**Course Scheduling Committee**

Date: October 1, 2018

 Location: Hinderaker 0154

Agenda:

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

Supporting Documents

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

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| **Number Name of Agreement Department Purpose GE classrooms affected Notes** |
| 1 | Pre‐assigned Rooms | Various; see tab "List tied to ageement #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. |
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| 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. |
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| 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. |
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| 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). |
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| **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. |
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| 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. |
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| 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. |
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| **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). |
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| 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. |

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| **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.

