

# Memorandum

**DATE:** February 22, 1997  
**TO:** All Faculty  
**FROM:** Keystone Council's Task Force on Flexible Scheduling  
**RE:** Information and Feedback Sought

We are well on our way to presenting you, in May, with three possible alternative schedules for University High School. In order to be sure that we have sought as much information and contribution from our faculty as possible, we ask that you take the time to respond to the attached survey.

**Please bring your completed survey to the faculty meeting on 6 March.** During the faculty meeting, we will have time for faculty to meet in departmental groups to discuss the survey, your responses, and your departmental perspective on these issues. **At the end of the meeting, we would like each department to submit an additional completed survey.** In this way, we will be able to analyze the preferences and ideas of individual faculty members as well as those of each department. We will provide each department team with another survey copy at the faculty meeting.

As always, thank you for your time and your input into the process of examining the possibility of alternative scheduling. In order to do such an examination well, we need the ideas of all of our colleagues.

*May/97 = 3 alt. schedules for faculty*

*Faint, illegible text, possibly bleed-through from the reverse side of the page.*

**Questions for All Teachers:**

**Length of class**

1. I support extending the length of the school day. YES NO
2. I would consider meeting some classes fewer than 5 days per week. YES NO

If YES, please list the classes

\_\_\_\_\_

\_\_\_\_\_

3. If each week the schedule provided you one 90 minute class period, would that enhance your class objectives? YES NO

4. I teach the following classes:

	ideal class length (in minutes)	could meet shorter	could meet longer
1. Journalism some			
2. Law			✓
3. _____			
4. _____			

5. Within your department, please discuss the ideal setup in which to offer your classes: Ex.(Chemistry: two 40-minute classes, two 90-minute labs)

\_\_\_\_\_

Work Load:  
Teacher

6. We have said that teachers will not have "more" work but they might have "different" work. If you were asked to accept "more" in any of the following categories, what "less" would make that acceptable?

eg. Jane Doe says she would be willing to teach more students if she had one fewer prep.

	more	same	less
# students	x		
contact minutes		x	
sections		x	
preps			x

	more	same	less
# of students			
contact minutes			
sections			
preps			

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work Load:

Student

From a **STUDENT'S** point of view, what would be optimal in each of the following:

length of class \_\_\_\_\_

class size \_\_\_\_\_

number of courses \_\_\_\_\_

number of class meetings/week \_\_\_\_\_

time of day class meets \_\_\_\_\_

length of school day \_\_\_\_\_

lunch during the hours of \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

New:

7. Are there any courses in your department that you feel could be eliminated from the Course Description Booklet. YES NO  
If YES, please list:

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8. Would your department be willing to develop new courses? If YES, please describe. YES NO

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9. I have a desire to do collaborative planning. YES NO  
within my department YES NO  
outside my department YES NO

In order to do this I need the following:

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10. Would your department be interested in offering a capstone course? YES NO

If YES, what would the course include?

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In which settings could it most likely be taught?

	YES	NO
a. <u>9 week mini course</u>		
b. <u>brown bag lunch</u>		
c. <u>evening hours</u>		
d. <u>after school advisory</u>		
e. <u>other</u>		

Please explain OTHER:

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11. What elements would you really like to see in the new schedule?

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12. What elements in the OLD schedule would you prefer not to lose in the new schedule?

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13. In what ways do you hope the new schedule will benefit your curriculum?

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14. Refer to "Additional Options" page (see attached). Please circle ALL that appeal to your department.

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|--------|--------|------|-------|-------|
| I.A.   | I.B.   | I.C. | II.A. | II.B. |
| III.A. | III.B. | IV.  | V.    | NONE  |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Co-curricular opportunities:

15. I would support an activity period time (for phase, clubs, assemblies) built into the schedule. YES NO

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. I would support giving credit to some of the co-curricular hours. YES NO

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Needs

17. As a department do you feel that there are  
any skills or courses in your department  
that should be required of **EVERY**  
U-High graduate?
- YES NO

If YES, please list:

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18. Please address any additional concerns the committee may have overlooked.

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**Questions for FIRST teachers:**

1. Estimate the range of minutes of **actual classroom contact** with students per week.

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2. Estimate your minutes of time spent planning integrated projects each week.

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3. In what other formats do you think FIRST could operate? How?

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