

# Scheduling Policies

Updated: 8/31/12

## Draft RO Shared Classrooms

- ✓ Departments with designated general purpose shared classrooms are given priority pre-assignment into their shared classroom. To place a course in a shared classroom, the course must be in-grid and meet the 75% minimum fill.
- ✓ Once departments have finished rooming open times are utilized for scheduling of all other courses.

## Departmentally Controlled General Purpose Classrooms

- ✓ Departments with dedicated classrooms and seminar rooms are expected to schedule these rooms for classes before requesting room assignments from the general pool.
- ✓ 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.
- ✓ 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.
- ✓ 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.

## Automated Scheduling

- ✓ Courses having standard classroom meeting times (in-grid) will receive scheduling priority. Courses having non-standard meeting times (out-of-grid) will be roomed after courses that fit into the standard time-grid have been roomed.
- ✓ Classes offered for academic credit will have scheduling priority over other, not-for-credit events.
- ✓ General pool classrooms are scheduled using software to establish the "best fit" for size and availability.

## Enrollment Management

- ✓ 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.
- ✓ 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%			

### Course Additions/Cancellations/Changes

- ✓ Schedule changes that affect the class meeting days/times or classroom assignment must be requested in writing on a Course Section Maintenance (CSM) form. This includes course additions, time changes (require a CSM to cancel the existing section and a CSM to re-add the section at the new day/time), course cancellations, class size changes that require a room change, and room changes/requests. *(Policy Exception: The Graduate School of Education is allowed to make day/time changes to their classes without canceling and re-adding IF they indicate that the class is a cohort class and that the students will be notified.)*
- ✓ Certain course changes can be submitted via e-mail. This includes instructor changes, class size changes that do not require a room change, footnote changes, grade mode changes and restriction changes.
- ✓ The Scheduling office will process course changes/requests within 24-48 hours.

### Curriculum

- ✓ Title changes to discrete courses (i.e. WS 381) must be approved by the Office of Academic Affairs. These changes are made in SCACRSE by OAA.
- ✓ Faculty Senate policy limits the number of times that a specific course can be offered, under an omnibus number (i.e. MTH 410), to three times.

- ✓ Certain types of cross-listing are not allowed: 1) one department can not crosslist an omnibus course with a discrete course of another department, i.e. SP 410 and FL 345; and 2) 500 level courses are not allowed to be crosslisted with 400 level cluster courses.
- ✓ As a general rule, you cannot crosslist an omnibus number UG course with a discrete number GR course, even within same department, regardless of the UG/GR division. Of course.

### Room Changes

- ✓ Room changes are processed starting three weeks before the start of the term.
- ✓ Academic departments are responsible for notifying students of room changes. This should be done by posting a room change sign or by contacting the students individually.
- ✓ Scheduling will not move other classes to accommodate general room requests other than enrollment increases unless the department scheduling coordinator has negotiated a room exchange. Such changes must be confirmed to the Scheduling office by submitting CSM forms.
- ✓ Classroom assignments may be changed when a room is determined to be inadequate for a disabled student or instructor. These types of room changes are given the highest priority and may require the Scheduling office to move other courses.
- ✓ Departments or faculty may not over-enroll students beyond the maximum classroom size. Before the instructor accepts additional enrollment beyond the scheduled room capacity, the departmental scheduling coordinator should contact the Scheduling office to determine if alternate space is available.

### Classroom Maintenance

- ✓ Facilities is responsible for routine maintenance of classrooms. Reports of damaged lighting or seating, requests for lecterns, podiums, or additional tables, and concerns about cleanliness, chalk, markers, and erasers should be addressed to the Facilities Department.
- ✓ Instruction and Research Services is responsible for maintenance and repair of non-operating overhead projectors, VCRs, monitors, projection and other instructional equipment.
- ✓ Furniture and equipment such as overheads, chairs, and tables should not be removed or, exchanged from one room to another.

### Academic Ad Hoc

- ✓ Academic ad hocs can be submitted via e-mail and are processed after the second week of the term. *(Policy Exception: If the **academic** ad hoc meets the first two weeks of the term, the Scheduling office will try to accommodate the request if possible...note that the confirmation may not occur until the day before or day of the ad hoc. Important: This exception does **NOT** apply to requests from Event Scheduling for the first two weeks of the term.)*

- ✓ Academic ad hoc requests must be submitted by a faculty/staff member. The Scheduling office will not accept requests directly from students or student groups. *Note: Students must go through their respective department and student groups must submit their requests to Campus Event Scheduling.*
- ✓ There are special circumstances where it makes sense for us to release a room early for a specific event that takes place on a Saturday and/or Sunday. These requests will be looked at on a case-by-case basis and will need to abide by the following restrictions.
  - The earliest we would be able to confirm a reservation would be after the draft cycle is completed (this is the day that the SOC is passed off to Flora).
  - If we have confirmed the reservation prior to passing off weekend control and then found that we needed the room for a credit-bearing class, there is the potential that the event could be bumped. *Note: This possibility would only exist until weekend control was passed off.*
- ✓ The Scheduling office only processes academic ad hoc requests that are directly related to CRNs/classes. This includes CRN/class-related requests such as the following:
  - \*Breakout rooms
  - \*Study sessions
  - \*Student presentations
  - \*Thesis presentations
  - \*Makeup sessions
  - \*Alternate exam rooms
- ✓ All other event-related requests need to go through Campus Event Scheduling located in SMSU, <http://pdx.edu/conferences/schedule-event>. This includes event requests for general pool classrooms. The following are examples of non-CRN/class-related events:
  - \*Staff meetings
  - \*Club meetings
  - \*Camps
  - \*Conferences
  - \*Workshops
  - \*Public lectures/speakers open to the community