

Clarification and Guidelines for the New Time Schedule Matrix

Reviewed & Approved by EC: 1/12/18

The Time Schedule Matrix is the basic scheduling structure for the five credit undergraduate courses that make up the majority of our classes at UW Tacoma. The intent of the new matrix is to preserve the lunch hour for community building on campus. This intention was held strongly and overwhelmingly by faculty and students alike. It is also consistent with the intention to prioritize pedagogical needs over pure efficiency in class scheduling. However, we recognize that not all of our undergraduate curricular offerings fit neatly into the matrix schedule: for example, labs, field courses, art studios, and other unique engagements may not match up with the schedule blocks. Similarly, graduate classes have different requirements and we expect their scheduling to continue as before, largely outside of the undergraduate scheduling matrix.

As a general guide, anything that did not fit within the previous matrix should receive the same flexibility under the new matrix. However, to honor the goal of community building we urge all schedulers and course planners to schedule around the lunch hour whenever possible, to preserve this time for students, faculty, and staff to gather on campus.

In addition to other adjustments, the revised schedule matrix also includes one additional section in the latest time slot on Mondays and Wednesday (8-10pm). It is worth noting that this latest time slot was intended as a hedge against future growth; it was not intended for immediate use unless there are clear pedagogical reasons to do so. Students and faculty alike have expressed aversion to these latest slots, and using them may also incur additional facilities costs. Our hope is that we can focus our efforts first on efficiently utilizing the earlier sections, expanding and coordinating our hybrid offerings, and using the latest slot only under circumstances that clearly advance pedagogical needs.