

Scheduling Guidelines for General Assignment Classrooms

- Effective Spring 2020 -

A. Definitions:

Prime Time: Classes starting 9:00 AM to 2:59 PM

Non-Prime Time: Classes starting 7:00 to 8:59 AM and 3:00 PM and later

Standard Meeting Pattern: Standard meeting patterns are individually defined and listed on the Standard Meeting Patterns document.

Non-Standard Meeting Pattern: Any meeting pattern not defined and listed on the Standard Meeting Patterns document.

Primary Activity: The credit-bearing section(s) of a course. All courses have one primary activity.

Secondary Activity: The non-credit-bearing section(s) of a course. A course may have many, one, or no secondary activities.

B. Prime / Non-Prime Time Distribution:

Due to excess demand for Prime Time meeting patterns, departments may request no more than 50% of their primary activity sections and no more than 60% of their secondary activity sections during Prime Time hours. A section is in Prime Time if a) the start time of the section falls within Prime Time hours and b) the section is not included in Scaffolding/Priority 1 scheduling by the Course Scheduling Committee (CSC).

Sections scheduled across multiple meeting patterns will be determined to be in or out of Prime Time hours based on their primary meeting pattern as defined in course scheduling procedures published by the Office of the Registrar. Standard meeting pattern B5 is not in Prime Time. Standard meeting pattern D5 is in Prime Time. Exceptions to this provision can be found in section D.4.

Departments that are not in compliance with this distribution requirement at the “Call” Deadline as monitored by the Office of the Registrar shall not have their sections scheduled until a schedule that meets these conditions is submitted by the department and verified by the Office of the Registrar. Notification of a department’s compliance status will be provided by the Office of the Registrar at the time of the “Call” Deadline.

C. Meeting Pattern Requirements:

All offered sections should conform to the meeting patterns defined and listed on the Standard Meeting Patterns document unless granted an exception by the CSC. Sections requesting a non-standard meeting pattern for which an exception has not been granted by the CSC will be scheduled after all other primary activity sections if appropriate classroom availability exists. No section should employ a meeting pattern that spans multiple blocks (A-F). For additional details, please see the Meeting Pattern Matrix. To promote higher classroom utilization, secondary activity sections should generally begin on the hour.

D. Scheduling Priority Order:

1. **Scaffolding Courses:** These courses serve multiple majors and have large enrollments with high percentages of first-year students. They are identified by the CSC and Provost and scheduled with standard meeting patterns for both primary and secondary activity sections. The main goal of this scheduling step is to avoid conflicts among these courses and thus promote on-time graduation. Sections in this category are not counted in a department’s Prime / Non-Prime Time distribution due to the university service nature of these courses and because departments have relatively less control over when these courses are scheduled. Departments may not “swap” other courses with their scaffolding courses because this can introduce courses that do not meet the scaffolding criteria and create scheduling conflicts.

Departments with scaffolding courses should reach out to the CSC prior to the “CALL” for the impacted quarter if any substantial changes are expected to any identified course. Any adjustments for increased enrollment or other needs after scheduling begins will be evaluated within the standard room change request process.

2. **Pre-Scheduling:** These sections have a non-standard meeting pattern or specific classroom assignment that has been approved by the CSC and Provost. Sections in this category are counted in a department's Prime / Non-Prime Time distribution. In order to guarantee scheduling under these agreements, course sections must be entered into the term no later than the Call Deadline. Sections entered after that time will be scheduled based upon current classroom availability.

3. **Standard Primary Activities:** All primary activity sections that request a standard meeting pattern and are not identified as a Priority 1 or 2 course by the CSC and Provost. Sections in this category are counted in a department's Prime / Non-Prime Time distribution. Most primary activity sections will be in this category.

4. **Non-Standard Primary Activities:** These primary activity sections request a non-standard meeting pattern for which an exception was not granted by the CSC and Provost. Sections in this category are counted in a department's Prime / Non-Prime Time distribution and are considered to be in Prime Time if any of the section's meeting times begins during Prime Time hours.

5. **Secondary Activities:** Sections in this category are counted in a department's Prime / Non-Prime Time distribution unless the course has been identified by the CSC and Provost as a Scaffolding Course.

E. Sections Assigned a Classroom in Department Hold Status:

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

F. Scheduling Priority for Like Requests:

Course sections will be scheduled in the priority order listed above. Where demand for a particular meeting pattern or classroom exceeds the availability for that meeting pattern or classroom among primary activity sections, scheduling priority will be further determined based on the highest seat utilization available for current enrollment projections and the cumulative enrollment history for the most recent three quarters in which the course was taught over the previous nine terms (not to include Summer or the current term). For course sections schedule by the Scheduler25 Optimizer, priority is given to maximizing placed sections according to classroom utilization. Special consideration may be given when substantial documentation is presented by the department identifying significant anticipated enrollment increases beyond those of the campus-at-large.

G. Requests for Meeting Patterns:

The assignment of teaching duties is completed by the Chair of the department. The request for each course section's meeting pattern is completed by the department scheduling contact in consultation with the academic department. These requests cannot be guaranteed and are subject to the scheduling policies outlined in this document. Instructor requests will be considered, but are not guaranteed unless the instructor has a documented disability that requires accommodation.

H. Scheduling Changes:

Departments may request changes to the meeting pattern, maximum enrollment, or classroom of a course section after it has been scheduled. Prior to making such a request, departments should first work within their college structure to ensure that the change does not create additional curriculum conflicts or negatively impact student's time-to-graduation. The Office of the Registrar will maintain a log of such requests and process them in the order received, fulfilling them based on classroom availability and seat utilization.

I. Reassignment of Classrooms:

Classrooms may be reassigned due to utilization concerns associated with actual enrollment either not meeting or exceeding the expected enrollment, including courses with waitlists where the only constraint for increasing enrollment is the capacity of the assigned classroom. Prior to the first day of instruction, the Office of the Registrar will provide courtesy notification to departments informing them of the reassignment. Changes on or after the first day of instruction will be discussed with the impacted department(s) prior to a change being made.

This is a scheduling request for BPSC 21: *California's Cornucopia: Food from the Field to your Table*

1. Background information:

BPSC 21 is the largest non-majors class offered by the Department of Botany and Plant Sciences. BPSC 21 has traditionally been offered in Winter and Spring quarters, but in response to increased demand, we plan to offer this course each quarter, provided a classroom can be scheduled to accommodate the BPSC 21 curriculum. This non-majors class accommodates ~120 students and our waiting list is usually long (for example, 71 in S19, 80 in S18). The instructors are Drs. Norm Ellstrand and Linda Walling.

BPSC21 focuses on California Agriculture and an important component of the curriculum involves a visit to Agricultural Operations and a tour of the Citrus Variety Collection (CVC). The tour provides important context for the lecture material. It gives UCR students the opportunity to understand the importance of this vast citrus collection, the link to the citrus industry and the origins of UCR, and gives them a hands-on opportunity to see, touch, smell, and taste some of UCR's exotic citrus accessions. It is always a highlight of the course. The tour is done during a scheduled 80-minute lecture period and must obviously be conducted during daylight hours. Therefore our lectures must be scheduled during daylight hours. Due to scheduling conflicts and limited room availability, BPSC 21 was scheduled in the evening during the Winter 2019 quarter. This compromised the curriculum, as the CVC tour could not be done during a scheduled lecture period, which was after dark.

We rely on CVC staff to conduct the tour and must also accommodate their schedules. Tracy Kahn (curator of the CVC) and her staff lead this tour and tasting, so it must occur during working hours (not before 9 AM and ending no later than 5 PM).

2. Options considered:

Option 1: Assure that BPSC 21 is scheduled beginning after 9 AM and ending no later than 4:30-5 PM. See the rationale iterated above for the time constraints. This is usually a Tues-Thurs course, , but any two-day schedule would be acceptable.

Option 2: Schedule CVC tours outside of scheduled classroom time – Special session

- In Winter quarter 2019, BPSC 21 lectures were scheduled beginning at 5:10 PM. It was getting dark at the beginning of the lecture period so it was not possible to schedule the CVC tour during the lecture period. This demanded scheduling of a special session for the CVC visit. Students did not get any credit for the extra hours. Despite polls to determine optimal times for the CVC tour, as you might expect, attendance was dismal. Special scheduling of the CVC tour at a time outside of lecture hours is clearly not a viable option.

Option 3: Use Discussions for the CVC tour.

- Eliminating one week of Discussions is not pedagogically sound.
- The 1-hr Discussion time is not sufficient for the CVC tour; we really need the 80-min period. This allows students good immersion into the CVC and allows sufficient time for them to walk back to main campus for their next class.
- We have discussed canceling the discussions one week and substituting a 80-min CVC tour. However, students are likely to be available only during their enrolled discussion period. This means we will not be able to accommodate all BPSC 21 students.
- It is not reasonable to ask the CVC curator and staff to do more than one tour for BPSC 21.

Option 4: Cancel the CVC tour.

- The tour has been a highlight of this class since we first started offering this class in 2010.
- Both instructors feel that this is a critical experience for students. This hands-on experience is memorable and cements in student's minds the important of UCR in agriculture in California and the world.

3. The request:

The instructors of BPSC 21 believe that **Option 1** is the only viable and pedagogically sound option. The class must be scheduled during daylight hours to accommodate the CVC tour. It would allow the BPSC 21 curriculum to continue to be delivered as it was approved and has been offered since 2010; in Winter 2019, the class was significantly compromised during to the evening offering of BPSC 21.

Options 2-4 are not viable.

4. Chair approval:

As Chair of BPSC, I strongly support the request for scheduling BPSC 21 during daylight hours to accommodate a pedagogically important portion of BPSC 21 – the CVC tour. BPSC 21 has full classrooms (>120 students) and long wait lists; it is BPSC's largest non-majors class. Because of the demand for this course, we want to offer BPSC 21 each quarter during the year, provided rooms at the appropriate time of the day can be secured. Option 1 is the only pedagogically sound option for BPSC 21.

Patricia Springer

Dr. Patricia Springer

Professor and Chair, Botany and Plant Sciences

7/18/2019

Date