

Course Scheduling Committee

Date: October 1, 2018

Location: Hinderaker 0154

Agenda:

1. Review of pre-assignment agreements (program exceptions)
 - a. Criteria for evaluation
 - b. Process (including solicitation of new requests)
 - c. Priority – include with course exceptions?
 - d. Decisions due to Registrar by January 4
2. Fall quarter scaffolding
 - a. Criteria for evaluation
 - b. Process (including engagement with chairs and directors)
 - c. Decisions due to Registrar by February 1
3. Mechanisms for receiving input
 - a. Qualtrics forms for program and course exceptions
 - b. Qualtrics form for other issues?

Supporting Documents

- Page 2: Pre-Assignment agreements for general assignment classrooms
- Page 3: Scaffolding example document

Pre-Assignment agreements for general assignment classrooms
for a term's Schedule of Classes

Number	Name of Agreement	Department	Purpose	GE classrooms affected	Notes
1	Pre-assigned Rooms	Various; see tab "List tied to agreement #1"	Ensure certain graduate seminars are assigned a large GE classroom. Accommodate special topics speakers.	See attached list	Most of the courses under this agreement are graduate level; a couple are undergraduate level. Sometimes these courses do not have enrollment. However, departments have advised they still meet for specials speakers. Attendees are students, faculty, and outside visitors.
2	Foreign Language Course Pre-Scheduling	Comparative Literature & Foreign Language	Manage scheduling of language courses with course ID of 025 and below meeting 4 hours/week (4 days/week)	INTS 2136, INTS 2138, HMNSS 1400, HMNSS 1401, SPR 2356, SPR 2361, OLMH 1122, OLMH 1127	Department must keep the 4-day foreign language course offerings only in these 8 GE - General Assignment classrooms. Can swap with own courses within these classrooms to resolve scheduling conflicts.
3	Graduate Education Course Pre-Scheduling	Graduate School of Education	Manage scheduling of graduate EDUC courses that meet 1 day/week for 3 hours with a late afternoon start time	GE classrooms in HMNSS, SPR, WAT, OLMH, & CHASS - South	Class times in afternoon to accommodate working educators pursuing an advanced degree.
4	Graduate Seminar PreScheduling	Various	Ensure graduate courses approved with SEM (Seminar) activity are scheduled in GE classrooms designated by Capital Programs as SEM.	HMNSS 1407, HMNSS 1502, LFSC 2418, WAT 1117	This is a different pre-assignment from agreement #1. The classroom pool for this pre-assignment deal has smaller seating capacities and movable seating conducive to seminarstyle instruction.

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5	CHFY - CHASS Connect freshmen Course Pre-Scheduling	CHFY	Ensure these courses are scheduled on 2 days/week at the same time every quarter. CHFY courses are used in the CHASS Learning Community blocks.	GE classrooms with 80-100 seats.	Department offers these courses on MW 210-330PM with a 75 maximum enrollment. In past terms, sometimes offered 6-7 sections per term. In recent quarters, the CHASS Connect offerings have been fewer, and currently none are on the Winter 2019 schedule. Department has made greater use of CHFY 007 workshops (1 hour/1 day per week).

Number	Name of Agreement	Department	Purpose	GE classrooms affected	Notes
6	Learning Community "Bucket List" PreScheduling	Various	Because of complexity of Learning Community block planning, ensure sections projected to be included in a LC block are scheduled a GE room at requested time.	Possibly all GE classrooms (though Academic Scheduling tries to fill a minimal number of rooms, as well as schedule in open time gaps)	Priority scheduling agreement with the three Colleges (BCOE, CHASS, CNAS) that non-unit-bearing activities identified as going into a LC block and needing a GE classroom will be prescheduled a room at the requested day and time. The room can change, but the day and time will not change. Effective Winter 2018, priority scheduling extended to the unitbearing activities going into a LC block. Agreement includes academic departments coding applicable sections with LC (LC - General Assignment) prior to Academic Scheduling assigning the classrooms.
7	Math Pre-Assignments	MATH	Aid in scheduling Math's 2-day non-unit-bearing activities at requested time.	MSE 113 & SPR 2365	Math's historical scheduling structure is non-unit-bearing activities are scheduled on days opposite from the unitbearing activity. With some of Math's courses approved for both LCA and DIS that meet 1 hour/2 days per week, plus that non-unit-bearing activities are scheduled after unitbearing activities, the Registrar approved Math being allotted two GE classrooms so these 2-day activities can be scheduled at requested time.

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8	MSOL Pre-Scheduling	Graduate ENGR & CS Depts	Schedule courses that are part of the MSOL program in rooms conducive for recording the sessions.	MSE 011 & MSE 003	Each MSOL course in a term has an in-person section & an online section. The in-person section is scheduled in MSE 011 or 003 (depending on max enrollment). Class meeting is recorded for later broadcast for the section's online version, which in Banner shows location as ONLINE/ONLINE.
9	School of Business PreScheduling	BUS	Assist BUS with accommodating faculty availability	OLMH 421 & OLMH 1212	BUS requested accommodation because a number of their faculty are working professionals and can teach only 2 days/week. Registrar's Office agreed that in the two OLMH rooms notated, BUS can schedule lectures of appropriate size on both a TR standard time & a MW nonstandard time in prime time schedule (e.g., MW 810-930AM, 940-11AM, etc.). With this agreement, BUS agreed to fill in the F time slots with discussions of appropriate size.

Number	Name of Agreement	Department	Purpose	GE classrooms affected	Notes
10	Physics Large Lecture PreScheduling	PHYS	Ensure classroom with proper equipment is assigned	PHY 2000	Department has advised the following PHYS courses must be scheduled in PHY 2000 due to the need of equipment stored there and the need to use the rotating stage for access to said equipment: PHYS 002A, 002B, 002C, 010, 020, 040A, 040B, & 040C. Sometimes one or more of these sections are designated for a Learning Community block so it will receive priority scheduling anyway. Enrollment history is consistently high enough to justify this room request for these courses.

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11	HUB Scheduling Agreement	Highlander Event Scheduling	Room availability for performance-related student events	WAT 1000	Long-standing agreement that WAT 1000 is made available for non-academic events during the quarter after 5:00PM on Thursdays & Fridays, and all day and evening on the weekends. During these times, HUB administers booking WAT 1000 for its customers. However, if WAT 1000 is needed for a course section on TH or F (e.g., TR 5:106:30PM), the HUB will block the room by request for that quarter (for the example, block it on TH 5:10-6:30PM).
12	Faculty Special Need PreScheduling	Various	Ensure a room that accommodates a faculty member's physical limitation is scheduled	Any GE classroom or building containing GE classrooms	Per ADA, must make reasonable accommodation for a faculty member's disability, whether temporary or permanent. A department requesting a GE classroom for this reason during the scheduling production cycle is most optimal. However, Academic Scheduling will do its best to accommodate a disability request even after the term begins. As needed, the Registrar's Office will work with the Office of Disability Management to accommodate a faculty member's need for disability accommodation.

Seminars with Pre-Assigned Classrooms by Scheduling Agreement			
Subject	Course	Classroom	Day/Time in Term (historically)
BCH	251 001	CHUNG 138	T 12:10 - 1:00 PM
BIOL	252 001	SPTH 2200	R 4:10 - 5:00 PM
BPSC	231 001	LFSC 2418	MWF 11:10 AM - 12:00 PM
CHEM	250 001	BRNHL A125	W 4:10 - 5:00 PM
CHEM	302 001	BRNHL A125	W 5:10 - 6:00 PM
CPLT	015 001	HMNSS 1503	MW 5:10 - 6:30 PM
CS	287 001	BRNHL A125	F 11:10 AM - 12:00 PM
EDUC	109 001	SPR 1340	R 5:10 - 8:00 PM
EEOB	265 001	SPTH 2200	F 12:10 - 1:00 PM
ENTM	250 001	CHUNG 138	M 4:10 - 5:00 PM
ENTX	202 001	LFSC 2418	MWF 2:10 - 3:00 PM
ENTX	270 001	CHUNG 143	W 12:10 - 1:00 PM
GEO	191 001	CHUNG 138	T 3:10 - 4:00 PM
GEO	250 001	SPTH 2200	M 12:10 - 1:00 PM
NEM	250 001	BOYHL 1471	W 4:10 - 5:00 PM
PHYS	289 001	CHUNG 138	R 3:40 - 5:00 PM
PLPA	250 001	BOYHL 1471	R 12:10 - 1:00 PM
STAT	251 001	OLMH 420	T 3:40 - 5:00

Appendix 11 - Scaffolding Methodology: Scheduling 1st Priority Courses for Feasibility Testing

To conduct a realistic test of the proposed policy, it was necessary to develop a list of 1st-level priority courses for the scaffolding step of the fall 2017 schedule rebuild. The purpose of the scaffolding step is to coordinate the scheduling of a short list of critical courses to minimize conflicts and promote timely progress towards degree for a large number of UCR undergraduates. The Associate/Divisional Deans of Student Affairs for the undergraduate colleges met several times during 2017 to develop the list. All lower division gateway and service courses, and a smaller number of upper division courses, were considered initially as candidates. The Registrar provided a pivot table with enrollment statistics and student demographics for each course over the past three years to help inform course selection. Three criteria were then developed and used to determine the scaffolding list:

1. Proportion of freshmen enrolled (>50%)
2. Variety of major types enrolled (>10)
3. Total enrollment in course (>250)

After the list of courses was determined, the Associate/Divisional Deans then scheduled each section in an appropriate room while avoiding conflicts with other courses on the list. The final matrix of courses along with their time and room assignments is provided in this appendix.

It is worth noting that this particular scaffolding matrix was created to facilitate *testing* of the proposed policy and is not intended to be a *feature* of the policy. Under the proposed policy, the Course Scheduling Committee (CSC) would be charged with developing, reviewing, and recommending changes to the actual scaffolding matrices (one for each term) on an ongoing basis. These matrices are not intended to be fixed in perpetuity, but instead should evolve slowly and deliberately as popular major trends change, new majors and courses come online, and new instructional pedagogies come into effect (e.g. hybrid delivery). It is anticipated that many courses used for freshman learning communities would qualify for the scaffolding lists, but learning communities are neither necessary nor sufficient for listing.

Prototype Scaffolding Room Matrix for 201740 - Build 1

Pattern	Days/Times	SPR 1102	CHUNG 138	OILMH 1208	BRNHL A125	UVTHE8	HMINSS 1501	WAT 1000	MSE 1116	PHY 2000	MSE 104	INTN 1020	LFSC 1500	BRNHL B118	UVTHE10	UVTHE9	UNLH 1000
B01	MW 8-9:20a	100	105	110	130	135	138	170	284	288	293	300	303	329	334	416	570
B02	TR 8-9:20a		CS 010	BIOL 005A	MATH 005	MATH 009C	MATH 007A	MATH 007B	MATH 009A	PHYS 040A	ANTH 002	SOC 002S		POSC 010			CHEM 001W
B10	MW 9:30-10:50a		CS 010		MATH 009A		MATH 007B	SOC 002F	BIOL 005A		ANTH 005	MATH 007A					GEO 009
B03	TR 9:30-10:50a				MATH 009B				BIOL 005A		ANTH 005					BUS 010	HIST 015
C01	MW 11a-12:20p		CS 010		MATH 007A				ENSC 001			HIST 020W				POSC 020	HIST 010
C02	TR 11a-12:20p							PHIL 030E	CHEM 001A		BIOL 005C		MATH 006B				ETST 001
C10	MW 12:30-1:50p		CS 010				MATH 006A		CS 008	PHYS 040C	MATH 007A	CHEM 001A			HIST 020	BUS 010	ECON 003
C03	TR 12:30-1:50p						MATH 007A	PSYC 049	SOC 010	MATH 004	CHEM 001A	MATH 009A	MCS 001		POSC 015	BIOL 005B	
D01	MW 2-3:20p		CS 010		MATH 009A		MATH 009B	MATH 006A	BIOL 005C	CHEM 001A	POSC 005W	GSST 001S		CHEM 001C	ETST 002	PHIL 001	ANTH 001
D02	TR 2-3:20p							MATH 009B	CS 008	CHEM 001A	MATH 022						ECON 002
D10	MW 3:30-4:50p			MATH 009B			MATH 006A		CHEM 001C	CHEM 001A	BIOL 005B	PSYC 049	MATH 005	MATH 009A			SOC 001
D03	TR 3:30-4:50p			MATH 009B	MATH 007A		MATH 007B		ETST 003	PHYS 040C	EE 001A		BIOL 030				PSYC 001

Notes:

- The timeframe was expanded out of Prime hours to accommodate all necessary sections in UNLH 1000.

- Sections were generally kept as close to their current days, time, and rooms as possible, except:

- a) when the original time was outside the 8am-5pm window considered, or
- b) the class conflicted with another section already on the matrix, or
- c) a class time shift caused two sections of the same course to occur at the same time, or
- d) when additional time options were needed for conflicting courses.

- Sections in UV THE9 & 10 have not had their meeting patterns shifted to account for offset time for the Village

- 99 sections, representing the large lectures on the courses list, were scheduled in this sample.

- This matrix is a first sample draft and proof-of-concept. Room utilization and overall scheduling has not been optimized in any way except to avoid or provide alternatives to known conflicts.