



To: Dr. Uriel Quesada  
Associate Dean for the College of Humanities & Natural Sciences

From: Ms. Melissa Lightell  
Director, Office of Professional & Continuing Studies

Subject: Evening Program Course Needs for fall 2016

Date: March 7<sup>th</sup>, 2016 UPDATED FROM March 1<sup>st</sup>, 2016

With the due date of fall schedules right around the corner, I wanted to send along the course needs for the evening undergraduate students. These needs are based on the curriculum requirements for the evening programs as well as what was offered in both fall 2015 and spring 2016

#### ENGLISH

ENGL T122 – was offered in 16S and does not need to be offered again until 17S

English Elective – Dr. Mary McCay has agreed to teach an online English elective for 16F; Dr. Barbara Ewell is offering 2 electives 1 online and 1 at 6:20pm.

#### WRITING ABOUT LITERATURE

Dr. Barbara Ewell is offering 1 section at 6:20

#### HISTORY

HIST T122 OR T124 – There is currently 1 section of T122 at 6:20pm scheduled for 16F. There are currently no sections of T124 offered at 6:20 or online, but we would like to see at least 1 offered in one of these formats.

HIST ELECTIVE – 1 elective was offered online for 16S, and we would like to see at least 1 elective offered either online or at 6:20pm for 16F.

#### MATH

MATH T122/A115 – There is currently 1 section of A115 offered online, and 1 section of T122 offered at 4:55pm. We would like to move the 4:55pm section of T122 to 6:20pm, if possible.

#### PHILOSOPHY

PHIL T122 – 3 sections of T122 are currently scheduled for 16F. This meets our needs.

PHIL ELECTIVE – There are currently 2 electives offered at 4:55pm. We would like to move 1 of these to the 6:20pm time slot or online format.

RELIGIOUS STUDIES

RELS T122 – There were no sections of T122 offered at 6:20pm or online for 16S so we need at least 1 offered in one of these formats for 16F.

RELS ELECTIVE – There are currently 4 sections of electives offered at 6:20pm and 2 online for 16F so this meets our needs.

SCIE T129

1 section is currently scheduled at 5:15pm for 16F so this meets our needs.

CLASSICAL HUMANITIES

There are currently 4 sections scheduled at 6:20pm for 16F. This meets our current needs.

PSYCHOLOGY

PSYC A100 is currently offered online for 16F, but there are no electives offered at 6:20pm or online. Since A100 was offered online in 16S, there should be at least 1 elective offered at 6:20pm or online.

To adequately serve the evening student population, at least half of the seats in every on-campus evening common curriculum course (both introductory and advanced courses) must be reserved for these students. If we are unable to reserve seats in evening common curriculum courses or if evening common curriculum courses are not developed and/or offered in the evening, then the evening students will not be able to satisfy these requirements.

Thank you for your consideration, and I look forward to discussing the fall 2016 schedule with you and your faculty as we begin planning for the next academic year. Please let me know if you would like any additional information or if you have any questions.

Melissa Lightell  
Director, Office of Professional & Continuing Studies