

Proposed Meeting Pattern Change – to be effective Fall 2025 - **DRAFT 2 8/13/24**

The Registrar was asked to investigate changing the meeting pattern so that classes begin at 8:30 rather than 7:30 am on MWF and 8:00 am MW/TR. The result of that change would be as follows:

Current MW/TR Meeting Pattern

8:00-9:15
9:30-10:45
11:00-12:15
12:30-1:45

2:00-3:15
3:30-4:45

Proposed MW/TR Meeting Pattern

8:30-9:45
10:00-11:15
11:30-12:45
1:00-2:15

2:30-3:45
4:00-5:15

MWF would simply remove the 7:30-8:20 slot:

7:30-8:20	12:30-1:20
8:30-9:20	1:30-2:20
9:30-10:20	2:30-3:20
10:30-11:20	3:30-4:20
11:30-12:20	4:30-5:20

Evening class times would not change: 2 evenings/week 5:35-6:50 or 7:05-8:20; 1 evening/week 7:05-9:45.

Impact

- MWF 7:30 am timeslot (or earlier) was used by seven CRNs in spring 2024 and by three this fall 2024
- CRNs with TR or MW meeting starting 8:00 am or earlier in fall 2024
MW = 32 TR = 36
- CRNs in the below circumstances that start at 8:00 am or earlier can continue to do so
 - Classes meeting four or five days each week
 - Clinical/practicum CRNs (often 8-5 or similar)
 - CRNs offered for high school students only (at high schools or satellite locations)
- CRNs offered one day per week must start at a standard MW/TR meeting start time
- Room scheduling will be affected but a scenario test with fall 2024 data indicates we won't have more problems than we do now (too many morning CRNs) and will be able to assign rooms as normal using the adjusted meeting pattern.

Departments **must** follow the meeting pattern except where a specific exception has been requested of, and approved by, the Registrar's Office. The below guidelines will continue to be followed:

- The Registrar's Office will assign all general use classrooms using the course optimization process.
- Designated specialty rooms/labs can be assigned by the department during open schedule-building.
- Instructors can request classroom features using the appropriate form. The form helps to prioritize demand for classrooms with certain features but does not guarantee all requested features.
- Specific room requests/changes will only be made for physical/medical needs or enrollment growth.
- Departments are responsible to ensure all classes align with the standard meeting pattern (unless approved exception) and meet the minimum contact hours required per the credit hour policy.

Requests for exception to the meeting pattern can be submitted by the department to the Registrar's Office at schedulebuilding@wichita.edu.