make evening or Friday. Be mindful of student needs in other departments for graduation requirements. Provost: codify and make ongoing until told otherwise for exceptions.*
- *Q: Are all nursing courses exceptions? Block D does not allow for breaks after 50 minutes.*
  - *A: Yes, nursing as a whole. Block D allows you to go up to 10:50 to have a break.*
- *Q: Impact on auxiliary services?*
  - *A: Dr. Akins: auxiliary and DineWest are running a study right now to determine use effectiveness, also being done in parking. Questions will be brought back here.*
- *Q: Athletic practice schedule impact?*
  - *A: Provost: will work with faculty first then share with others before fall 2025 schedule.*
- *Q: Peer-led team learning workshops, 90 minutes, would be spaced out and not adequately utilize rooms.*
  - *A: Discuss with program and Whitney to see if there are space accommodations that can be managed, otherwise an exception. Check to see how many and hours that would be required.*
  - o *Noted that current scheduling starts at imprecise times such as 12:05pm.*
  - o *Provost: also noticed that we did not have contiguous blocks of time for scholarship. Encourages chairs, deans, and faculty to schedule people so that there is more contiguous space for scholarship. Not just about changing course schedules, but being mindful of faculty needs.*

5. Announcements
- *Jeff Reber: note to be mindful of the untimely passing of colleagues, need to cope to be able to manage: take care of each other.*

6. Adjourn

   Adjourned at 3:01pm by Chair McLean.

Respectfully submitted by Laura McCloskey Wolfe, Art Program faculty member and Executive Secretary.

Figure 1.

UWG Course Scheduling Template Proposal

This proposal draft is adapted from the UWG Course Scheduling Workgroup's scheduling proposal and is informed by the student survey results collected by the scheduling taskforce of the faculty senate. The guiding focus of the proposed scheduling template is to reduce the number of start-times, align start times, and mitigate class time conflicts. The scheduling template proposal has the following characteristics:

1. This template includes all the blocks from the Workgroup proposal organized with consistent start times for the majority of classes. **Note: 75% of the student survey respondents indicated that they had been prevented from registering for a class due to an overlap between class times. In the current schedule, four credit classes have standard start times (e.g., 11:00) that overlap with the end times of the previous classes by 10 minutes (e.g., 11:10). This is resolved in the proposed schedule.**

2. The bulk of the classes offered on this template have start times between 9:00 AM and 5:00 PM, with options for earlier (e.g., 7:30 AM) and later (e.g., 6:00 PM) start times to be added as needed. **Note: 9:00 is the mode for the preferred earliest start time, and 5:00 is the mode for the preferred latest end time in the student survey results.**

3. This schedule is anchored by courses that meet twice per week (MW or TR), which are the most taught classes on UWG campuses (618 out of 993 in Fall 2024). In the proposed schedule, there are 17 of the most popular 75 minute 3 credit course start times available, 10 of the 100 minute 4 credit course start times available, and 8 lab and studio course start times available. **Note: Students overwhelmingly indicated a preference (75% of respondents) for two-day per week courses in the survey results.**

4. The time between the end of class and the start of class for the majority of courses on this template is no less than 15 minutes, allowing students more time to interact with instructors before and after class, to prepare for their next class, and to travel from one class to the next. **Note: Half of the student survey respondents indicated a preference for more time in-between classes and 25% indicated that they had been routinely late for a class because they did not have sufficient time to get there from their previous class.**

5. This template is based on Face-to-Face meeting times. Hybrid courses (at a 50%:50% FTF:Online ratio) can be taught at any start time within the schedule and should be coordinated to maximize time and space utilization**.**

6. This template includes a standing "free time" of one hour from 11:00-11:50 AM on Tuesdays and Thursdays (Similar to Georgia Tech). This standing open hour on Tuesdays and Thursdays can be used for campus-wide events, speakers, general faculty meetings, etc. **Note: Student survey responses concerning how they would spend an open hour have not yet been analyzed.**

7. The template has increased the number of common start times for the courses most often taught (75 minutes on MW/TR between 9:00 and 5:00 start times) beyond the workgroup's proposal (from 5 to 6), but with greater utilization of time-slots within each block and no conflicts with the courses in those blocks.

8. This proposal recommends that 3+ credit courses that meet once per week be held on Fridays and evenings to the extent possible, so as not to create conflicts with the 9-5:00 MW/TR schedule.

9. With permission from AA, programs can add courses with different starting times to the schedule, if needed, but this can and should be done with minimal conflicts, and all other scheduling options should be considered first.

10. This proposal enables a higher utilization rate of classrooms, and facilities has confirmed that the class load per start-time, if evenly distributed, is manageable.

11. Low-utilization classes starting early or late in the day have been reconsidered based on historic scheduling data, and new start times align with top preferences that have been observed and reported in the student survey results.

Proposed FTF Schedule by Blocks (MW, MWF, M,W,F)

Block A 2 Credit Hrs 1 Day a Week 100 Minutes		Block B 2 Credit Hrs MW 50 Minutes		Block C 3 Credit Hrs MWF 50 minutes		Block D 3 Credit Hrs MW 75 minutes		Block E 3 Credit Hrs 1 Day a Week 150 Minutes		Block F 4 Credit Hrs MW 100 Minutes	
Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
		8:00 AM	8:50 AM	8:00 AM	8:50 AM	7:30 AM	8:45 AM				
9:00 AM	10:40 AM	9:00 AM	9:50 AM	9:00 AM	9:50 AM	9:00 AM	10:15 AM	9:00 AM	11:30 AM*	9:00 AM	10:40 AM
		10:00 AM	10:50 AM	10:00 AM	10:50 AM	10:30 AM	11:45 AM				
		11:00 AM	11:50 AM	11:00 AM	11:50 AM						
12:00 PM	1:40 PM	12:00 PM	12:50 PM	12:00 PM	12:50 PM	12:00 PM	1:15 PM	12:00 PM	2:30 PM*	12:00 PM	1:40 PM
		1:00 PM	1:50 PM	1:00 PM	1:50 PM	1:30 PM	2:45 PM				
		2:00 PM	2:50 PM	2:00 PM	2:50 PM						
3:00 PM	4:40 PM	3:00 PM	3:50 PM			3:00 PM	4:15 PM	3:00 PM	5:30* PM	3:00 PM	4:40 PM
		4:00 PM	4:50 PM			4:30 PM	5:45 PM				
		5:00 PM	5:50 PM								
6:00 PM	7:40 PM	6:00 PM	6:50 PM			6:00 PM	7:15 PM	6:00 PM	8:30* PM	6:00 PM	7:40 PM
8:00 PM	9:40 PM	8:00 PM	8:50 PM			8:00 PM	9:15 PM			8:00 PM	9:40 PM

*Lab and Studio times may be scheduled for up to 2 hours and 45/50 minutes on two days per week within this block

Proposed FTF Schedule by Blocks (TR, T,R)

Block A — 2 Credit Hrs, 1 Day a Week, 100 Minutes		Block B — 2 Credit Hrs, TR, 50 Minutes		Block C — 3 Credit Hrs, TR, 75 minutes		Block D — 3 Credit Hrs, 1 Day a Week, 150 Minutes		Block E — 4 Credit Hrs, TR, 100 Minutes	
Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
		8:00 AM	8:50 AM	8:00 AM	9:15 AM	8:00 AM	10:30 AM*		
9:00 AM	10:40 AM	9:00 AM	9:50 AM	9:30 AM	10:45 AM			9:00 AM	10:40 AM
		10:00 AM	10:50 AM						
Free Hour TR 11-11:50									
12:00 PM	1:40 PM	12:00 PM	12:50 PM	12:00 PM	1:15 PM	12:00 PM	2:30 PM*	12:00 PM	1:40 PM
		1:00 PM	1:50 PM	1:30 PM	2:45 PM				
		2:00 PM	2:50 PM						
3:00 PM	4:40 PM	3:00 PM	3:50 PM	3:00 PM	4:15 PM	3:00 PM	5:30 PM*	3:00 PM	4:40 PM
		4:00 PM	4:50 PM	4:30 PM	5:45 PM				
		5:00 PM	5:50 PM						
6:00 PM	7:40 PM	6:00 PM	6:50 PM	6:00 PM	7:15 PM	6:00 PM	8:30 PM*	6:00 PM	7:40 PM
8:00 PM	9:40 PM	8:00 PM	8:50 PM	8:00 PM	9:15 PM			8:00 PM	9:40 PM

*Lab and Studio times may be scheduled for up to 2 hours and 45/50 minutes on two days per week within this block

Standard Start Times (Previous times → New times)

Monday/Wednesday/Friday Class Periods (50 minutes per class, 45 classes)

7:45-8:35 AM → 8:00-8:50 AM

8:50-9:40 AM → 9:00-9:50 AM

9:55-10:45 AM → 10:00-10:50 AM

11:00-11:50 AM → 11:00-11:50 AM

12:05-12:55 PM → 12:00-12:50 PM

1:20-2:10 PM → 1:00-1:50 PM

2:25-3:15 PM→ 2:00-2:50 PM

3:30-4:20 PM → No MWF classes from 3:00 on

4:30-5:20 PM → No MWF classes from 3:00 on

Monday/Wednesday Class Periods (75 minutes per class, 30 classes)

8:00-9:15 AM → 7:30-8:45 AM

9:30-10:45 AM → 9:00-10:15 AM

11:00 AM-12:15 PM → 10:30-11:45 AM

12:30-1:45 PM → 12:00-1:15 PM

2:00-3:15 PM → 1:30-2:45 PM

3:30-4:45 PM → 3:00-4:15 PM

5:30-6:45 PM → 4:30-5:45 PM

Monday/Wednesday Class Periods (75 minutes per class, 30 classes)

7:00-8:15 PM → 6:00-7:15 PM

8:30-9:45 PM → 8:00-9:15 PM

Tuesday/Thursday Class Periods (75 minutes per class, 30 classes)

8:00-9:15 AM → 8:00-9:15 AM

9:30-10:45 AM → 9:30-10:45 AM

11:00-12:15 PM → 11:00-11:50 AM (Free Hour)

12:30-1:45 PM → 12:00-1:15 PM

2:00-3:15 PM → 1:30-2:45 PM

3:30-4:45 PM → 3:00-4:15 PM

5:30-6:45 PM → 4:30-5:45 PM

7:00-8:15 PM → 6:00-7:15 PM

8:30-9:45 PM → 8:00-9:15 PM

Friday Class Periods

9:00-11:30 AM → 9:00-11:30 AM

1:00-3:30 PM → 12:00-2:30 PM

Evening Classes

5:30-6:45 PM MW → 6:00-6:50 PM, 6:00-7:15 PM, 6:00-7:40 PM, 6:00-8:30 PM MW

5:30-6:45 PM TTh → 6:00-6:50 PM, 6:00-7:15 PM, 6:00-7:40 PM, 6:00-8:30 PM TR

Evening Classes

7:00-8:15 MW → 8:00-8:50 PM, 8:00-9:15 PM, 8:00-9:40 PM MW

7:00-8:15 TTh → 8:00-8:50 PM, 8:00-9:15 PM, 8:00-9:40 PM TR

8:30-9:45 MW → No Classes Scheduled after 8:00, unless requested and approved by AA

8:30-9:45 TThu → No Classes Scheduled after 8:00, unless requested and approved by AA

One Evening a Week Class Periods

5:30-8:00 PM T, W, or Th → 6:00-8:30 PM T,W,R

7:00-9:30 PM T, W, or Th → No Classes, unless requested and approved by AA

5:30-8:15 PM M → 6:00-8:30 PM

7:00-9:45 PM M → No Classes, unless requested and approved by AA

Saturday Class Period

8:30-11:25 AM → 9:00-11:55 AM