

Common Bell Implementation Workshop

October 2019

Common Bell

<https://www.mnsu.edu/planning/commonbell.html>

Why Common Bell?

- 1) Aid students in the creation of their schedules to avoid class conflicts
- 2) Maximize the utilization of our classroom spaces
- 3) Prepare for Armstrong Hall demolition/construction – 40% less classroom space
- 4) To more evenly distribute our class offerings both vertically (times) and horizontally (days)

Common Bell

- General Purpose and Telepresence Classrooms
- Targeting primarily Mankato Campus as well as our other locations (7700 France, Normandale, Mesabi, Hubbard) in general purpose and telepresence classrooms.

For classes NOT held in a general purpose or telepresence classroom, the Common Bell proposal suggests that courses begin at the framework class start times (typically on the hour).

Common Bell Exemptions

Exemptions from Course Meeting Framework

Departments are expected to schedule classes so that students have reasonable access to courses inside and outside their department. It is recognized that some programs offer courses in a unique course scheduling structure to meet the specific needs of the student population served (e.g., Friday-Saturday Cohort programs). Exemptions to the Common Bell Course Framework will be considered and made on a course-by-course basis requiring the review and approval of the College Dean and Office of the Provost. Exemptions for courses can be made for up to three years prior to requiring renewal of exemption status.

Implementing Common Bell

Period	A Times M,T,W,TH,F	B Times T,TH	C Times MW,WF,MF	D Times T,TH	E Times	F Times M,T,W,TH,F
I	8:00-8:50	8:00-9:15	8:00-9:15	8:00-10:30	8:00-9:40	2:00
II	9:00-9:50	9:30-10:45	9:30-10:45	2:00-4:30	9:00-10:40	
III	10:00-10:50	11:00-12:15	2:00-3:15		2:00-3:40	
IV	11:00-11:50	12:30-1:45	3:30-4:45		3:00-4:40	
V	12:00-12:50	2:00-3:15	5:00-6:15		4:00-5:40	
VI	1:00-1:50	3:30-4:45				
VII	2:00-2:50					
VIII	3:00-3:50					
IX	4:00-4:50					
X	5:00-5:50					

- The standard "A" class is 50 minutes. The first class of the day starts at 08:00 a.m. Classes meeting for two or more periods, must start according to this schedule.
- The standard "B" class is 75 minutes. The first class of the day starts at 08:00 a.m. Such classes will be scheduled only on Tuesdays and Thursdays.
- The standard "C" class is 75 minutes. The first class of the day starts at 08:00 a.m. Such classes will be scheduled only on Monday/Wednesday, Wednesday/Friday, or Monday/Friday.
- The standard "D" class is 150 minutes. The first class of the day starts at 8:00 a.m. Such classes will only be scheduled on Tuesdays and Thursdays.
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- The standard "E" class is 100 minutes. The first class of the day starts at 8:00 a.m. Such classes will be scheduled only on Monday/Wednesday, Wednesday/Friday, Monday/Friday, or Tuesday/Thursday.
- The standard "F" class is 200 minutes. The first class of the day starts at 2:00 p.m.

Standard Scheduling Rules for Courses Carrying 1-5 Credits. Note: The following rules do not apply to the length of labs, clinics, a specialized performing arts class or specialized class components, but such classes ***must begin at a time that is in accordance with the common course framework.***

One Credit Courses (One contact hour per week for a full-term course (750 min./term))

- Meet once per week, begin at a standard “A” class meeting time, and meet for one class period.
- Meet twice per week, and follow the rules for two-credit classes; or
- Meet three times per week, and follow the rules for three-credit classes.

Two Credit Courses (Two contact hours per week for a full-term course (1500 min./term))

- Meet twice per week, begin at a standard “A” class meeting time, and meet for one class period; or
- Meet once per week, begin at a standard “A” class meeting time, and meet for two class periods outside of the 11:00 a.m. – 2:00 p.m. core scheduling block.

Three Credit Courses (Three contact hours per week for a full-term course (2250 min./term) see Three Credit Course Model)

- Meet three times per week on MWF, begin at a standard “A” class meeting time, and meet for one class period; or
- Meet twice per week, use the standard “B” class meeting times, and meet on Tuesdays and Thursdays only; or
- Meet twice per week, use the standard “C” class meeting times, and meet on Mon/Wed, Wed/Fri, Mon/Fri only; or
- Meet once per week, use the standard “D” class meeting times, and meet on Tuesday or Thursday.

Four Credit Courses (Four contact hours per week for a full-term course (3000 min./term) see Four Credit Course Model)

- Meet four times per week, begin at a standard “A” class meeting time; or
- Meet twice per week, use the standard “E” class meeting times, and meet on Monday/Wednesday, Wednesday/Friday, Monday/Friday or Tuesday/Thursday; or
- Meet once per week, begin at standard “F” class meeting time.
- For lecture/laboratory or lecture/discussion courses with three hours of lecture time, the lecture component follows the schedule for three credit courses and the laboratory/discussion component follows the schedule for one credit courses.

Five Credit Courses (Five contact hours per week for a full-term course (3750 min./term))

- Meet five times per week, begin at a standard “A” class meeting time, meet for one class period, and meet Monday, Tuesday, Wednesday, Thursday, Friday.
- For lecture/laboratory or lecture/discussion courses with three hours of lecture time, the lecture component follows the schedule for three credit courses. For lecture/laboratory or lecture/discussion courses with four hours of lecture time, the lecture component follows the schedule for four credit courses and the laboratory/discussion component follows the corresponding one or two credit schedule.

Common Bell Distribution Requirements

- **Distribution of Meeting Times.** Departments must evenly distribute section offerings of a course throughout the day (no more than 30% between 8:00 a.m.-11:00 a.m., 30% between 11:00 a.m.-2:00 p.m., or 40% between 2:00 p.m.-6:00 p.m.). Non-compliant departments must change section meeting times to meet distribution requirements.
- **Distribution of Meeting Patterns.** Departments must evenly distribute section offerings of a course throughout the week (Monday through Friday). Non-compliant departments must change section meeting times to meet distribution requirements.
- **Distribution of Enrollments.** Departments must evenly distribute course seat availability across sections of a course throughout the day and throughout the week. Non-compliant departments must change section meeting times to meet distribution requirements.

Common Bell Example 1

ENG 491-01 4 credits 003087

Quick View

Sequence #	Days	Times	Begin Date	End Date	Building	Room #	Instructors
Sequence 1		ARR	08/26/2019	12/13/2019	ON - ON	LINE -	Paolo Infante
Sequence 2	M W	8:00 AM - 11:30 AM	09/09/2019	09/18/2019			
Sequence 3	M W	8:00 AM - 11:30 AM	10/07/2019	10/23/2019			

Not acceptable because it is scheduled after 10:50.
11 – 2 is “prime time.” Must choose F times.

Common Bell Example 2

ENG 623-01 6 credits

Quick View

Sequence #	Days	Times	Begin Date	End Date	Building	Room #	Instructors
Sequence 1	MTWHF	8:00 AM - 12:00 PM	08/12/2019	08/16/2019	AH - Armstrong Hall	0203 - Classroom ...	Sarah Henderson ...
Sequence 2	W	10:00 AM - 11:45 AM	08/26/2019	12/13/2019			Sarah Henderson ...

The first meeting pattern is acceptable because it is before the term start. The second is not acceptable because it is scheduled after 10:50. 11 – 2 is “prime time.”

Common Bell Example 3

SPED 108-01 3 credits 005340

Quick View

Sequence #	Days	Times	Begin Date	End Date	Building	Room #	Instructors
Sequence 1	TW	2:00 PM - 3:15 PM	08/26/2019	12/13/2019	TR - Trafton Scien...	C128 - Classroom	Sean Wachsmuth

This is not acceptable. Course must meet MW, WF, MF or TR to be acceptable.

Common Bell Example 4

CDIS 619-01 4 credits 000707

Quick View

Sequence #	Days	Times	Begin Date	End Date	Building	Room #	Instructors
Sequence 1	W	9:00 AM - 12:50 PM	08/26/2019	12/13/2019	CSB - Clinical Sci...	312 - Classroom	Hsinhuei Chiou

This is not acceptable. Course must meet after 2 to be an F time.

Common Bell Example 5

RPLS 272 -01 3 credits 001264

Quick View

Sequence #	Days	Times	Begin Date	End Date	Building	Room #	Instructors
Sequence 1	TWH	3:00 PM - 3:50 PM	08/26/2019	12/13/2019	AH - Armstrong Hall	0323 - Classroom	Jonathan Hicks

This is not acceptable. Course must meet MWF to be an acceptable A time.

Scheduling Timeline – Fall 2020

- November 4 - Scheduling Begins
- Feb 10 –Schedule ready for Common Bell Review and Centralized Room Scheduling, Course loaded into EMS
- Feb 24 – Schedule Published
- Mar 23 - 27– Early Registration
- Mar24-25 - Priority Registration
- March 30 – April 16 – Regular Registration Windows Open

Common Bell Questions?

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or

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