Academic Scheduling Quarterly Report

UC RIVERSIDE

WINTER 2023

STATEMENT OF PURPOSE

This analysis continues the review of the significant procedural changes adopted for General Assignment classrooms between the 2018-2019 and 2019-2020 academic years. The primary objectives here are:

- Restate the principles of scheduling priority, processing of classrooms, and compliance enforcement.
- Determine the degree of movement toward 2-day meeting patterns for Lectures (Primary Activities).
- Examine possible effects of procedural changes on course start times for General Assignment rooms.
- Calculate the placement rate for scheduling first requests, for 9 a.m.-2 p.m. (prime-time) and other time blocks.
- Identify remaining scheduling availability for Primary Activities to illustrate opportunities for and challenges to growth.

*** This document concludes with a glossary of key terms.**

EXECUTIVE SUMMARY

- **Did we observe any alarming data results during scheduling production? NO**
  Consistent with our previous terms, trend data reinforce the idea that, overall, the scheduling procedures saw systematic and transparent assignment of General Assignment classrooms in Winter 2023. 24 courses were scaffolded, 449 sections were prescheduled, 97% of the departments were in compliance for Primary Activity sections (PACT) and 98% of the departments were in compliance for Secondary Activity sections (SACT). In total, 6,533 active course sections in Banner had students enrolled in Winter 2023.

- **Has the conversion to 2-day meeting patterns impacted the scheduling process? Yes**
  Trends suggest that 2-day meeting patterns continue to be the dominant meeting pattern requested across campus. Data shows slight increases in both 2-and 3-day meeting pattern sections, as well as slight decreases in 1-and 4-day meeting pattern sections. (see: Meeting Pattern Review)

- **Did we see a shift in start times out of prime-time to non-prime-time hours? No.**
  Winter 2023 Primary Activity (PACT) section start times for enrollment categories of 63+ and 63 max enrollment remain about the same as in Winter 2022. Exceptions include a decrease of 16 sections at the 4 pm hour, as well as an increase of 8 sections at the 5 pm hour for 63 max enrollments. While Secondary Activity (SACT) start times show an increase of 15 sections at both 4 PM and 6PM, there is a decrease of 20 sections at the 8 AM hour. (see: Start Times Comparisons)

- **Did the majority of departments receive their initial requested day and times? Mostly**
  Campus has maintained, if not increased, a consistent level of prime-time PACT offerings. In the analysis of Initial Scheduling Requests Met the sample considers PACT sections in our two principal size bands that do not benefit from priority scheduling. As a campus, 97.20% of prime-time initial department requests in the 63 and Under size band were honored. Stronger competition arises in the "prime-adjacent" time block (8 am., 3 p.m., 3:30 p.m., and 4 p.m. starts), with a placement rate of 67.16%, due to a combination of influences (i.e. compliance rules, scaffolding Secondary Activities and prescheduling agreements). For Large Lecture scheduling in the 64 and above size band, 87.44% of initial requests were placed. Interpreting the lower placement rates for Large Lectures (max enrollment of 64 or greater) must take into account interconnected roles of enrollment history trends, room utilization minimum, and fewer general assignment classroom options than what is available for lectures with a max enrollment of 63 and smaller. Overall, all schools/colleges are showing stronger percentages of initial placement in both 64+ and 63 and under enrollment.

- **Were high-demand day and time options exhausted for Winter 2022? Almost completely**
  An examination of remaining availability at the conclusion of the scheduling cycle indicates opportunities exist in the outermost time bands. High-demand options were almost completely exhausted for Winter 2023 as in prior terms. Creative partnerships on campus to leverage additional space options, including Dundee and North District, as well as the addition of the Student Success Center have helped in alleviating the scheduling challenges faced by the campus. (See: Primary activity meeting pattern classroom availability)

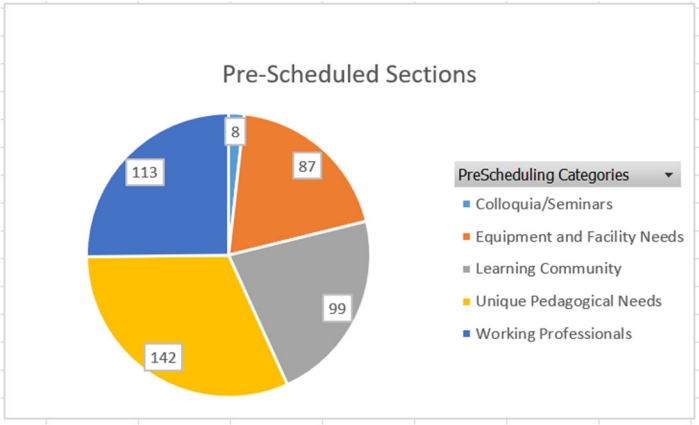
- **Were there any residual modified operations for COVID-19? No.**
  As announced by the Provost in October, the optional Compassionate Clause was eliminated effective December 31, 2022. Scheduling for the Winter 2023 term was completed according to standard scheduling practices. We did find that some departments opted to schedule hybrid offerings. A total of 50 sections utilized this format. Hybrid is defined as having at least one activity in-person and one activity online. Currently, no approval for online instruction in a hybrid format is required.

SCAFFOLDING

Scaffolding courses are identified by the CSC and the Provost and are scheduled with standard meetings patterns for both Primary and Secondary Activity sections. For Winter 2023, there were a total of 24 courses comprising of 50 Primary Activity sections and 346 Secondary Activity sections.

PRE-SCHEDULED SECTIONS

Pre-scheduled sections have a non-standard meeting pattern or specific classroom assignment that has been approved by the Course Scheduling Committee and the provost. For clarification of the categories utilized, please refer to the glossary.



PRIME-TIME COMPLIANCE

Primary Activities

Departments which intend to utilize General Assignment classrooms are required to offer 50% or less of their Primary Activity sections in General Assignment rooms during prime-time hours as measured at "CALL" Deadline. Scaffolding sections 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. Other pre-scheduling agreement Primary Activity sections, however, do count toward this distribution.

Of 61 academic departments (11 of which did not have any primary activities designated for general assignment classrooms), only 2 were out of compliance (3% of total departments) at 1st "CALL" Deadline for Winter 2023.

Secondary Activities

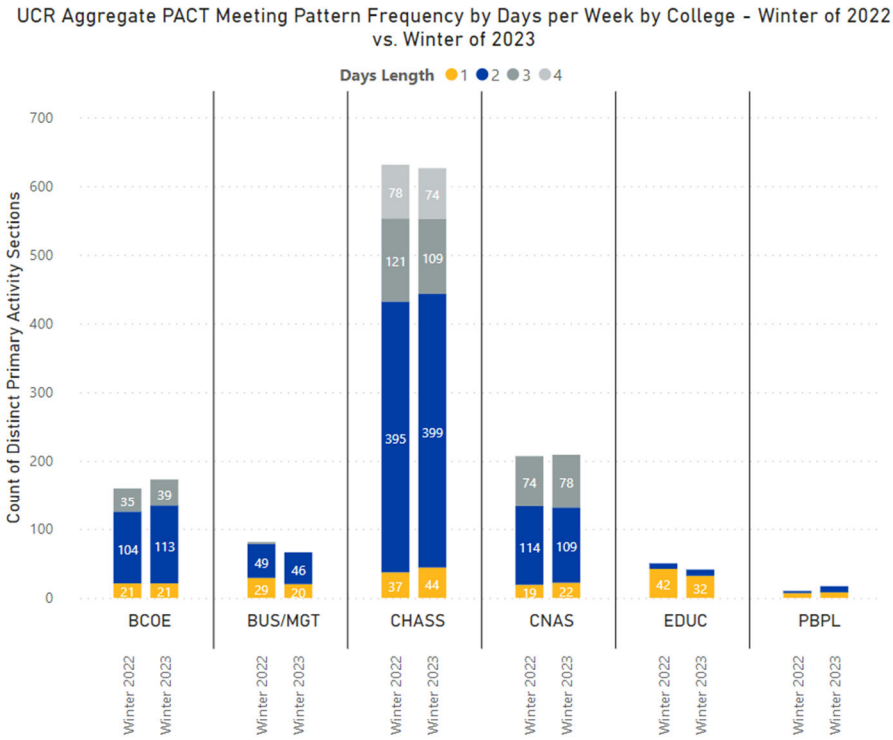
As with Primary Activities, departments requesting General Assignment classrooms must limit their proportion of Secondary Activities in those classrooms during prime-time hours. Guidelines for Scaffolding and pre-scheduling apply in the same manner as above. The limit of allowed prime-time Secondary Activity sections, however, is 60%.

Prime-/non-prime time compliance evaluation prior to scheduling of secondary activities during the Winter 2023 scheduling production cycle: of 59 academic departments (17 of which did not have any secondary activities designated for general assignment classrooms), only 4 were out of compliance (7% of total departments) at "CALL" Deadline.

MEETING PATTERN REVIEW

Winter 2022 and Winter 2023 are presented below, organized by proportion of 4-, 3-, 2-, or 1-day meeting patterns for Primary Activities (PACT) (e.g. lectures). Since the change in standard options from Fall 2019, which resulted in additional 2-day patterns, the campus has seen a continued reliance and uptick in 2-day meeting patterns.

For Winter 2023, there has been a slight increase in 2-day meeting pattern requests from all but CNAS. BUS is showing a decrease in both 1- and 3-day meeting patterns and CNAS is showing an increase of 12 sections in the 3-day meeting pattern format.

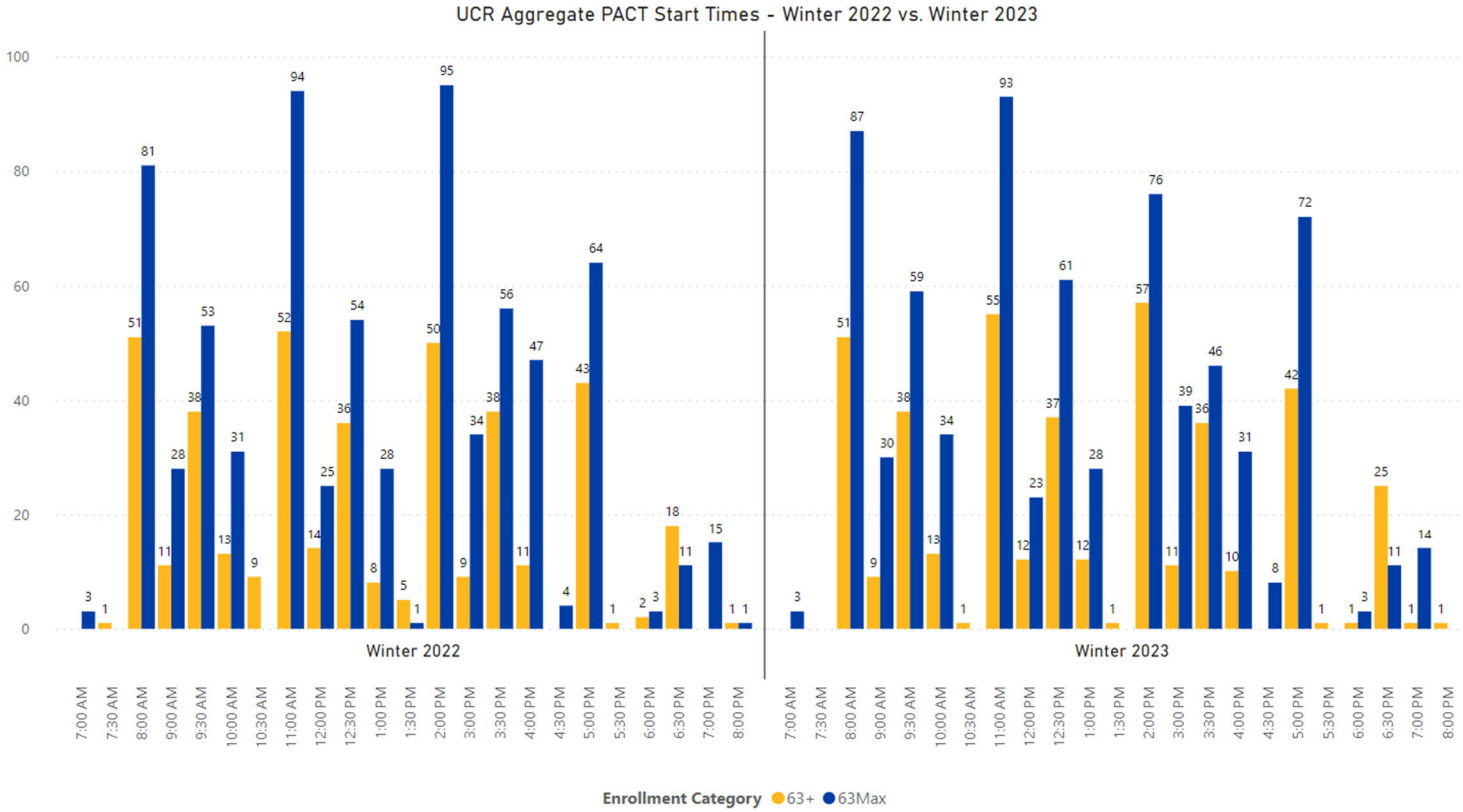


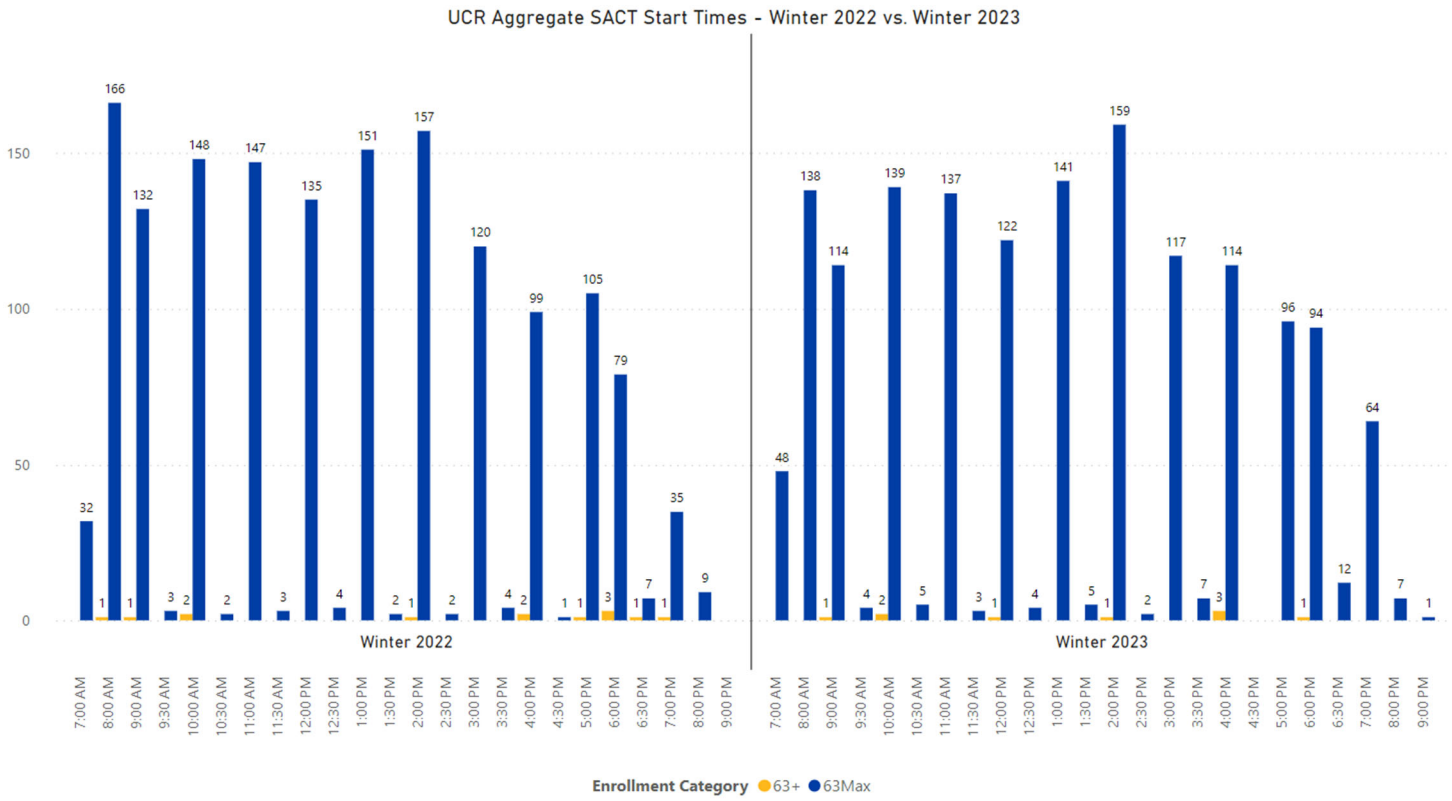
Term	1	2	3	4	Total
Winter 2022	**155**	**673**	**233**	**78**	**1139**
BCOE	21	104	35		**160**
BUS/MGT	29	49	3		**81**
CHASS	37	395	121	78	**631**
CNAS	19	114	74		**207**
EDUC	42	8			**50**
PBPL	7	3			**10**
Winter 2023	**147**	**685**	**226**	**74**	**1132**
BCOE	21	113	39		**173**
BUS/MGT	20	46			**66**
CHASS	44	399	109	74	**626**
CNAS	22	109	78		**209**
EDUC	32	9			**41**
PBPL	8	9			**17**
Total	**302**	**1358**	**459**	**152**	**2271**

START TIME COMPARISONS

Comparing Winter 2021 and Winter 2022, some shifting can be observed in the 63+ distributions. Most notably in the 4 pm hour, showing a decrease by 16 sections and the 5 pm hour, showing an increase of 8 sections. As observed in Winter 2022, much of the shift in Primary Activity start time is accounted for by the continued demand for 2-day meeting patterns.

The Secondary Activity (SACT) start times show a decrease in the 8 am prime-time-adjacent period by 28 sections, however increases of 15 sections are seen at both the 4 pm and 6 pm hours.





PRIMARY ACTIVITIES: INITIAL SCHEDULING REQUESTS MET

The table below provides placement rates of initial requests for "Large Lecture" General Assignment scheduling, after scaffolding is completed. Processing order of the first pass and subsequent options phase prioritizes enrollment history, while also respecting the minimum room utilization threshold.

Winter 2023 PACT Room Assignment Initial Placement Results – 64 Plus Max Enrollment

Time Block	Campus	UG	GR	CHASS	CNAS	BCOE	BUS	EDUC	PBPL
Prime-time Requests	199	190	9	75	53	37	20	10	4
% Share of Requests	52.79%	50.40%	2.39%	19.89%	14.06%	9.81%	5.31%	2.65%	1.06%
Assigned	174	165	9	60	49	32	20	9	4
Unplaced	25	25	0	15	4	5	0	1	0
% Assigned	87.44%	86.84%	100.00%	80.00%	92.45%	86.49%	100.00%	90.00%	100.00%
8 a.m., 3-5 p.m. Requests	116	110	6	41	37	18	16	3	1
% Share of Requests	30.77%	29.18%	1.59%	10.88%	9.81%	4.77%	4.24%	0.80%	0.27%
Assigned	94	88	6	28	33	14	15	3	1
Unplaced	22	22	0	13	4	4	1	0	0
% Assigned	81.03%	80.00%	100.00%	68.29%	89.19%	77.78%	93.75%	100.00%	100.00%
Other Requests	62	58	4	18	11	20	13	0	0
% Share of Requests	16.45%	15.38%	1.06%	4.77%	2.92%	5.31%	3.45%	0.00%	0.00%
Assigned	58	54	4	16	11	18	13	0	0
Unplaced	4	4	0	2	0	2	0	0	0
% Assigned	93.55%	93.10%	100.00%	88.89%	100.00%	90.00%	100.00%	N/A	N/A
Total Requests	377	358	19	134	101	75	49	13	5
% Share of Requests	100.00%	94.96%	5.04%	35.54%	26.79%	19.89%	13.00%	3.45%	1.33%
Assigned	326	307	19	104	93	64	48	12	5
Unplaced	51	51	0	30	8	11	1	1	0
% Assigned	86.47%	85.75%	100.00%	77.61%	92.08%	85.33%	97.96%	92.31%	100.00%

Meeting pattern distribution is a significant factor that impacts placement rates, with a strong correlation between departments having a greater overall distribution of their requests across groups of meeting patterns and higher placement rates; schools with more sections assigned to the same start times typically saw lower placement rates as sections came into conflict with one another.

(Times below include only those being utilized in the term.)

First Pass Start Time	CHASS	CNAS	BCOE	BUS	EDUC	PBPL	Grand Total
08:00 AM	4.51%	3.71%	1.06%	1.86%	0.53%	0.00%	11.67%
08:30 AM	0.00%	0.00%	0.27%	0.00%	0.00%	0.00%	0.27%
09:00 AM	0.80%	1.06%	0.00%	0.00%	0.00%	0.00%	1.86%
09:30 AM	4.51%	1.86%	1.06%	1.59%	1.06%	0.27%	10.34%
10:00 AM	0.27%	1.33%	0.53%	0.00%	0.00%	0.00%	2.12%
11:00 AM	5.57%	3.71%	3.18%	1.06%	0.53%	0.53%	14.59%
12:00 PM	0.00%	2.12%	0.53%	0.00%	0.00%	0.00%	2.65%
12:30 PM	3.98%	1.06%	1.59%	1.33%	0.53%	0.00%	8.49%
01:00 PM	0.00%	0.53%	0.53%	0.00%	0.00%	0.00%	1.06%
02:00 PM	4.77%	2.39%	2.39%	1.33%	0.53%	0.27%	11.67%
03:00 PM	0.00%	1.06%	0.80%	0.00%	0.00%	0.00%	1.86%
03:30 PM	6.37%	3.45%	1.33%	2.39%	0.00%	0.27%	13.79%
04:00 PM	0.00%	1.59%	1.33%	0.00%	0.27%	0.00%	3.18%
05:00 PM	3.71%	2.39%	4.51%	1.59%	0.00%	0.00%	12.20%
05:30 PM	0.00%	0.27%	0.00%	0.00%	0.00%	0.00%	0.27%
06:00 PM	0.00%	0.27%	0.27%	0.00%	0.00%	0.00%	0.53%
06:30 PM	1.06%	0.00%	0.27%	1.86%	0.00%	0.00%	3.18%
07:00 PM	0.00%	0.00%	0.27%	0.00%	0.00%	0.00%	0.27%
Grand Total	35.54%	26.79%	19.89%	13.00%	3.45%	1.33%	100.00%

First Pass Start Time	CHASS	CNAS	BCOE	BUS	EDUC	PBPL	Grand Total
08:00 AM	17	14	4	7	2	0	44
08:30 AM	0	0	1	0	0	0	1
09:00 AM	3	4	0	0	0	0	7
09:30 AM	17	7	4	6	4	1	39
10:00 AM	1	5	2	0	0	0	8
11:00 AM	21	14	12	4	2	2	55
12:00 PM	0	8	2	0	0	0	10
12:30 PM	15	4	6	5	2	0	32
01:00 PM	0	2	2	0	0	0	4
02:00 PM	18	9	9	5	2	1	44
03:00 PM	0	4	3	0	0	0	7
03:30 PM	24	13	5	9	0	1	52
04:00 PM	0	6	5	0	1	0	12
05:00 PM	14	9	17	6	0	0	46
05:30 PM	0	1	0	0	0	0	1
06:00 PM	0	1	1	0	0	0	2
06:30 PM	4	0	1	7	0	0	12
07:00 PM	0	0	1	0	0	0	1
Grand Total	134	101	75	49	13	5	377

Sections below 64 capacity display unusually strong placement in the prime-time range.

Winter 2023 PACT Room Assignment Initial Placement Results – 63 and Under Max Enrollment

Time Block	Campus	UG	GR	CHASS	CNAS	BCOE	BUS	EDUC	PBPL
Prime-time Requests	286	250	36	214	26	41	1	0	4
% Share of Requests	50.00%	43.71%	6.29%	37.41%	4.55%	7.17%	0.17%	0.00%	0.70%
Assigned	278	242	36	206	26	41	1	0	4
Unplaced	8	8	0	8	0	0	0	0	0
% Assigned	97.20%	96.80%	100.00%	96.26%	100.00%	100.00%	100.00%	N/A	100.00%
8 a.m., 3-5 p.m. Requests	204	186	18	160	19	23	1	0	1
% Share of Requests	35.66%	32.52%	3.15%	27.97%	3.32%	4.02%	0.17%	0.00%	0.17%
Assigned	137	123	14	108	12	15	1	0	1
Unplaced	67	63	4	52	7	8	0	0	0
% Assigned	67.16%	66.13%	77.78%	67.50%	63.16%	65.22%	100.00%	N/A	100.00%
Other Requests	82	80	2	71	5	6	0	0	0
% Share of Requests	14.34%	13.99%	0.35%	12.41%	0.87%	1.05%	0.00%	0.00%	0.00%
Assigned	78	77	1	68	5	5	0	0	0
Unplaced	4	3	1	3	0	1	0	0	0
% Assigned	95.12%	96.25%	50.00%	95.77%	100.00%	83.33%	N/A	N/A	N/A
Total Requests	572	516	56	445	50	70	2	0	5
% Share of Requests	100.00%	90.21%	9.79%	77.80%	8.74%	12.24%	0.35%	0.00%	0.87%
Assigned	493	442	51	382	43	61	2	0	5
Unplaced	79	74	5	63	7	9	0	0	0
% Assigned	86.19%	85.66%	91.07%	85.84%	86.00%	87.14%	100.00%	N/A	100.00%

The above figures represent first requests for GE classrooms as entered in Banner SSASECT fields by Call Deadline.

> **Unplaced** indicates that a section required additional negotiation to receive a general assignment classroom. It does not suggest whether a section was ultimately able to receive a general assignment classroom. Many other factors are in play.

> Standard meeting patterns only; priority scheduling is not reflected in the above table.

> Secondary cross-list partners have been removed from counts to achieve a more accurate picture of the distributions.

> Slight discrepancies are possible due to cross-list partner details not completed before CALL Deadline.

Percent share of requests for each column and time band refers to the ratio of total requests of a time band to the Total Requests for that column. The Total Requests band, however, compares the column total to the campus total: 377 and 572, respectively. (I.e. Undergraduate and Graduate shares sum to 100%, as do College/School shares.)

PRIMARY ACTIVITY MEETING PATTERN CLASSROOM AVAILABILITY

This pair of charts highlights scheduling remainders for Winter 2023 Primary Activities. The below chart summarizes the quantity of meeting spots that remain among classroom capacity ranges room assignments, *as of October 21, the day after the Schedule of Classes was published online.*

	Winter 2023					
Summary: All times	***Under 20 (4)***	***21-45 (53)***	***46-63 (18)***	***64-119 (13)***	***120-299 (9)***	***300 Plus (5)***
MWF, TR 3 days + 2 days	38	215	51	55	51	39
	39.58%	16.90%	11.81%	17.63%	23.61%	32.50%
MW 2 days (new)	9	67	10	17	14	10
	25.00%	14.05%	6.17%	14.53%	17.28%	22.22%
WF 2 days (new)	3	14	0	5	6	4
	18.75%	6.60%	0.00%	9.62%	16.67%	20.00%
MTWR, F 4 days + 1 day	29	173	41	38	37	26
	38.16%	17.18%	11.99%	15.38%	21.64%	27.37%

Room capacity range
GE rooms inventory (main campus)
Unused scheduling spots after add/drop
Percentage of all possible scheduling options

The data have been further compacted by grouping complementary meeting days, i.e. the patterns that could never cause an overlap in times on specific days. Unused options occurred most often in the two smallest capacity ranges of classrooms. The Under 20 range can be understood in relation to the low frequency of sections with an enrollment max of 20 and under. In the 21-45 range the sheer number of rooms in the inventory influences the remainder.

The next chart, entitled Remaining Room Availability for Winter 2023 by PACT meeting Pattern, offers greater detail about unused hours for standard meeting patterns. Compatible meeting patterns and prime-time hours are represented here as well. As observed and documented in the Winter 2022 report, the bulk of open spots cluster at the outer edges, indicating under-utilized hours: 7 am, late evenings, Friday after 5 pm. Conversely, the chart also conveys heavy demand for 8 am-5 pm options and the resulting competition for space. In addition, the 6:00PM and 6:30PM meeting patterns have become more popular as well, though not yet as fully-depleted as the 5:00PM times. Color tabs and borders (gold, orange, blue, purple) outline meeting pattern groups that do not overlap and do not result in time conflicts.

Remaining Room Availability for Winter 2023 by PACT Meeting Pattern

Day(s)	Start	End	Duration	Under 20 (4)	21-45 (53)	46-63 (18)	64-119 (13)	120-299 (9)	300 Plus (5)
MWF	7:00 AM	7:50 AM	50	4	29	14	12	9	5
MWF	8:00 AM	8:50 AM	50	1	1	1	1	1	1
MWF	9:00 AM	9:50 AM	50	0	2	0	0	1	0
MWF	10:00 AM	10:50 AM	50	1	1	0	1	0	1
MWF	11:00 AM	11:50 AM	50	1	1	0	1	1	1
MWF	12:00 PM	12:50 PM	50	1	1	0	0	1	1
MWF	1:00 PM	1:50 PM	50	2	1	0	0	1	1
MWF	2:00 PM	2:50 PM	50	3	1	0	1	1	0
MWF	3:00 PM	3:50 PM	50	1	1	1	0	0	0
MWF	4:00 PM	4:50 PM	50	1	4	1	0	0	0
MWF	5:00 PM	5:50 PM	50	1	4	0	1	1	1
MWF	6:00 PM	6:50 PM	50	1	1	0	3	1	1
MWF	7:00 PM	7:50 PM	50	0	21	3	5	7	4
MWF	8:00 PM	8:50 PM	50	4	45	8	9	8	5
MWF	9:00 PM	9:50 PM	50	4	46	13	9	8	5
TR	8:00 AM	9:20 AM	80	1	1	0	2	0	1
TR	9:30 AM	10:50 AM	80	1	1	0	0	0	0
TR	11:00 AM	12:20 PM	80	2	1	0	0	0	0
TR	12:30 PM	1:50 PM	80	1	1	0	0	0	0
TR	2:00 PM	3:20 PM	80	1	2	0	1	0	0
TR	3:30 PM	4:50 PM	80	0	1	0	0	0	2
TR	5:00 PM	6:20 PM	80	2	1	1	0	0	2
TR	6:30 PM	7:50 PM	80	1	9	1	1	2	3
TR	8:00 PM	9:20 PM	80	4	39	8	8	9	5
WF	9:30 AM	10:50 AM	80	0	1	0	0	0	0
WF	12:30 PM	1:50 PM	80	2	1	0	0	0	0
WF	3:30 PM	4:50 PM	80	1	1	0	0	0	0
WF	6:30 PM	7:50 PM	80	0	11	0	5	6	4

2. Compatible Meetings: MWF, TR
4. Compatible Meetings: TR, WF

Day(s)	Start	End	Duration	Under 20 (4)	21-45 (53)	46-63 (18)	64-119 (13)	120-299 (9)	300 Plus (5)
MTWR	7:00 AM	7:50 AM	50	4	28	14	12	9	5
MTWR	8:00 AM	8:50 AM	50	1	1	0	0	0	0
MTWR	9:00 AM	9:50 AM	50	0	2	0	0	0	0
MTWR	10:00 AM	10:50 AM	50	1	1	0	0	0	0
MTWR	11:00 AM	11:50 AM	50	1	1	0	0	0	0
MTWR	12:00 PM	12:50 PM	50	1	2	0	0	0	0
MTWR	1:00 PM	1:50 PM	50	1	1	0	0	0	0
MTWR	2:00 PM	2:50 PM	50	2	3	0	0	0	0
MTWR	3:00 PM	3:50 PM	50	0	2	0	0	0	0
MTWR	4:00 PM	4:50 PM	50	0	1	0	0	0	0
MTWR	5:00 PM	5:50 PM	50	1	1	0	0	0	1
MTWR	6:00 PM	6:50 PM	50	0	1	0	0	0	1
MTWR	7:00 PM	7:50 PM	50	0	10	1	1	3	2
MTWR	8:00 PM	8:50 PM	50	4	35	6	7	8	5
MTWR	9:00 PM	9:50 PM	50	4	42	11	7	8	5
F	8:00 AM	10:50 AM	170	0	2	0	0	0	1
F	11:00 AM	1:50 PM	170	2	1	0	1	1	0
F	2:00 PM	4:50 PM	170	3	2	0	0	1	1
F	5:00 PM	7:50 PM	170	4	37	9	10	7	5
MW	8:00 AM	9:20 AM	80	0	1	1	0	0	0
MW	9:30 AM	10:50 AM	80	0	1	0	1	0	0
MW	11:00 AM	12:20 PM	80	1	2	0	1	0	0
MW	12:30 PM	1:50 PM	80	1	2	0	0	0	0
MW	2:00 PM	3:20 PM	80	1	4	1	0	0	0
MW	3:30 PM	4:50 PM	80	1	1	0	0	0	0
MW	5:00 PM	6:20 PM	80	1	1	0	1	0	1
MW	6:30 PM	7:50 PM	80	0	11	0	5	6	4
MW	8:00 PM	9:20 PM	80	4	44	8	9	8	5

3. Compatible Meetings: MTWR, F
1. Compatible Meetings: MW, TR, F

Compatibility configurations have been ordered (1-4) by frequency adopted
Pink with red text indicates "prime-time" scheduling
Green shading indicates availability relative to room inventory, which is capacity-range (column) specific

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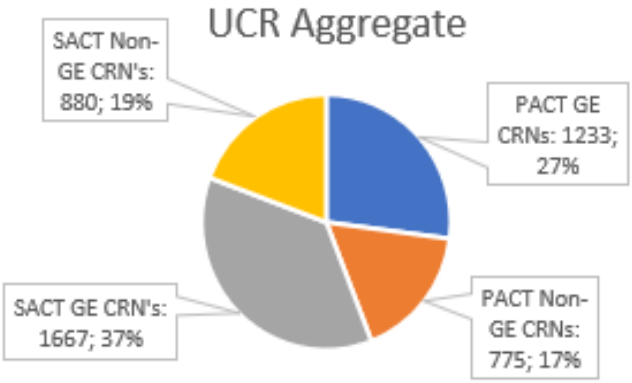
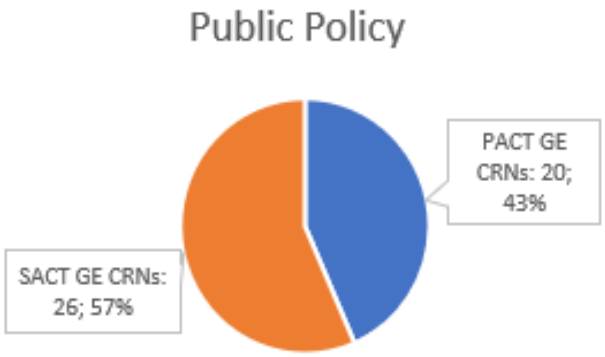
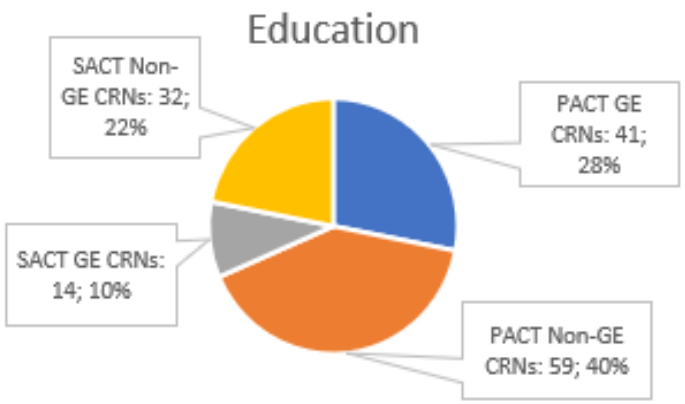
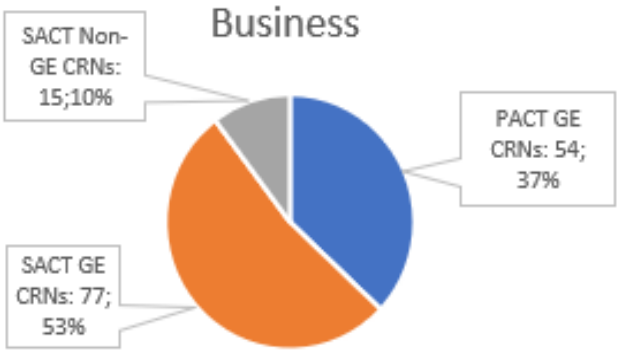
RECORDED ROOM ASSIGNMENTS

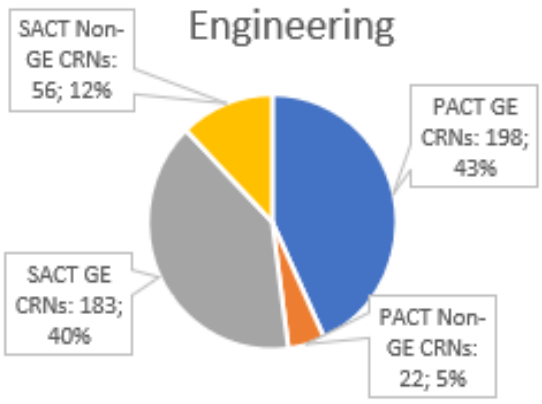
Ratio of GE to Non-GE room assignments for Winter 2023 by activity type; sub-charts by college/school. The below graphs do include 688 sections that are in Hold (H) status and 4 sections in Registrar (R) Hold status.

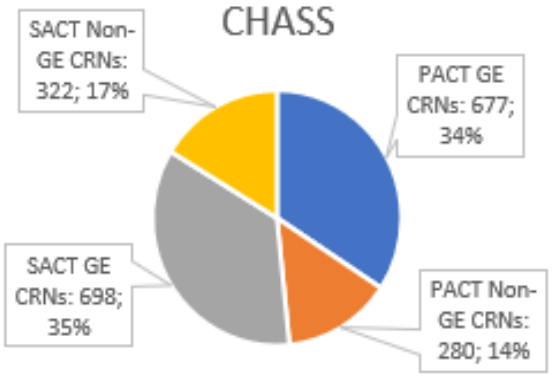


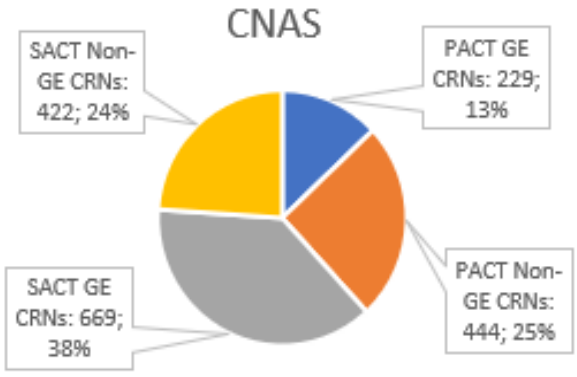












SECTION COUNTS

Sections in general assignment (GE) rooms are assigned by the Registrar's office. Sections identified in department rooms (DP) are assigned by the academic department.

	Primary Activity Sections	Secondary Activity Sections
General Assignment Rooms (GE)*	1,218	1,546
Department Rooms (DP)*	570	686
Senate-Approved Online Sections*	81 Synchronous** 99 Asynchronous** 180 total	100 Synchronous** 33 Asynchronous** 133 total
Total CRNS with a GE or DP Room Attribute*	4,019	
Remote Synchronous**	5	23
Remote Asynchronous**	1	0
Total CRNS with ONLINE Location**	342 ***	
Section count at the end of third week of the Winter 2023 term:		
Total CRNS with Enrollment at the end of 3rd week	6,533	

* Sections with a room assigned in Banner/25Live, counting all cross-listed partners as separate sections.

** The counts of synchronous and asynchronous sections reflect whether or not a day-time meeting pattern was indicated. These counts *only* consider sections for which a room attribute had been entered in the respective field in Banner. The term "Remote" refers to sections that were offered in an online format that are not Senate-approved online classes. These sections had some other type of justification or exception to be offered online.

***The total CRNs with ONLINE location includes 50 sections that were offered as part of a hybrid course. A hybrid format is defined as having at least one activity in-person and one activity online. Currently, no approval for online instruction in a hybrid format is required.

DATES AND DEADLINES

Note: Historically, winter term scheduling consists of two "Calls" sent to the academic departments, with the first deadline set for the end of the second week of August. The second "Call" (for minor revisions only) would be sent the day after Labor Day with a deadline of the end of the third week in September.

Winter 2023 Academic Scheduling Process Deadlines and Events

Winter Academic Scheduling Started	May 31, 2022
Winter "CALL" sent to Academic Departments	June 7, 2022
First Winter "CALL" deadline	August 12, 2022
Second Winter "CALL" deadline	September 19, 2022
Schedule of Classes published live (corrected date)	October 20, 2022

DEFINITIONS

CALL – The window of time in which Academic Departments review a comprehensive report of sections from the previous "like-term" and make updates (additions, deletions, modifications) to the term currently in production. The CALL opens with an official announcement and supporting documents from the Registrar's Office and concludes at CALL Deadline.

Compliance – This can refer to one of two primary metrics that guide the processes of the Academic Scheduling unit in the Registrar's Office.

- **Prime-time compliance** – see Prime-Time; refer also to Prime-Time Compliance on page 4 of report.

- **Utilization compliance** - The University must meet UCOP expectations for classroom minimum capacity utilization set at an average of 66.7%.

Course Scheduling Committee (CSC) – CSC is appointed by and reports to the Provost. The CSC includes the Associate Provost, the Registrar, the Associate/Divisional Dean for Student Affairs from each of the undergraduate colleges/schools, faculty and staff representatives.

CRN – Course Reference Number. This is the unique identification key in Banner for a course section in a specific academic term. Nearly all scheduling related reports contain this field. For the Registrar's Office Academic Scheduling unit this is the single-most useful piece of information for all manner of tasks, (simple requests, troubleshooting, etc.). Providing the CRN in communications to the team is greatly appreciated.

Department Room (DP) - *See Non-GE Room.*

First Pass – A scheduling step referred to mostly within the Registrar's Office. It corresponds to the attempt to fulfill the greatest number of standard meeting pattern room requests, in accordance with Provost-directed guidelines. Once the available assignments have been exhausted, remaining unassigned sections require additional work to determine a desirable alternate meeting pattern among available options.

General Assignment Room (GE) - Any room that is under the direct scheduling administration of the Registrar's Office Academic Scheduling unit as charged by the University Provost.

Non-Prime-Time – Classes starting prior to 9 am and 3 pm and later.

Non-Standard Meeting Pattern – A teaching schedule that does not match a Standard Meeting Pattern.

Non-GE Room – Any room **not** under the direct scheduling administration of the Registrar's Office Academic Scheduling unit as charged by the University Provost. For course scheduling purposes, these are alternatively referred to as departmental rooms but could fall under College management or that of individual departments.

Optimizer – A technical resource accessed through the 25Live administrative web-interface which uses advanced algorithms to assign course sections to eligible rooms while maximizing key efficiencies such as placement ratio, utilization, and building preferences. This tool is indispensable for assigning sections in the 63-and-Under max enrollment pool.

Pre-Scheduling – Sections that 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. (E.g. Colloquia/Seminars, Working Professionals, Learning Communities, Equipment and Facility Needs, Unique Pedagogical Needs)

Primary Activity Sections (PACT) – The credit-bearing section(s) of a course. All courses have one primary activity schedule type, regardless of the number of sections of it offered in a term.

Prime-time – Sections with a standard meeting pattern that start between 9:00 am and 2:30 pm.

Scaffolding – Courses identified by the CSC and Provost are scheduled within standard meeting patterns for both primary and secondary activities. Identified courses have significant importance for student progress to degree across multiple majors with a high percentage of freshman enrollment. Meeting patterns rarely change from one year to the next.

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

Standard Meeting Pattern – A course schedule that adheres to one of the authorized interlocking scheduling blocks for the purposes of General Assignment classroom scheduling. Courses must start on the hour or half-hour and adopt one of the meeting patterns from the resource documents provided with the CALL announcement. Any non-approved, non-standard section will be scheduled after all standard scheduling has been completed. University Village standard meeting patterns are offset by 30-minutes (earlier) from the rest of campus.

University Village (UV) – Additional leased classroom space located off campus used for larger lectures. UV Standard meeting patterns start and end 30 minutes earlier than main campus times.