

Attachment #1

Draft: The “Missing Monday” 1/18/08

As a result of the adoption of the Common Calendar by PASSHE, the spring term of the 2008-09 academic year will be reduced by one week as compared to the same term in the 2007-08 academic year. Removing the extra days from the spring calendar results in having one fewer class meeting on Mondays than for the other weekdays. Since the Martin Luther King Jr. holiday falls on a Monday during the spring term but no classes are held that day. Therefore, we have only 13 Monday class days in the spring term, compared to 14 days for Tuesday through Friday classes (excluding finals week). At Millersville the missing Monday is problematic, especially for Monday night classes and other daytime labs, studio courses, or seminars scheduled only on Mondays.

It is entirely the prerogative of a faculty member to decide whether an class meeting, an out-of-class assignment, or another alternative will be required for Monday courses. The following alternatives are suggested:

1. Options for Monday daytime courses meeting between 8 and 5:
 - An additional class meeting may be scheduled. Saturday, (date TBD), has been reserved for faculty who want to schedule an additional meeting for a Monday course that meets during the day. ***In order to avoid conflicts, the make-up class must meet in the same room and at the same time on Saturday as it would on Monday.***
 - Additional assignments may be given in lieu of class time.
2. Options for Monday evening courses (starting at 5 p.m. or later):
 - An additional class meeting may be scheduled. Friday evening on (date TBA) has been reserved for faculty who wish to schedule another class meeting for Monday evening courses. ***Call the Registrar’s Office at 872-3771 to confirm your classroom reservation so that arrangements can be made for unlocking the building/room, heating/cooling, etc.***
 - Faculty teaching Monday evening courses may extend the regular meeting time per class so the actual in-class time equals 12.5 hours per credit hour (37.5 hours for a 3-credit course), excluding breaks. The revised meeting times should be submitted in advance for inclusion in the Web Schedule.

Examples:

MW 6-7:15 (3 credits) becomes MW 6-7:22 (add 7 minutes per class)

M 6-9 (3 credits) with two 15-minute breaks: a) eliminate 14 minutes of break, or b) keep the 15-minute breaks and add 14 minutes to the class time.

- Additional assignments may be given in lieu of class time.

All of the above options are at the discretion of the faculty; no additional class meetings are required. **Faculty who wish to schedule an additional class session must include this information in the course syllabus and inform students at the first class meeting.**