

## Scheduling Values, General Purpose Classroom Optimization and Assignment

### Optimization of Classes

The assignment of classroom space utilizes institutional values and the Office of the Registrar enforces the assignments based on the schedule production deadlines. Administrative Policy and [Policy Number 190](#) authorizes the Office of the Registrar to oversee the schedule of classes and scheduling.

### **Institutional Classroom Scheduling Values:** (priority order)

1. Program needs, such as coordinated advising appointments, cohorts, proximity to labs or other specialized equipment/spaces; “Home building or location” of an academic unit (target goal-80% of “home” classes scheduled there.)
2. Room attributes, such as technology, fixed and/or special equipment;
3. Health concerns of the professor as documented per Academic Human Resources;
4. The degree to which an academic unit complies with official time modules and submits schedules by deadlines:
  - Primary Modules ([fall and winter](#), or [summer](#));
  - Secondary Modules with pairs ([fall and winter](#), or [summer](#));
  - Non-standard times require approval of department chair, dean or designee. Final approval resides with the registrar pending classroom availability and minimal impact on student success.
5. The even distribution of time module use throughout the day and week;
6. Enrollment limit approximates classroom capacity (compared with previous year figures);
7. Convenience of location: Room preferences are considered during first scheduling run. After first scheduling run, preferences will be considered but may no longer be available.
  - a. Secondary building preferences
  - b. All other available GENP rooms
  - c. Back-to-back teaching schedules

### Classroom Assignment Process

#### 1. **Assigned**

Along with the above institutional values, departmental scheduling preferences are taken into consideration. If the preferences cannot be scheduled, all general purpose space that is available is considered for scheduling.

#### 2. **Further Review and Audits**

After reviewing the institutional values, department preferences and all available space, a classroom assignment is either made or the class is not scheduled. Classes not scheduled are given to the College/School for review to determine if changes should be made. Classes already scheduled may be cancelled to make room for the

non-scheduled classes. Alternatively, the time of the non-scheduled class may be changed by the College/School to review availability for the different meeting times. Ad Astra report information can be made available for all available time to assist in the review process.

Additionally, the Office of the Registrar also conducts preliminary audits to ensure compliance with policy and practice. If a class is not meeting policy or practice, the Office of the Registrar will review with the Associate/Assistant Dean and/or the departmental scheduler to make appropriate corrections.

### **3. Classroom Waitlist**

Last, any classes still not scheduled are placed on a classroom waitlist. Periodically the Office of the Registrar reviews this list as other classes are cancelled. Classroom assignments are made if space becomes available. The Office of the Registrar will provide a list of available time modules and the academic unit can move the unscheduled class to these time modules.

#### **Strategies to activate Non-Scheduled Classes**

- Swap a room assignment within your College/School or Department with a lower priority class placing the higher priority class in a classroom and the other class on the waitlist.
- [Time module](#) change
- Class maximum capacities greater than 50 could be reduced which may open options for room assignments. This potentially could be increased at a later time but allow scheduling now.
- Smaller classes could be scheduled in non-GENP space which would allow other classes to use that general purpose assignment.