STATEMENT OF PURPOSE

This analysis an in-depth look at statistics related to the scheduling of the Fall 2023 term and administration of General Assignment classrooms. The primary objectives here are:

- Restate the principles of scheduling priority, processing of classrooms, and compliance enforcement.
- Evaluate the use of 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 Fall 2023. 40 courses, including 74 Primary Activity sections, and 428 Secondary Activity sections, were scaffolded, 547 sections were prescheduled, 93% of the departments were in compliance for Primary Activity sections (PACT) and 96% of the departments were in compliance for Secondary Activity sections (SACT). In total, 6,659 active course sections in Banner had students enrolled in Fall 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. There is an overall drop in 1-day patterns and while there was a slight drop in 2-day meeting pattern offerings for most, CHASS had an increase of 17 sections in this format. CHASS also had a decrease of 22 sections in the 3-day pattern and a decrease of 16 sections in the 4-day meeting pattern. (see: Meeting Pattern Review)

- **Did we see a shift in start times out of prime-time to non-prime-time hours? No.**
  Start Times Comparisons indicate very minor changes in the 63+ category. There was an increase of classes scheduled at 3:30 pm, with slight decreases at the 12:30 pm and 6 pm hours in the 63 and under category for Primary Activity sections. Secondary Activity sections show very little change, with the 8 am and 1 pm hours increasing by 17 and 20 respectively, and a reduction of about 20 sections in the 7 pm hour.

- **Did the majority of departments receive their initial requested day and times? Mostly**
  Campus continues to see an increase in the number of prime-time course offerings. (Initial Scheduling Requests Met) The tables below reflect requests for sections in our two principal size bands that do not benefit from priority scheduling.

  63 and Under Size Band

  In the 63 and under size band, 74.18% of the total initial requests for sections utilizing a general assignment classroom were honored. In the prime-time request category of the same size band, 81.97% of the total requests were met. The dip in placement can be attributed to the increase of 10.47% of course offerings in this size band in the last two years.

  64 Plus Size Band

  For large lecture scheduling in the 64 and above size band, 86.49% of the total initial requests for sections utilizing a general assignment classroom were honored. In the prime-time category, 88.49% of the total requests were met. Factors affecting placement rates for large lectures (max of 64 and above) include interconnected roles of enrollment history trends, room utilization minimums, and fewer general assignment classroom options than what is available for lectures with a max of 63 and smaller. Overall, schools/colleges are showing similar percentages of initial placement to the prior year.

- **Were high-demand day and time options exhausted for Fall 2022? Almost completely**
  An examination of remaining availability at the conclusion of the scheduling cycle indicates opportunities exist in the outermost time bands, as well as on Fridays (1-day meeting patterns) at 5 p.m. and later. High-demand options were almost completely exhausted for Fall 2023, as in prior terms. (See: Primary activity pattern classroom availability.)

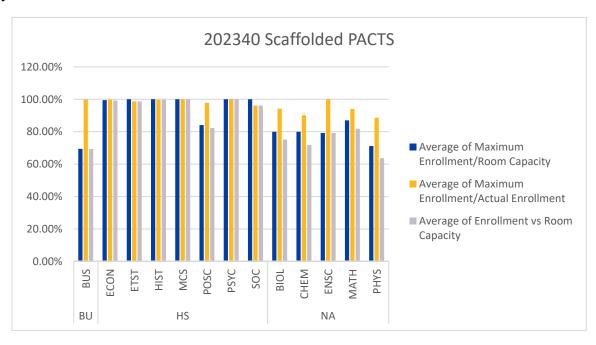- **Other relevant information to note**
  At the point in time when the Schedule of Classes was published live, 194 PACT sections and 277 SACT sections (totaling 471 sections) were coded with an online instruction method. The end of third week reflected an increase of 69 sections (211 PACT sections and 329 SACT sections) that had changed to an online instruction method.

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 Fall 2023, there were a total of 40 courses comprising 74 Primary Activity sections and 428 Secondary Activity sections. Scaffolding distribution by college and department is highlighted below (as well as room capacity vs utilization and enrollment vs capacity) for both Primary and Secondary activities.

Primary Activities

Secondary Activities

PRE-SCHEDULED SECTIONS

Pre-scheduled sections have a non-standard meeting pattern or specific classroom assignment that has been approved by the CSC and the Provost.

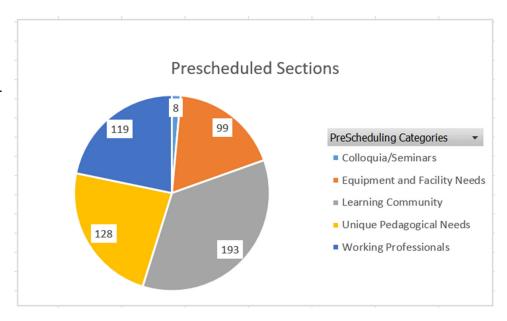For clarification of the categories utilized, please refer to the glossary.

Prescheduled Sections

PreScheduling Categories
- Colloquia/Seminars
- Equipment and Facility Needs
- Learning Community
- Unique Pedagogical Needs
- Working Professionals

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.
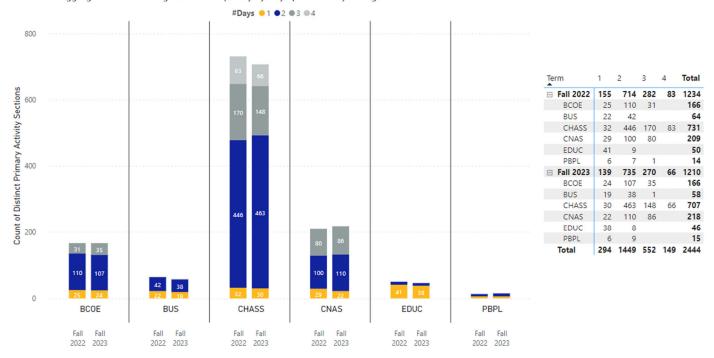
Of 58 academic departments (8 of which did not have any primary activities designated for general assignment classrooms), only 4 were out of compliance (7% of total departments) at "CALL" deadline for Fall 2023.

Secondary Activities

As for 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 Fall 2023 scheduling production cycle: of 57 academic departments (17 of which did not have any secondary activities designated for general assignment classrooms), only 2 were out of compliance (4% of total departments) at "CALL" Deadline.

MEETING PATTERN REVIEW

Fall 2022 and Fall 2023 are presented below, organized by proportion of 4-, 3-, 2-, or 1-day meeting patterns for Primary Activities (PACT). 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 in most colleges. Since Fall 2023, the overall number of sections requesting rooms has remained consistent.

UCR Aggregate PACT Meeting Pattern Frequency by Days per Week by College - Fall of 2022 vs. Fall of 2023

#Days ●1 ●2 ●3 ●4

Term	1	2	3	4	Total
⊟ Fall 2022	155	714	282	83	1234
BCOE	25	110	31		166
BUS	22	42			64
CHASS	32	446	170	83	731
CNAS	29	100	80		209
EDUC	41	9			50
PBPL	6	7	1		14
⊟ Fall 2023	139	735	270	66	1210
BCOE	24	107	35		166
BUS	19	38	1		58
CHASS	30	463	148	66	707
CNAS	22	110	86		218
EDUC	38	8			46
PBPL	6	9			15
Total	**294**	**1449**	**552**	**149**	**2444**

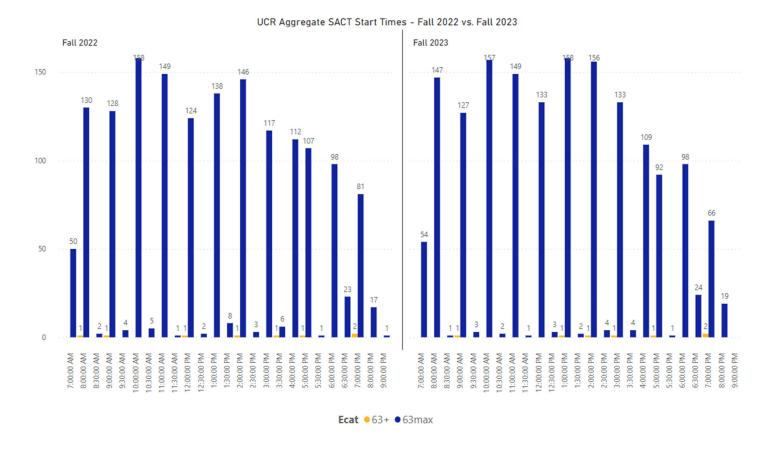## START TIME COMPARISONS

Comparing Fall of 2023 to 2022, some slight shifting can be observed, but overall the changes are relatively minor. The earliest and latest times for 63+ sections fell and correspondingly grew around 2PM, and 63max saw an inverse shift—fewer sections around 12:30 and more around 9:30AM and 3:30PM.

UCR Aggregate PACT Start Times - Fall 2022 vs. Fall 2023

Ecat ●63+ ●63max

Secondary Activity (SACT) start times show very little change compared to 2022, with 8:00AM and 1PM increasing by close to 35 sections, but 7PM dropped by about 20, and minor changes spread throughout the day make up the differences.

UCR Aggregate SACT Start Times - Fall 2022 vs. Fall 2023

Ecat ● 63+ ● 63max

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.

Fall 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	156	149	7	64	38	31	19	2	2
% Share of Requests	52.70%	50.34%	2.36%	21.62%	12.84%	10.47%	6.42%	0.68%	0.68%
Assigned	138	133	5	57	31	28	18	2	2
Unplaced	18	16	2	7	7	3	1	0	0
% Assigned	88.46%	89.26%	71.43%	89.06%	81.58%	90.32%	94.74%	100.00%	100.00%
8 a.m., 3-5 p.m. Requests	82	77	5	30	26	15	11	0	0
% Share of Requests	27.70%	26.01%	1.69%	10.14%	8.78%	5.07%	3.72%	0.00%	0.00%
Assigned	63	60	3	17	24	11	11	0	0
Unplaced	19	17	2	13	2	4	0	0	0
% Assigned	76.83	77.92%	60.00%	56.67%	92.31%	73.33%	100.00%	NA	NA
Other Requests	58	55	3	26	8	19	5	0	0
% Share of Requests	19.60%	18.58%	1.01%	8.78%	2.70%	6.42%	1.69%	0.00%	0.00%
Assigned	55	52	3	26	7	17	5	0	0
Unplaced	3	3	0	0	1	2	0	0	0
% Assigned	94.83%	94.55%	100.00%	100.00%	87.50%	89.47%	100.00%	NA	NA
Total Requests	296	281	15	120	72	65	35	2	2
% Share of Requests	100.00%	94.93%	5.07%	40.54%	24.32%	21.96%	11.82%	0.68%	0.68%
Assigned	256	245	11	100	62	56	34	2	2
Unplaced	40	36	4	20	10	9	1	0	0
% Assigned	86.49%	87.19%	73.33%	83.33%	86.11%	86.15%	97.14%	100.00%	100.00%

First Pass Start Time	CHASS	CNAS	BCOE	BUS	EDUC	PBPL	Grand Total
8:00 AM	3.38%	2.36%	1.35%	0.68%	0.00%	0.00%	7.77%
9:00 AM	0.68%	1.35%	0.68%	0.00%	0.00%	0.00%	2.70%
9:30 AM	4.39%	0.68%	2.70%	1.01%	0.00%	0.34%	9.12%
10:00 AM	0.68%	2.03%	0.68%	0.00%	0.00%	0.00%	3.38%
11:00 AM	7.43%	3.04%	2.03%	1.01%	0.68%	0.00%	14.19%
12:00 PM	0.00%	0.68%	0.34%	0.00%	0.00%	0.00%	1.01%
12:30 PM	5.07%	1.01%	1.69%	1.69%	0.00%	0.34%	9.80%
1:00 PM	0.34%	0.68%	0.68%	0.00%	0.00%	0.00%	1.69%
2:00 PM	3.04%	3.38%	1.69%	2.70%	0.00%	0.00%	10.81%
2:30 PM	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
3:00 PM	0.00%	1.01%	1.01%	0.00%	0.00%	0.00%	2.03%
3:30 PM	6.76%	3.38%	2.36%	3.04%	0.00%	0.00%	15.54%
4:00 PM	0.00%	2.03%	0.34%	0.00%	0.00%	0.00%	2.36%
5:00 PM	6.08%	1.69%	3.72%	1.69%	0.00%	0.00%	13.18%
6:00 PM	0.00%	0.68%	0.00%	0.00%	0.00%	0.00%	0.68%
6:30 PM	2.36%	0.34%	2.03%	0.00%	0.00%	0.00%	4.73%
7:00 PM	0.00%	0.00%	0.34%	0.00%	0.00%	0.00%	0.34%
8:00 PM	0.34%	0.00%	0.34%	0.00%	0.00%	0.00%	0.68%
Grand Total	40.54%	24.32%	21.96%	11.82%	0.68%	0.68%	100.00%

First Pass Start Time	CHASS	CNAS	BCOE	BUS	EDUC	PBPL	Grand Total
8:00 AM	10	7	4	2			23
9:00 AM	2	4	2				8
9:30 AM	13	2	8	3		1	27
10:00 AM	2	6	2				10
11:00 AM	22	9	6	3	2		42
12:00 PM		2	1				3
12:30 PM	15	3	5	5		1	29
1:00 PM	1	2	2				5
2:00 PM	9	10	5	8			32
2:30 PM							0
3:00 PM		3	3				6
3:30 PM	20	10	7	9			46
4:00 PM		6	1				7
5:00 PM	18	5	11	5			39
6:00 PM		2					2
6:30 PM	7	1	6				14
7:00 PM			1				1
8:00 PM	1		1				2
Grand Total	120	72	65	35	2	2	296

The percentage 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: 296 and 612, respectively. (I.e. Undergraduate and Graduate shares sum to 100%, as do College/School shares.)

Fall 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	305	281	24	245	31	25	1	0	3
% Share of Requests	49.84%	45.92%	3.92%	40.03%	5.07%	4.08%	0.16%	0.00%	0.49%
Assigned	250	232	18	199	28	19	1	0	3
Unplaced	55	49	6	46	3	6	0	0	0
% Assigned	81.97%	82.56%	75.00%	81.22%	90.32%	76.00%	100.00%	N/A	100.00%
8 a.m., 3-5 p.m. Requests	221	210	11	181	21	17	0	0	2
% Share of Requests	36.11%	34.31%	1.80%	29.58%	3.43%	2.78%	0.00%	0.00%	0.33%
Assigned	135	126	9	108	15	11	0	0	1
Unplaced	86	84	2	73	6	6	0	0	1
% Assigned	61.09%	60.00%	81.82%	59.67%	71.43%	64.71%	N/A	N/A	50.00%
Other Requests	86	81	5	73	3	9	0	1	0
% Share of Requests	14.05%	13.24%	0.82%	11.93%	0.49%	1.47%	0.00%	0.16%	0.00%
Assigned	69	65	4	57	2	9	0	1	0
Unplaced	17	16	1	16	1	0	0	0	0
% Assigned	80.23%	80.25%	80.00%	78.08%	66.67%	100.00%	N/A	100.00%	N/A
Total Requests	612	572	40	499	55	51	1	1	5
% Share of Requests	100.00%	93.46%	6.54%	81.54%	8.99%	8.33%	0.16%	0.16%	0.82%
Assigned	454	423	31	364	45	39	1	1	4
Unplaced	158	149	9	135	10	12	0	0	1
% Assigned	74.18%	73.95%	77.50%	72.95%	81.82%	76.47%	100.00%	100.00%	80.00%

PRIMARY ACTIVITY MEETING PATTERN CLASSROOM AVAILABILITY

This pair of charts highlights scheduling remainders for Fall 2023 Primary Activities. The first chart summarizes the quantity of meeting spots that remain among classroom capacity ranges room assignments, *as of May 9, 2023*, after the Schedule of Classes was published online. 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.
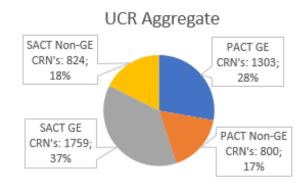
Fall 2023

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	34	191	43	55	45	37	← Room capacity range
	35.42%	15.02%	9.95%	17.63%	20.83%	30.83%	← GE rooms inventory (main campus)
MW 2 days (new)	10	61	6	12	8	9	← Unused scheduling spots after add/drop
	27.78%	12.79%	3.70%	10.26%	9.88%	20.00%	← Percentage of all possible scheduling options
WF 2 days (new)	6	13	0	1	1	3	
	37.50%	6.13%	0.00%	1.92%	2.78%	15.00%	
MTWR, F 4 days + 1 day	18	152	37	41	32	26	
	23.68%	15.09%	10.82%	16.60%	18.71%	27.37%	

Remaining Room Availability for Fall 2023 by PACT Meeting Pattern

2. Compatible Meetings: MWF, TR

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	2	28	14	12	9	5
MWF	8:00 AM	8:50 AM	50	1	1	0	3	1	3
MWF	9:00 AM	9:50 AM	50	1	1	0	1	0	0
MWF	10:00 AM	10:50 AM	50	2	1	0	0	1	0
MWF	11:00 AM	11:50 AM	50	1	1	0	2	0	2
MWF	12:00 PM	12:50 PM	50	0	1	0	0	0	0
MWF	1:00 PM	1:50 PM	50	0	1	0	2	1	1
MWF	2:00 PM	2:50 PM	50	0	1	0	1	1	1
MWF	3:00 PM	3:50 PM	50	1	1	0	0	0	1
MWF	4:00 PM	4:50 PM	50	1	1	0	0	1	0
MWF	5:00 PM	5:50 PM	50	1	2	0	0	0	0
MWF	6:00 PM	6:50 PM	50	1	2	0	1	0	1
MWF	7:00 PM	7:50 PM	50	2	17	1	3	1	3
MWF	8:00 PM	8:50 PM	50	4	41	6	7	7	5
MWF	9:00 PM	9:50 PM	50	4	48	14	8	8	5
TR	8:00 AM	9:20 AM	80	1	2	0	4	3	2
TR	9:30 AM	10:50 AM	80	1	1	0	0	0	0
TR	11:00 AM	12:20 PM	80	1	1	0	0	0	0
TR	12:30 PM	1:50 PM	80	0	1	0	1	0	0
TR	2:00 PM	3:20 PM	80	1	1	0	0	0	0
TR	3:30 PM	4:50 PM	80	1	1	0	0	0	0
TR	5:00 PM	6:20 PM	80	2	1	0	0	1	0
TR	6:30 PM	7:50 PM	80	2	1	0	2	4	3
TR	8:00 PM	9:20 PM	80	4	35	8	8	7	5

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)
WF	9:30 AM	10:50 AM	80	2	1	0	0	0	0
WF	12:30 PM	1:50 PM	80	0	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	3	10	0	1	1	3

3. Compatible Meetings: MTWR, F

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	2	25	14	12	9	5
MTWR	8:00 AM	8:50 AM	50	0	1	0	4	1	0
MTWR	9:00 AM	9:50 AM	50	0	1	0	1	0	0
MTWR	10:00 AM	10:50 AM	50	1	1	0	0	0	0
MTWR	11:00 AM	11:50 AM	50	0	1	0	0	0	0
MTWR	12:00 PM	12:50 PM	50	1	1	0	0	0	0
MTWR	1:00 PM	1:50 PM	50	0	1	0	0	0	0
MTWR	2:00 PM	2:50 PM	50	0	1	0	0	0	0
MTWR	3:00 PM	3:50 PM	50	0	1	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	0	1	0	0	0	0
MTWR	6:00 PM	6:50 PM	50	0	1	0	0	0	0
MTWR	7:00 PM	7:50 PM	50	1	4	1	1	1	2
MTWR	8:00 PM	8:50 PM	50	4	32	5	5	6	5
MTWR	9:00 PM	9:50 PM	50	4	43	11	6	7	5
F	8:00 AM	10:50 AM	170	2	2	0	0	1	2
F	11:00 AM	1:50 PM	170	0	1	0	1	2	1
F	2:00 PM	4:50 PM	170	1	1	0	3	0	1
F	5:00 PM	7:50 PM	170	2	33	6	8	5	5

1. Compatible Meetings: MW, TR, F

Day(s)	Start	End	Duration	Under 20 (4)	21-45 (53)	46-63 (18)	64-119 (13)	120-299 (9)	300 Plus (5)
MW	8:00 AM	9:20 AM	80	1	1	0	3	0	0
MW	9:30 AM	10:50 AM	80	2	1	0	0	0	0
MW	11:00 AM	12:20 PM	80	0	1	0	0	0	1
MW	12:30 PM	1:50 PM	80	0	2	0	0	0	0
MW	2:00 PM	3:20 PM	80	0	1	0	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	3	0	0	0	0
MW	6:30 PM	7:50 PM	80	1	10	0	2	1	3
MW	8:00 PM	9:20 PM	80	4	41	6	7	7	5

Compatibility configurations have been ordered (1-4) by frequency adopted

Pink with red text indicates "prime-time" scheduling — *Text*

Green shading indicates availability relative to room inventory, which is capacity-range (column) specific — | 0 | 5 |
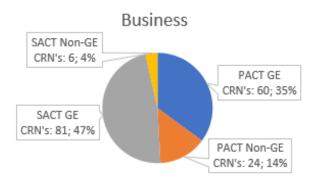
The second chart offers greater detail about unused hours for standard meeting patterns. Compatible meeting patterns and prime-time hours are represented here as well. As observed and documented in past reports, the bulk of open spots cluster at the outer edges, indicating under-utilized hours: 7 am, late evenings, Friday after 5 pm. Conversely, the chart also conveys heavy demand for 8 am-7 pm options and the resulting competition for space. Color tabs and borders (gold, orange, blue, purple) outline meeting pattern groups that do not overlap and do not result in time conflicts.
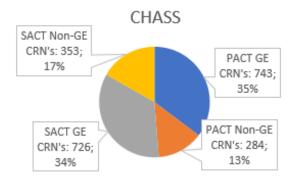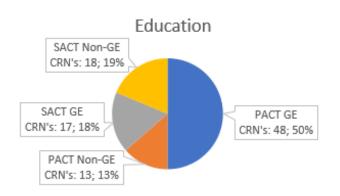
RECORDED ROOM ASSIGNMENTS

Ratio of GE to Non-GE room assignments for Fall 2023 by activity type; sub-charts by college/school. The below graphs include sections that are in Hold (968) and Registrar Hold (20).
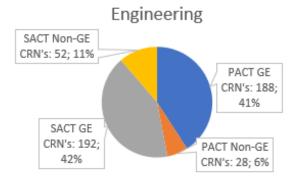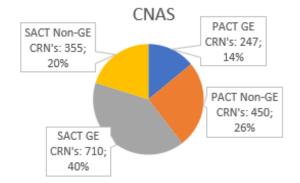
UCR Aggregate

- SACT Non-GE CRN's: 824; 18%
- PACT GE CRN's: 1303; 28%
- SACT GE CRN's: 1759; 37%
- PACT Non-GE CRN's: 800; 17%

Public Policy

- PACT GE CRN's: 16; 33%
- SACT GE CRN's: 33; 67%

Education

- SACT Non-GE CRN's: 18; 19%
- SACT GE CRN's: 17; 18%
- PACT GE CRN's: 48; 50%
- PACT Non-GE CRN's: 13; 13%

Business

- SACT Non-GE CRN's: 6; 4%
- PACT GE CRN's: 60; 35%
- SACT GE CRN's: 81; 47%
- PACT Non-GE CRN's: 24; 14%

Engineering

- SACT Non-GE CRN's: 52; 11%
- PACT GE CRN's: 188; 41%
- SACT GE CRN's: 192; 42%
- PACT Non-GE CRN's: 28; 6%

CHASS

- SACT Non-GE CRN's: 353; 17%
- PACT GE CRN's: 743; 35%
- SACT GE CRN's: 726; 34%
- PACT Non-GE CRN's: 284; 13%

CNAS

- SACT Non-GE CRN's: 355; 20%
- PACT GE CRN's: 247; 14%
- PACT Non-GE CRN's: 450; 26%
- SACT GE CRN's: 710; 40%

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)*	1,302	1,700
Department Rooms (DP)*	800	824
Senate-Approved Online Sections*	102 Synchronous** 66 Asynchronous** 168 total	194 Synchronous** 38 Asynchronous** 232 total
Total CRNS with a GE or DP Room Attribute*	4,626	
Remote Synchronous**	0 (all online sections Senate-approved)	9
Remote Asynchronous**	0 (all online sections Senate-approved)	0 (all online sections Senate-approved)
Total Online Sections at the point the SOC went online	194 (includes CHFY 007 sections****)	277
Total Online Sections at the end of 3rd week	211	329
Total CRNS with ONLINE location at the point the SOC went online***	471*	
Total CRNS with ONLINE location at the end of 3rd week***	540***	
Section count at the end of the third week of the Fall 2023 term:		
Total CRNs with enrollment at the end of 3rd week	6,659	

* Sections with a room assigned in Banner/25Live Pro, 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 total CRNS with ONLINE location includes 24 sections (as of end of 3rd week) 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.

****Due to a course change effective Fall 2023, CHFY 007 was not included in the term roll for Fall 2023. As a result, 48 online sections of CHF007 were added before the Schedule of Classes was published online.

DATES AND DEADLINES

Fall 2023 Academic Scheduling Process Deadlines and Events

Fall Academic Scheduling Started	January 30, 2023
Fall "CALL" sent to Academic Departments	February 7, 2023
Fall "CALL" deadline	March 10, 2023
Schedule of Classes published live	May 11, 2023

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 <u>not</u> 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 <u>are</u> 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.