Class Scheduling Procedures (simplified)

- During a semester, school/department scheduling coordinators enter class schedules and room requests into Banner.
- 2-3 weeks before registration, Capital Planning and Space Management (CPSM) runs an audit to fix errors/omissions.
- Registration occurs.
- 2-3 weeks before classes start, Banner closed. CPSM runs Schedule 25 to match time/room request from Banner to actual room availability and capacity.
- For initial requests that cannot be met, CPSM begins iterative process with departments to find class space.
- Some class locations in flux for 2+ weeks after semester begins.
Scheduling Challenges

- "Pre-Assignments" of rooms (pre-determined room assignments) override other assignments, regardless of class size. For Fall 2003, 49.5% of class assignments came under the pre-assignment category.

- The average classroom utilization in 2003 was 66.5%. The BoR uses 80%+ as a good utilization number. Low utilization may make it difficult for Tech to argue the need for new classroom buildings.

- For Spring '03, <6% of our classes were offered 8 -9; 9.4% from 9 - 10; 15% from 2-4; and < 5% after 4. So that means that 65% of our class offerings were squeezed into 44% of the available time.

- The anticipated influx of 200 additional freshman and 400 transfer students means that there will be more large class sections for fall ’04 and beyond.
Exacerbating Issues

- As many as 50% of class offerings don't fully observe meet during MWF 1 hr blocks or TThu 1.5 hour blocks. There were 280 classes (Spring '03) offered off the standard time that adversely affected room utilization. Example: a class that meets 1 -2 TTh (instead of 12 -1:30 or 1:30 -3) precludes use of that room from 12 -1:30 and from 1:30-3:00.

- Some faculty/schools Intentionally and artificially inflate projected enrollment in order to reserve a particular room.

- Many of the rooms currently in use are not well designed for technology-intensive instruction. Better better utilization of all classrooms would allow us to a) decommission these bad rooms and use them for seminar rooms, grad. student offices, faculty offices; or b) renovate some of these spaces.
Recommendations

- Raise faculty and staff awareness of problems caused by poor space utilization. Encourage faculty to teach outside the 10 a.m. – 2 p.m. block of time. (ACS)
- Offer faculty teaching outside the 10-2 block first choice of room selection.
- Designate colloquia/seminar rooms that are shared by schools/departments.
- Revise testing procedures to not take up blocks of space during the core block of the day.
- Either enforce MWF 1 hour classes and TTh 1.5 hour classes or redesign how courses are scheduled during the week.