

Community Time Planning Committee Meeting Summary

October 9, 2019

Attendees: Rob Janke, Bill San Hamel, Mike Sullivan, Diane Fellenz, Bernadette Troyan, Louie Agelson, Sue Atkinson, Judy Alessandri, Katy Murphy, Tana Perotin, Lisa Yi, Missy Scott-Flores, Carlos Jimenez, Anne Maloney, Bridgit McGarry, Kevin Miller, Justin Christensen, Joe Wagstaffe, Dave Barone

Meeting Summary

2020-21 Calendar Needs Status

One of the objectives of the committee is to populate the 2020-21 academic calendar with the activities and events for which we know we need Community Time (e.g. liturgies, Ignatian Mornings, etc.). The goal is to identify and schedule as many of these as we can by January 2020 so we can then allow students and teachers to propose additional community time activities on the days that are open (e.g. a club-sponsored event, a guest speaker, etc.).

We opened the meeting with a check-in regarding calendaring Community Time items:

- Frosh Experience (Joe)—Community Time needs still TBD. Ongoing discussion within admissions regarding how to structure the freshman experience and Big Brothers under the new schedule. Additionally, conversations regarding the content of the freshman Cura period will affect Frosh Experience Community Time needs.

[Note: The Cura Personalis period refers to a student's 8th period. No student can take more than 7 classes in the new schedule. The 8th period (Cura Personalis Period) is largely free for sophomores, juniors and seniors. Occasionally, a student will attend a Cura meeting during this 8th period. The Cura meeting is run by counseling and its focus is on social-emotional learning and personal growth. The current thinking for freshmen is to restrict their course load to six, ensuring a free period plus their Cura period, and to build more formation programming into their Cura period. Discussions regarding this idea are ongoing.]

- CM (Missy) and CSP (Anne)—Community Time needs also dependent upon decisions made regarding Cura period. Will add dates of confirmed needs to the calendar but some will need to wait until the Cura content is defined.
- College Guidance (Katy)—Will add dates for visiting colleges and college fairs
- Equity & Inclusion (Carlos)—Structure of Diversity Week may change with the new schedule. Discussions are ongoing.

Proposals for Load-balancing Community Time

Recall at our last meeting we recommended that we not implement a rigid “tutorial vs. choice” model of community time. Rather we would allow choice on all days, but we would make some days feel more like tutorial days through load-balancing. This might mean coordinating the days on which activities

occur, restricting the frequency of some activities, and even looking for ways to move some activities out of community time. There are several proposals under consideration which would help accomplish this goal. Dave reported on the status of each:

- **Consolidation of Intramurals**—We're proposing consolidating intramurals to two days per week. Because intramurals wouldn't compete with eating lunch, we can finish twice as many games during CT as we currently can finish during a lunch period. So even when consolidated to two days per week, we can support more intramural games than we can under the current schedule. (Dave confirmed feasibility and interest from IM coordinators.)
- **Moving Some Varsity Sports Programs to Course Electives**—Currently, the varsity football and basketball teams use the lunch period to review game film. If we enrolled members of these teams in an elective course then this activity could be moved out of community time, enabling these athletes to participate in other community time activities and/or to get help from teachers. (Meetings have been scheduled with coaches to discuss interest level and feasibility.)
- **Moving Some Co-Curricular Activities to Course Electives**—ASB, Speech & Debate, and Yearbook are examples of co-curriculars that could be implemented as course electives, which would help clear space in Community Time. (Meetings have been scheduled with moderators of these activities to discuss interest level and feasibility.)
- **Coordination of Clubs**—Currently we have over 90 clubs, each with an adult moderator. The number of clubs, the frequency of their meetings, and the lack of coordination of this activity contribute to the busyness of lunch period and often pull teachers and students in different directions. All of this activity will be moving to Community Time in order to ensure that lunch is a true break in the day for both students and teachers. To help manage the busyness of community time, we may want to coordinate the number of adult-moderated club meetings that happen each week, and load-balance these meetings across different days. (Note that this wouldn't preclude students meeting without a moderator, outside of a classroom, more frequently. (Brooke and Bridgit are in the process of gathering club data and they will start the Coordination of Clubs conversation soon.)

The status of ongoing discussions will be updated at our next meeting.

Office Hours Policy and Community Time: Academic Council Input

A question was raised at our last meeting regarding whether to impose additional office hours rules for faculty when we implement Community Time. We brought the question to the Academic Council at their Oct 7 meeting. We noted that the term office hours most often refers to teacher availability for academic help, but it also might mean availability of classroom and facilities to work on a lab or an art project, or to finish a group project. Dave reported on the key take-aways from that meeting:

- The Academic Council preferred not to impose additional requirements for office hours during community time. The council explained that the various departments manage office hours in different ways and a single policy isn't likely to fit all departments well. There was also a

concern that imposing something like a “minimum number of community time office hours” rule might unintentionally—and unnecessarily—restrict other community time programs.

- The Academic Council supports the professional expectation that faculty and staff will make availability to students their highest priority during community time.
- The council prefers to continue to have the departments manage office hours (and general availability to students for academic help) as we do under the current policy: The school sets the number of office hours that are required per week and the departments decide when to schedule them. The one significant change is that lunch would no longer be an option for office hours, but community time will be. The goal is to make sure students can get academic help during school hours if before or after school is not an option.
- As we load-balance community time activity, the council would appreciate a published calendar of community time content to help departments/teachers when scheduling office hours.

The committee appreciated the input of the Academic Council and we agree with its recommendations.

Planning for Support of Make-up Exams

Because lunch is protected in the new schedule, make-up exam and extended time exam options could include before/after school, free period, and community time. Judy noted that free periods meet less frequently in the new schedule, which may affect the timing of make-ups. The committee also asked whether we need to add resources for make-up and extended time exams in the new schedule (e.g. Do we need a designated make-up exam room during CT?). Dave, Judy and Diane will start the requirements and planning discussion and we will loop in others as needed.

The next meeting of the Community Time Committee will be on Wednesday, October 23rd. As a reminder, the list of questions we are discussing is posted to the [Schedule Transition Web Page](#). If you have any additional questions or comments for the committee then feel free to contact any of its members.

Thanks,
Dave