

## Appendix E — Version 4 Time-Block Model

The Version 4 time-block scheduling model is provided as a visual and structural reference in the accompanying materials.

The model defines the standard instructional time blocks used to organize in-person courses and the synchronous portions of hybrid and online courses across the college. It includes:

- Defined lecture blocks aligned with contact-hour requirements
- Dedicated laboratory blocks that preserve four lab periods per day
- A consistent 30-minute mid-day break across non-laboratory blocks
- Distribution of instructional time across morning, afternoon, and evening periods

The model also reflects the structural alignment necessary to support paired-day scheduling patterns and the combination of courses within a single term without conflict.

This appendix should be read in conjunction with the sections “How the Model Works (Version 4)” and “Rules That Accompany Version 4,” which provide guidance on how the model is intended to be applied.

The Version 4 model is presented in its full form, along with the 3B variant that the Task Force ultimately decided not to recommend.

### Rules That Accompany Version 4

Version 4 establishes a consistent scheduling framework while allowing limited flexibility to support diverse instructional needs. The following rules define how the model is to be applied.

#### 1. Courses are scheduled within defined time blocks

All in-person courses and the synchronous portions of hybrid and online courses are scheduled within the established Version 4 time blocks.

Courses should not cross block boundaries. Maintaining this structure is necessary to preserve schedule predictability, reduce conflicts, and support effective use of instructional space.

#### 2. Limited edge-of-day flexibility is permitted

To support instructional and programmatic needs, limited flexibility is permitted at the beginning and end of the instructional day.

Courses may start earlier within the first block of the day or end later within the final block of the day. This flexibility is intended to accommodate specific instructional formats and operational needs.

This provision is particularly relevant for areas such as athletics, adaptive physical education, and certain career education programs.

These adjustments must remain within the first or last instructional blocks and should not be used to create inconsistencies during the middle of the day.

### **3. Laboratory courses operate within dedicated lab blocks**

Laboratory courses are scheduled within four designated lab blocks per day — consistent with current practice in laboratory-based disciplines — preserving instructional capacity and supporting setup, staffing, and sequencing requirements.

### **4. A mid-day break is preserved across non-laboratory blocks**

A consistent 30-minute mid-day break is built into the schedule across instructional blocks, excluding laboratory courses.

This break must remain intact to preserve shared mid-day time for student support and coordination activities.

### **5. Departments may structure courses within block parameters**

Departments retain flexibility to structure courses within the established block framework.

This includes the ability to end courses earlier within a block, coordinate schedules across programs, and create time for department meetings or other activities.

All such adjustments must remain within block boundaries.

### **6. Exceptions must be purposeful and coordinated**

Certain instructional areas may require exceptions to the standard block structure, including clinical programs, off-site instruction, cohort-based models, and other specialized formats.

Programs such as Nursing and Adaptive Physical Education represent examples of areas where exceptions may be appropriate based on instructional and operational requirements.

Exceptions should be limited, intentional, and coordinated to avoid introducing new scheduling conflicts. They should not undermine the overall structure of the model.

# 5 Units - **Two Days Per Week**

## Option A

- Start time - 8 a.m.

	Mon	Tue	Wed	Thur
8–10:15 a.m.				
10:30 a.m.– 12:45 p.m.				
1–1:30 p.m.	Mid-Day Break	Mid-Day Break	Mid-Day Break	Mid-Day Break
1:30–3:45 p.m.				
4–6:15 p.m.				
6:30–8:45 p.m.				

## Option B (No Mid-Day Break)

- Start time - 8:30 a.m.

	Mon	Tue	Wed	Thur
8:30–10:45 a.m.				
11 a.m.– 1:15 p.m.				
1:30–3:45 p.m.				
4–6:15 p.m.				
6:30–8:45 p.m.				

## 5 Units - **Four Days** Per Week – Plus One Hour Online

### Option A

- Start time - 8:30 a.m.
- Days - M–Th

	Mon	Tue	Wed	Thur
8:30–9:20 a.m.				
9:30–10:20 a.m.				
10:30–11 a.m.	Break	Break	Break	Break
11–11:50 a.m.				
Noon–12:50 p.m.				

### Option B

- Start time - 9 a.m. (No Break)
- Days - M–Th

	Mon	Tue	Wed	Thur
9–9:50 a.m.				
10–10:50 a.m.				
11–11:50 a.m.				
Noon–12:50 p.m.				

# 4 Units - **Two Days Per Week**

## Option A

- Start time - 8:30 a.m.

	Mon	Tue	Wed	Thur
8:30–10:20 a.m.				
10:30 a.m.– 12:20 p.m.				
12:30– 1:30 p.m.	Mid-Day Break	Mid-Day Break	Mid-Day Break	Mid-Day Break
1:30–3:20 p.m.				
3:30–4 p.m.	Break	Break	Break	Break
4–5:50 p.m.				
6–6:30 p.m.	Break	Break	Break	Break
6:30–8:20 p.m.				

## Option B

- Start time - 9 a.m.

	Mon	Tue	Wed	Thur
9–10:50 a.m.				
11 a.m.– 12:50 p.m.				
1–2 p.m.	Mid-Day Break	Mid-Day Break	Mid-Day Break	Mid-Day Break
2–3:50 p.m.				
4–5:50 p.m.				
6–6:30 p.m.	Break	Break	Break	Break
6:30–8:20 p.m.				

# Labs

## Option A

- Start time - 7:30 a.m.

	Mon	Tue	Wed	Thur
7:30–10:20 a.m.				
10:30 a.m.– 1:20 p.m.				
1:30–4:20 p.m.				
4:30– 6:30 p.m.	Break	Break	Break	Break
6:30–9:20 p.m.				

## Option B

- Start time - 8 a.m.

	Mon	Tue	Wed	Thur
8–10:50 a.m.				
11 a.m.– 1:50 p.m.				
2–4:50 p.m.				

# Arts Lecture Plus Lab

## Option A

- Start time - 7:30 a.m.

	Mon	Tue	Wed	Thur
7:30–8:45 a.m.				
9–10:15 a.m.				
10:30–11:45 a.m.				
Noon–1:15 p.m.				
1:30–2:45 p.m.				
3–4:15 p.m.				
4:30–6:30 p.m.	Break	Break	Break	Break
6:30–7:45 p.m.				
8–9:15 p.m.				

## Option B

- Start time - 8 a.m.

	Mon	Tue	Wed	Thur
8–9:15 a.m.				
9:30–10:45 a.m.				
11 a.m.–12:15 p.m.				
12:30–1:45 p.m.				
2–3:15 p.m.				
3:30–4:45 p.m.				
5–6:30 p.m.	Break	Break	Break	Break
6:30–7:45 p.m.				
8–9:15 p.m.				

# Physical Education

## Option A

- Start time - 6:30 a.m.

	Mon	Tue	Wed	Thur
6:30–7:45 a.m.				
8–10:45 a.m.				
11–11:15 a.m.				
12:30–1:45 p.m.				
2–3:15 p.m.				
3:30–4:45 p.m.				
5–6:30 p.m.	Break	Break	Break	Break
6:30–7:45 p.m.				
8–9:15 p.m.				

## Option B

- Start time - 7:30 a.m.

	Mon	Tue	Wed	Thur
7:30–8:45 a.m.				
9–10:15 a.m.				
10:30–11:45 a.m.				
Noon–1:15 p.m.				
1:30–2:45 p.m.				
3–4:15 p.m.				
4:30–6:30 p.m.	Break	Break	Break	Break
6:30–7:45 p.m.				
8–9:15 p.m.				

# Friday–Sunday

- Start time - 7:30 a.m.

	Fri	Sat	Sun
7:30 a.m.– 12:20 p.m.			
12:30– 5:50 p.m.			
6–10:30 p.m.			