INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE
EDUCATIONAL POLICY COMMITTEE MANOR

To: Fort Wayne Senate  
From: Educational Policy Committee  
B. Bulmahn, chair  
Date: March 20, 1997  
Subject: Guidelines for Weekend College

(Supersedes Indiana FWSD 79-5 and Purdue FWSD 79-8, "Proposed Guidelines for Weekend College Calendar" and "Proposed Guidelines for Weekend College")  
Disposition: To the Presiding Officer for implementation  
Resolved, That the Fort Wayne Senate approve the following guidelines for Weekend College.

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**Guidelines for Weekend College**

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<tr>
<th><strong>Mission</strong></th>
<th>The mission of Weekend College is to increase the educational opportunities to the citizens of northeastern Indiana by offering regular credit courses and programs on weekends.</th>
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| **Goals**   | The goals of Weekend College, in order of priority, are:  
1. To increase participation in higher education, especially among students whose employment and domestic responsibilities necessitate alternative scheduling  
2. To identify degrees and certificate programs that will be made available entirely on weekends, and to offer a schedule of classes that enables students to make steady progress in these programs each semester  
3. To offer a schedule of classes that meets the intellectual and professional-advancement needs of nondegree students with specific career interests  
4. To increase the scheduling options for enrolled traditional and other students. |
| **Scope**    | Weekend college consists of all credit courses and programs offered on-campus Friday evenings |
Programming

The schedule of classes for Weekend College is based upon student needs and interests that are consistent with the goals expressed above and that have been identified through surveys among prospective enrollees and enrollment experience. Participation by units and by departments/divisions within the units and by resident faculty and professional staff will be voluntary.

Calendar and Class Patterns

Classes for Weekend College will normally begin on the weekend following the first Monday of the semester and will normally end on the weekend preceding the last Monday of the semester.

When this scheduling provides 15 weeks of classes, three-credit lecture courses will have class periods of 170 minutes per week to provide 2,400 contact minutes per semester and to include an appropriate break time in each class period. When, because of holiday weekends (classes will not meet on the weekends of Labor Day, Thanksgiving, and Easter), fewer than 15 weeks are available for classes, the time periods will be adjusted as necessary. Scheduling for other courses will be determined by appropriate adjustment of the three-hour lecture pattern mentioned above.

A department/division/school may modify the number of minutes per class and/or the number of class meetings per semester to provide flexibility and to maximize opportunities for students to enroll in the courses they need. Such modifications will be made in consultation with the
appropriate Dean or Coordinator and the Weekend College Director and will be printed in the Schedule of Classes. The regular university policy concerning class meetings during the last week of the semester will also apply to Weekend College courses. The Calendar Subcommittee shall be responsible for the preparation of the Weekend College calendar and shall include the Weekend College calendar information in the recommendations made annually to the Senate.

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<tr>
<th>Compensation</th>
<th>Compensation for resident faculty and professional staff will be either on an overload basis or as part of the regular load. A qualified professional staff member approved by the respective department/division to teach will be compensated on a basis comparable to that for resident faculty members.</th>
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<tr>
<th>Administration</th>
<th>Weekend College will be administered by the Vice Chancellor for Academic Affairs or a designee (Director of Weekend College) with the provision that at the end of 1998-99 a review will be conducted by the Vice Chancellor for Academic Affairs for the purpose of deciding whether Weekend College should be assigned elsewhere for administration. Responsibilities for Weekend College belong to the Director of Weekend College and the deans/directors as follows: The Director of Weekend College shall 1. Implement Weekend College program goals 2. Promote Weekend College with the schools/divisions and with student publics 3. Conduct need/demand surveys in collaboration with the deans/directors 4. Prepare the annual Weekend College budget request and allocate budgets to the schools/divisions</th>
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</table>
5. Approve the schedule of classes.  

*The deans/directors, working with the chairs and faculties, shall*

1. Collaborate with the Director of Weekend College to project Weekend College program goals that are congruent with school/division academic missions
2. Provide courses that fulfill the program goals of Weekend College
3. Approve instructors for courses.

Except as provided herein, existing departmental, school/division, and university policies and procedures pertain to the offering of courses in Weekend College.