

December 10, 2002

Memorandum to: Board of Undergraduate Studies
From: 5:30-7:00 Time Slot Working Group
Re: Recommendations

At our meeting on November 5 we reviewed statistics on the current use of the time slot and considered three options:

- maintain the status quo
- open the slot fully
- allow some limited opening of the slot

In our view, the status quo is not acceptable. The only alternative to developing more flexibility in the system, if we don't use the 5:30-7:00 time slot, is to move to Saturday and Sunday classes. Currently, although exceptions are granted, there are no clear guidelines as to when a request for an exception will be approved or refused.

Opening the slot fully will not resolve the issue of optimal use of space. If we are to use the time slot for academic purposes, we should do so strategically so that we meet the greatest needs in the system. We also believe that it is important to try to maintain the ability of students to participate in athletics and other extracurricular activities.

Our preference is to allow use of the time slot, but on a limited basis, with central approval for the use. We note the following:

- Requests to use the time slot should be justified on academic grounds
- Requests should include an indication of how students with extracurricular commitments can be accommodated
- The department chair should sign off on the request as an indication that the overall scheduling implications have been considered. We are concerned at the potential for students to be faced with an 8:00 a.m. to 10:00 p.m. schedule.
- Consideration needs to be given to safety/security issues. For example, if a lab is to be scheduled from 5:30-7:00 p.m., the instructor and chair need to be sure that sufficient staff are on hand to deal with any issues that arise.

- Allowing the slot to be used for regularly-scheduled classes and labs will have consequences for instructors who use the slot for mid-terms. They will have to accommodate students who have a conflict because university policy dictates that regularly-scheduled classes have priority.

UNIVERSITY OF GUELPH
INTERDEPARTMENT MEMORANDUM
December 3, 1992

TO: Board of Undergraduate Studies

FROM: N. *Clendenning*, Office of the Associate Vice-President Academic

RE: **Academic** Use of the 5:00 to 7:00 Timeslot

In November 1990 the Board of Undergraduate Studies reaffirmed the value to students and their overall university experience of maintaining a two-hour evening period free of academic activities.

As a result, the Board upheld its previous commitment to keep the 5:00 to 7:00 p.m. timeslot free of academic activities wherever possible.

While reaffirming the basic principle, the Board approved modifications to the procedures for requesting use of this period for academic purposes. Revised guidelines were implemented in Winter 1991 as follows:

- requests to schedule regular class meetings, labs, seminars, etc. during this period must be directed to, and approved by, the Associate Vice-President Academic
 - requests to schedule mid-term examinations in this period are directed to the Scheduling Officer and will be accommodated only if appropriate space is unavailable during regular academic hours
 - requests for academic use of this period on a one-time only basis for review sessions, tutorials, etc. no longer require approval

The Board also asked to review, on an annual basis, information pertaining to the use of this timeslot for academic purposes.

The second annual report from the Office of the Associate vice-President is attached, listing all requests for use of this period for regular course meetings (including lectures, labs, or seminars) for Fall 1992 and Winter 1993. The rationale for the request is included in each case. Overall the number of requests has declined from 16 in the 91-92 academic year to 8 for 92-93. In view of this, I wonder if the Board might want to reconsider the need for an annual review.

c: T. Bray, E. Kirby

Guidelines for the Academic Use of the
5:00 to 7:00 P.m. Time Slot

In a recent review of the University's policy prohibiting the scheduling of academic activities in the 5:00 to 7:00 p.m. Time Slot, the Hoard of Undergraduate Studies, while reaffirming commitment to the continuation of this policy, recommended that revisions be made to the guidelines set down in May, 1987. The revised guidelines are designed to offer maximum flexibility in overcoming difficulties caused by space constraints, (thereby making optimum use of existing University resources), while maintaining a free time period for student participation in extra-curricular activities.

TAE 5:00-7:00 P.M. TO BE USED ONLY AS A LAST RESORT.

Mid-term examinations

Requests for scheduling of out-of-class mid-term examinations should be restricted to normal academic hours (8:00 a.m. - 5:00 p.m.; 7:00 p.m. - 10:00 p.m.), and should continue to be directed to Central Reservations. The Scheduling Officer and Central Reservations will accommodate such requests in the 5:00 7:00 p.m. time slot only when no other suitable option is available.

NOTE: Students unable to write a mid-term scheduled in the 5:00 to 7:00 p.m. time slot should consult their instructor to make alternate and equitable arrangements. Every effort will be made to accommodate legitimate needs.

Regular class Meetings

Requests for use of the 5:00-7:00 p.m. time slot (or any portion thereof) for a regular class meeting, laboratory, tutorial, etc. should continue to be directed to the Associate Vice-President Academic. Requests will be considered on the basis of academic objectives and student needs.

In keeping with the University's Statement of Purpose for the Spring Semester (approved by Senate November 1990), special consideration will be given to requests for use of the 5:00 to 7:00 period in the Spring Semester to encourage scheduling flexibility and innovative course formats.

One-time use

The 5:00-7:00 p.m. time slot may be used without permission from the office of the Associate Vice-President Academic, on a one-time-only basis, for activities such as voluntary tutorials and review sessions.

November, 1990