Date: July 17, 2007

To: Deans, Directors, and Department Chairs

From: Lindsay Desrochers, VP FADM
             Roy Koch, Provost & VP OAA

Subject: Classroom Scheduling Policy Changes

As you know, the Associate & Assistant Deans formed a task force to evaluate classroom scheduling policies and recommend methods for more effective classroom utilization. This was prompted by the current and projected offline status of Shattuck Hall, Lincoln Hall, PCAT and Science Building II which has resulted in an immediate and critical shortage of 18,000 square feet of instructional space. This space shortage relates to existing enrollments and will be exacerbated by the increased enrollments in 2007-08 and beyond.

The task force, assigned by Vice Provost Carol Mack, has conducted a thorough review. The task force included staff or faculty from each school and college. We endorse their policy recommendations.

In the upcoming months, Vice Provost Mack will mobilize members of the task force as well as members of the classroom scheduling team located in the Office of Admission, Registration & Records (ARR) to conduct information and training sessions with scheduling staff and departmental faculty in each school and college.

Concurrent with implementation of these policies, a second task force is evaluating technology solutions to provide more efficient rooming options as well as better reporting of building and classroom use. The work of this group, headed by Vice Provost Mack and Associate Vice President Mark Gregory will be concluded no later than September.

Please note the policy changes below. Some of them represent a considerable change in our current scheduling methods. As stated in the document many of these changes will go into effect Winter term 2008. Please distribute this information widely, to all faculty and staff.

2007-08 Classroom Scheduling Policy

1. Departmentally-controlled classrooms are available for general pool assignment when they are not in use for department's credit-bearing courses.

ARR will deploy these controlled spaces exclusively on an as-needed, case-by-case basis to accommodate unmet demands from other departments. Rooms will be available for central scheduling for credit classes through the end of the second week of the term.

This policy requires departments to consider all non-instructional, ad-hoc use of classrooms to be *tentative* until university enrollment/registration needs for the term have been met.

Policy implementation: Winter Term 2008
Staff responsible: ARR Scheduling Team and departmental schedulers

2. A 75% minimum fill rate (based on actual enrollment) for all large (>39 capacity) classrooms has been established.

This policy establishes that all classroom assignments in general pool and departmentally controlled classrooms are tentative until enrollment is known, through the end of the second week of the term. Beginning three weeks prior to the start of the term, ARR may relocate courses from classrooms when actual enrollment does not meet the 75% fill rate.
Note: Classes that do not meet the 75% fill rate will only be relocated if another department has unmet need. Technology requirements will factor significantly in room determination.

Policy implementation: Winter term 2008.
Staff responsible: ARR and departmental schedulers

3. All departments that control classrooms having >39 capacity and which do not meet a minimum 75% fill rate will be asked to assign two or more class time periods during the M/W/F or T/TH 10:00-14:00 time periods for general pool instructional placements.

Unused rooms held by ARR will be released to the departments by the end of the second week of the term. This policy requires scheduling software not currently in use.

Policy implementation: Spring Term 2008 or later, depending upon scheduling software availability.
Staff responsible: OIT, ARR and departmental schedulers

4. Room assignments will no longer be published in the quarterly hard copy *Schedule of Classes.* Icons identifying off-campus and online courses will continue to be published. Tentative room assignments will be posted in the online Schedule for faculty, staff and students at least two weeks prior to the term start date.

Policy implementation: Winter term 2008
Staff responsible: ARR Scheduling Team

Note that extensive communication planning will begin during fall term to provide advance notice of this change to the campus communities. This includes Vanguard notice, email notice to students and faculty, as well as prominent online and printed *Schedule of Classes* postings.

Although the room assignments will not be published in hard copy in advance, faculty and departmental schedulers may continue to view tentative classroom placements in Banner.

5. Except for exclusive evening and weekend programs, departments will distribute course offerings across zones in the day. The zone distribution target percentages are shown below. The intended outcome is to spread course offerings so that approximately 10% of enrollment is redistributed from the most popular time zone (10-2) to other less popular times. The table below reflects a reduction in the 10-2 time period from 40% of all sections to 30%. The 10% difference is spread among the other less popular time zones. The enrollment percentages were not adjusted for the evening time periods.

Zone	M/W/F	Percent	Zone	T/TH	Percent
1	7:45-10:05	10%	2	8:00-9:50	10%
3	10:15-13:50	15%	4	10:00-13:50	15%
5	14:00-16:20	10%	6	14:00-15:50	10%
7	All evening	30%			

Policy Implementation: Winter term 2008 with first departmental assessment of course distribution occurring in spring 2008.
Staff responsible: Departmental chairs and schedulers

6. Eliminate the second room scheduling draft. Move the first draft closer to the beginning of the term for improved planning.

Policy implementation: Accomplished at fall term 2007.
Staff responsible: ARR and departmental schedulers

7. Modify the evening time grid to eliminate 16:00-17:15, 16:00-17:50 and 18:00-19:50 from the approved, in-grid offerings.

Policy implementation: Winter term 2008
Staff responsible: ARR and departmental schedulers

8. Departments which control space are encouraged to negotiate "pairings" with other departments for efficient use of controlled classroom utilization.   A minimum 75% fill rate remains a requirement for "paired" sections.

Policy implementation: Winter term 2008
Staff responsible: Departmental schedulers with notification to ARR

Note that another task force will begin study of options to improve room utilization by pairing partially online course offerings and to identify central, proctored lab space for online exam offerings.

9. Identify clusters of adjacent small rooms that might be combined and reconstructed into larger teaching spaces.

Policy implementation: Summer 2008
Staff responsible: Facilities' planners & architects, ARR, department chairs and scheduling staff.

10. Maintaining and developing additional classroom space will be the highest priority in capital planning.

Policy implementation: 2008-2009
Staff responsible: FADM and executive committee

Assessment
Many of these policies take effect immediately. Each of them will be assessed at least annually to ensure that they remain effective and appropriate.

Cc: Carol Mack
         Associate & Assistant Deans
         Departmental Schedulers
         ARR Scheduling Team