

CSU EAST BAY CLASSROOM SCHEDULING GUIDELINES

Revised April, 2008

I. OBJECTIVES

- Provide sufficient classroom resources to meet credit instruction requirements.
- Apply scheduling policies in a consistent and equitable manner.
- Maximize student scheduling options and reduce overall classroom demand by utilizing standard class hours and encouraging a more even distribution spread of day/time offerings.
- Match special academic requirements with available classroom facilities (e.g., a specific classroom furniture configuration, multimedia equipment, access to specialized department instructional aids).
- Ensure equal access to all individuals.
- Achieve CSU-mandated campus utilization standards for each classroom of approximately 53.0 scheduled day time hours per week at a 66% station occupancy rate.

Please note that the primary purpose of a standardized schedule is to enable students to take the classes they need. In order to schedule enough sections to serve a growing student population, classrooms need to be used efficiently without overlaps or gaps in scheduling patterns.

Thus, the following provisions from the existing scheduling guidelines must be followed. Based on existing policy, sections in excess of the distribution of guidelines will receive a lower room assignment priority.

- Distribution of Class Hours. Departments are expected to schedule an equal share of classes daily and throughout the day.
- Distribution of Day Patterns. Departments are expected to distribute the MWF and TR day patterns throughout the week. If, for example, most classes met on Tuesdays and Thursdays, classroom demand would quickly exceed supply and student scheduling options would be very limited. This means that departments also need to schedule classes that meet once a week across the week, and not concentrate them, say on Monday or Tuesday evenings.
- Distribution of Enrollments. Departments are expected to distribute enrollments throughout the day (i.e., across class hours) and throughout the week (i.e., by day pattern). If most requests for large classrooms were on the same day(s) and/or hour slot, the supply of classrooms would not be sufficient to support credit instruction needs.
- Distribution of Large Lecture Classrooms: Departments are expected to schedule classes for large lectures as if they were assigned only one large lecture room. Colleges are scheduling more large lectures, and therefore cannot assume a large lecture room will be available if they schedule more than one of these classes in the same day and time format.

II. GUIDELINES

A. Distribution Spread Calculation. Day time classroom hours (i.e., both general and limited access classroom requests) are counted in the distribution spread calculation for use in the general and limited access classroom prioritization process.

B. Special Facilities or Requirements. Special academic requirements and curricular content/methodology for certain types of classrooms, classroom equipment, or other special considerations are appropriate for pre-assignment requests and will be given priority in the classroom assignment process. Courses that require specialized equipment (i.e., equipment ordinarily not available in most classrooms which is needed for a substantial portion of a course's curriculum) and which follow the scheduling practices will be handled through pre-assignment (Department will enter approved pre-assigned room prior to batch scheduling). Faculty requiring specific classrooms due to special needs, may request room pre-assignment with appropriate medical documentation of need.

C. Building Preference. To the extent appropriate classroom facilities are available and scheduling practices are followed (see Section III below), courses will be assigned classrooms in the academic department's home building or in buildings geographically close to the home building. [Please be aware classroom assignment is not based on historical assignment.]

D. Open/Available Hours in Restricted Classrooms. Departments with scheduling jurisdiction over restricted classrooms have an obligation to accommodate other credit instruction in these rooms when open hours are available. Requests for an assignment in a restricted classroom should be made directly with the controlling department to confirm the availability and assignment of the classroom.

E. Departments With Jurisdiction Over Restricted Classrooms Requesting General Assignment Classrooms. Departments which schedule restricted classroom space are eligible to request general assignment classroom space. However their space requests will receive low priority until their departmentally scheduled classrooms (in similar seating capacity ranges) achieve a reasonable utilization of formal credit instruction per room, per week.

F. Classroom Use. For these calculations the campus is required to define official credit instruction hours as the unit to be counted toward campus utilization standards. In a learning community like the CSUEB, we recognize that course use frequently extends beyond official class hours, particularly in some types of courses and for some types of instruction or preparation. Departmentally controlled classrooms are also used regularly for non-credit activities such as meetings, special lectures, and thesis defense. The intent of these guidelines is to balance the need for scarce resources, with effective educational practices that may not "fit" the scheduling standards and definitions.

G. Classroom Utilization and Alternate Uses. Classroom utilization statistics will be reported to the VP, Planning and Enrollment Management each quarter to identify those rooms not achieving established standards. The Facilities Management Office, Instructional Scheduling Office, Facilities Reservations & Special Events and the deans' and chairs' offices should consult to determine the best alternate use of these classrooms.

H. Changes. Room change requests should first be directed to the Department for possible internal changes. If a change is not found, the Instructional Scheduling offices will check to see if there is an available space or possible switch elsewhere. No time changes are allowed after enrollment has begun.

I. Enrollment Management. It is the responsibility of the department and the instructor to ensure that actual attendance does not exceed classroom capacity.

J. Back-to-Back Teaching Assignments. To ensure that back-to-back teaching assignments are located in the same requested building, only one class should be scheduled during a high impact meeting time. For example:

- Acceptable assignments would be: TTH **8 – 9:50 am** and 10 – 11:50 am; or 2 – 3:50 pm and **4 – 5:50 pm** – where the bold times are non-impacted meeting times.
- Unacceptable assignments would be 10 – 11:50 am and 12 – 1:50 pm; or 12 – 1:50 pm and 2 – 3:50 pm – where both times fall within impacted meeting times.

K. Multi-Media Requests. Specialized facilities needs for media are considered and accommodated whenever possible within utilization guidelines and Technology Enhanced Classrooms (TEC) are assigned on a space-available basis.

L. Special Requests. All instructional activities related to regularly scheduled classes – including classroom needs for Hybrid and Online classes - such as review sessions, make-up classes, special lectures, placement examinations, or academic tutoring may be scheduled on a space-available basis after regular class meetings have been scheduled, and after the end of the university add/withdrawal period.

M. Conflicts. In the event of conflicts, priority is given to class meetings which demonstrate the highest seat utilization based on current projections, and enrollment history for the last 3 quarters.

N. American Disabilities Act. Classes may be moved to accommodate disabled students as required by the ADA.

III. PRIORITIZATION OF CLASSROOM ASSIGNMENTS

The Office of Instructional Scheduling, a unit within Planning and Enrollment Management, manages the set-up of the R25 Space Assignment software with instructional needs as the top priority. Courses are assigned to classroom space based on the following criteria:

- Instructor mobility or other documented ADA compliance needs
- Enrollment capacity and room capacity matching
- True instructional technology needs
- Back-to-back teaching schedules of instructors
- Proximity to office location

IV. IMPLEMENTATION

The following standard class hours are effective for Spring Quarter 2008. It should be noted these policies do not apply to the summer quarters. It is recognized there may be academic and pedagogical reasons for scheduling classes at non-standard hours and/or days. However, departments should review these instances to assure a continued need for use of non-standard hours.

A. Hayward Standard Class Hours

Approved by the Academic Senate, DATE

MWF	MW	TR	Fri-Sat	SINGLE SESSION**
8-910 AM	8:40-10:30 AM	8-950 AM	8:40-10:30 AM	
920-1030 AM		10-1150 AM		
1040-1150 AM		12-150 PM		
12-110 PM	2:00-3:50 PM	2-350 PM	2:00-3:50 PM	2:30-6:00 pm
120-230 PM	4:00-5:50 PM	4-550 PM		4:00-7:30 pm*
	6-750 PM	6-750 PM		6:00-9:30 pm
	8-950 PM	8-950 PM		6:30-10 pm

*The 4:00-7:30 pm single session would be limited to CEAS for teacher education students with the proviso that these sessions would be spread across the week.

**Saturday single sessions could be scheduled with more flexibility.

B. Concord Standard Class Hours (to be submitted)

V. CONTACT INFORMATION

Martha Lucero Wallace, Director, Instructional Scheduling. Phone: 510-885-2876;
email: martha.wallace@csueastbay.edu.