

ACADEMIC COURSE SCHEDULING UPDATE MEETING

SEPTEMBER 26, 2018

10:30 A.M.

SPROUL HALL-ROOM 1102

AGENDA

ACADEMIC COURSE SCHEDULING UPDATE MEETING
WEDNESDAY, SEPTEMBER 26, 2018

10:30 a.m.

- I. Brief Update on Course Scheduling Workgroup Report
- II. Role of Course Scheduling Committee-CSC (Recommendations Two and Eight)

10:45 a.m.

- III. Planned Change for Spring 2019
 - A. Sections Assigned to GE Classrooms in Hold Status (Recommendation Six)
- IV. Planned Changes for Fall 2019
 1. Clock Hour Change (Recommendation One)
 2. Prime-Time/Compliance (Recommendation Three)
 3. Meeting Patterns (Recommendation Four)
 4. Priority Scheduling (Recommendation Five)
 - Priority Level 1
 - Priority Level 2 (Exceptions)

11:15 a.m.

Other Recommendations (Recommendation Seven)

11:30 a.m.

Questions?



UPDATE ON COURSE SCHEDULING WORKGROUP RECOMMENDATIONS

- Update on Course Scheduling Workgroup Report and the Role of the Course Scheduling Committee (CSC) – Ken Baerenklau

WHAT'S NEW AND DIFFERENT-PLANNED CHANGE FOR SPRING 2019

SECTIONS ASSIGNED TO GE CLASSROOMS IN HOLD STATUS

- Effective Spring 2019, a section in department hold (“H”) status may retain an assigned general assignment (GE) classroom until 2 weeks prior to the first day of instruction for a quarter. If a section has not been placed into active status by that time, the GE classroom will be unassigned. Should the department wish to open this section in the future and utilize a GE classroom, they must first check classroom availability with the Office of the Registrar/Academic Scheduling.



WHAT'S NEW AND DIFFERENT-PLANNED CHANGE FOR SPRING 2019

SECTIONS ASSIGNED TO GE CLASSROOMS IN HOLD STATUS

- Purpose of policy: to ensure Academic Scheduling has as “healthy” a GE classroom pool as possible to accommodate the numerous room change requests received prior to the start of a new quarter by faculty and staff from multiple academic departments.
 - Spring 2019
 - First day of instruction: **Monday, April 1, 2019**
 - If a section with a GE classroom is in Hold status as of **4:00 PM Monday, March 18, 2019** - Academic Scheduling will release that classroom
 - For Spring 2019 only – reminders of this new policy will be communicated to department schedulers (using our scheduling distribution e-mail list) as follows:
 - Spring 2019 “Call” – to be sent around Thursday, November 8, 2018
 - An e-mail to be sent on the online SOC publication date (Thursday, January 31, 2019)
 - One more e-mail to be sent on or around Tuesday, March 12, 2019 (five business days before the two-week deadline date)

WHAT'S NEW AND DIFFERENT-PLANNED CHANGE FOR SPRING 2019
SECTIONS ASSIGNED TO GE CLASSROOMS IN HOLD STATUS

- Fall 2019 forward
 - One e-mail reminder to be sent five business days before the two-week deadline date
 - Fall 2019
 - First day of instruction: **Thursday, September 26, 2019**
 - GE rooms removed from sections in Hold status: as of **4:00 PM Thursday, September 12, 2019**
 - Reminder e-mail to be sent: Friday, September 6, 2019

WHAT'S NEW AND DIFFERENT- PLANNED CHANGES FALL 2019

- Clock Hour Change
 - Effective Fall 2019, classes will start on the hour and half-hour ex. 0800-0850, 09:30-1050
 - Class end times include 10 minutes of passing time
 - Village Time will include clock hour change
- Purpose of Policy:
 - Aligns UCR class schedules with administrative schedules, event schedules and employment schedules
 - Allows faculty and students 10 minutes of passing time to administrative meetings/classes
- A campus communication plan will be implemented to ensure advance notification of the clock hour change
 - To begin end of Winter/Start of Spring 2019

WHAT'S NEW AND DIFFERENT- PLANNED CHANGES FALL 2019

- Prime-Time/Compliance
 - Prime-Time hours- 9:00 a.m.-3:00 p.m. (Remains unchanged)
 - 50% of Primary Activities may be scheduled during prime time hours
 - 60% of Secondary Activities may be scheduled during prime-time hours
- Changes:
 - Tues/Thurs meeting pattern no longer limited to 40% prime time hour restriction
 - More Two-Day Meeting Pattern Flexibility
 - Implementation of the CSC and their regular review of courses scheduled in Prime-Time
- Purpose of Policy:
 - Due to demand of prime time hour requests, limits must be imposed for equity

WHAT'S NEW AND DIFFERENT- PLANNED CHANGES FALL 2019

- Meeting Patterns

- Each scheduling request for a primary activity should use a standard meeting pattern unless the CSC has approved a request for an alternative pattern, otherwise the activity will receive lowest scheduling priority among primary activities.

- Purpose of Policy:

- Compared to the current policy, there is a much greater variety of standard meeting patterns and many more two-day per week meeting patterns to meet demand expressed by both students and faculty, while still allowing for maximum utilization (no unscheduled time blocks) between 8am and 8pm.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------|-------------------|----------|-----------|----------|---------|
| | Early morning (A) | | | | |
| 7:00 AM | | | | | |
| 7:10 AM | | | | | |
| 7:20 AM | A1 / A2 | A2 | A1 / A2 | A2 | A1 / A2 |
| 7:30 AM | | | | | |
| 7:40 AM | | | | | |
| 7:50 AM | | | | | |
| 8:00 AM | Morning (B) | | | | |
| 8:10 AM | | | | | |
| 8:20 AM | B6 / B11 | B11 | B6 / B11 | B11 | B6 |
| 8:30 AM | B1 | B2 | B1 | B2 | B5 |
| 8:40 AM | | | | | |
| 8:50 AM | | | | | |
| 9:00 AM | | | | | |
| 9:10 AM | | | | | |
| 9:20 AM | B7 / B12 | B12 | B7 / B12 | B12 | B9 |
| 9:30 AM | | | | | |
| 9:40 AM | | | | | |
| 9:50 AM | | | | | |
| 10:00 AM | | B5 / B10 | B3 | B4 / B10 | B4 |
| 10:10 AM | B8 / B13 | B13 | B8 / B13 | B13 | B8 |
| 10:20 AM | | | | | |
| 10:30 AM | | | | | |
| 10:40 AM | | | | | |
| 10:50 AM | | | | | |
| 11:00 AM | Midday (C) | | | | |
| 11:10 AM | | | | | |
| 11:20 AM | C7 / C11 | C11 | C7 / C11 | C11 | C7 |
| 11:30 AM | C1 | C2 | C1 | C2 | C5 |
| 11:40 AM | | | | | |
| 11:50 AM | | | | | |
| 12:00 PM | | | | | |
| 12:10 PM | | | | | |
| 12:20 PM | C8 / C12 | C12 | C8 / C12 | C12 | C9 |
| 12:30 PM | | | | | |
| 12:40 PM | | | | | |
| 12:50 PM | | | | | |
| 1:00 PM | | | | | |
| 1:10 PM | C5 / C10 | C3 | C4 / C10 | C3 | C4 |
| 1:20 PM | C9 / C13 | C13 | C9 / C13 | C13 | C9 |
| 1:30 PM | | | | | |
| 1:40 PM | | | | | |
| 1:50 PM | | | | | |
| 2:00 PM | | | | | |
| 2:10 PM | | | | | |
| 2:20 PM | D7 / D11 | D11 | D7 / D11 | D11 | D7 |
| 2:30 PM | D1 | D2 | D1 | D2 | D5 |
| 2:40 PM | | | | | |
| 2:50 PM | | | | | |
| 3:00 PM | | | | | |
| 3:10 PM | | | | | |
| 3:20 PM | | | | | |
| 3:30 PM | | | | | |
| 3:40 PM | | | | | |
| 3:50 PM | | | | | |
| 4:00 PM | | | | | |

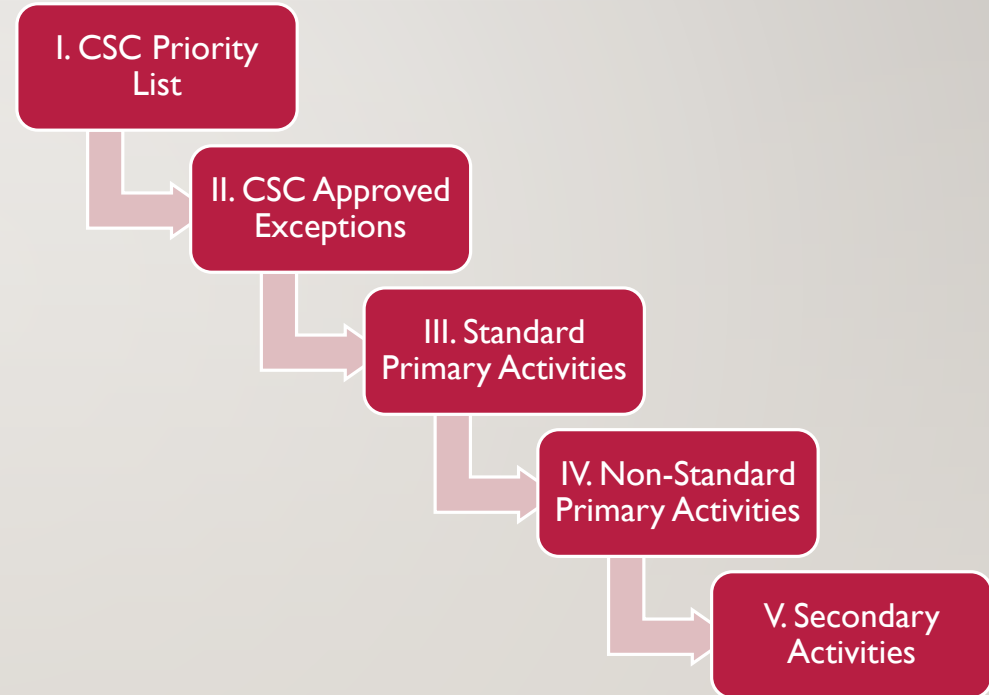
WHAT'S NEW AND DIFFERENT- PLANNED CHANGES FALL 2019

Priority Scheduling

- 5 levels of scheduling priority for sections
- Includes primary and secondary activities

Purpose of Policy

- Creates a framework for campus scheduling priorities while allowing for necessary exceptions as determined by the CSC.



WHAT'S NEW AND DIFFERENT- PLANNED CHANGES FALL 2019

Priority Scheduling

1st Priority:

Primary Activities determined by the CSC and Provost to be of significant importance for student progress to degree across multiple majors

- Scheduled by the CSC in standard meeting patterns that rarely change from year-to-year
- Do not count against individual departmental prime time allocations
- Secondary activities associated with 1st level primary activities also have 1st level scheduling priority

2nd Priority:

Approved Exceptions

- Includes primary activities with approval from the CSC and Provost to use non-standard meeting patterns.
- Counted in a department's Prime/Non-Prime totals prime time allocations.
- The CSC will regularly review the list of courses with 2nd - level priority, and their meeting patterns, and recommend changes. This includes current agreements previously approved and known as "Pre-Assigned Agreements for GE Classrooms"

WHAT'S NEW AND DIFFERENT- PLANNED CHANGES FALL 2019

Priority Scheduling

3rd Priority:

Standard Primary Activity Sections

- Sections in this category utilize a standard meeting pattern
- Counted in a department's Prime/Non-Prime totals
- The majority of primary activity sections will be scheduled via the Optimizer in this phase

4th Priority:

Non-Standard Primary Activity Sections without CSC Approval

- Sections in this category utilize a non-standard meeting pattern that was not approved by the CSC
- Counted in a department's Prime/Non-Prime totals
- Scheduled after all other primary activity sections, if space allows

5th Priority:

Secondary Activities

- Secondary activities are scheduled after primary activities
- Counted in a department's Prime/Non-Prime totals

QUESTIONS?

