1.0 INTRODUCTION

This policy addresses classroom space utilization on campus, and presents a standard for the efficient and effective scheduling and assigning of classrooms.

References to other policies:

- Space Allocation Administrative Procedure (in progress)
- Senate-approved scheduling guidelines

2.0 DEFINITIONS

2.1 ROOM SPACES:

Most of the following room space definitions and descriptions are taken from Postsecondary Education Facilities Inventory and Classification Manual (FICM), 2006 ed., National Center for Education Statistics, Institute of Educational Sciences, U.S. Department of Education; available at http://nces.ed.gov/pubs2006/ficm/.

2.2 CLASSROOM:

A room or space used primarily for instruction courses and that is not tied to a specific subject or discipline by equipment in the room or configuration of the space. These spaces include lecture rooms, lecture-demonstration rooms, seminar rooms, recitation rooms, general-purpose classrooms, and other spaces used primarily for scheduled non-laboratory classrooms, and other spaces used primarily for scheduled non-laboratory instruction. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These spaces may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g. globes, pianos, maps, and computers) appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.

2.3 DESIGNATED CLASSROOM:

A room or space designated for its primary use by one or two programs, disciplines or departments who will receive highest priority in scheduling courses in that space.

2.4 GENERAL ACCESS CLASSROOM:

These classrooms are not designated to any particular group and are considered “open” or generally accessible by all departments, programs, or disciplines and will be scheduled through the registrar. The remainder of classrooms, not defined as designated, will be general access classrooms.

2.5 LABORATORY:

A laboratory is a facility characterized by special purpose equipment or a specific space configuration that limits instructional research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc. The nature
of laboratory experiences has changed in many disciplines with the introduction of computer simulation in combination with, or as replacement of, the old “wet lab” experience in both natural and social sciences. Curricular intent should be considered as well as the physical structure of the space. Laboratory facilities can be subdivided into categories such as “class” and “open.”

### 2.6 CLASS LAB:

A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours, the activities fulfill course requirements, and/or there is a formal convener present.

A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the space’s use by other disciplines. Included in this category are spaces generally called teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally or regularly scheduled classes. Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.

### 2.7 OPEN LAB:

A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.

An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the space is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are spaces generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction (e.g., speech, law, psychology, and health-related professions) if discipline restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. For example, a computer laboratory with only engineering or CAD software would be classified as an open laboratory because of the restricted usage of the space for a particular discipline or discipline group.

### 2.8 STANDARD MEETING PATTERNS:

For 3-credit courses or the 3-hour lecture portion of a higher credit course (usually those containing an additional lab or discussion component):

- For MWF courses, a standard meeting pattern is a 55-minute class
- For TR courses, a standard meeting pattern is an 85-minute class between the hours of 8:00 am and 5:45 pm
- For evening courses meeting one time per week, the course should begin at 4:45 pm or 5:45 pm.

4- or 5-credit courses that do not have a lab or discussion component should start at the MWF standard start times (see Appendix A) and meet four or five days per week.

Courses that occur in Qtr. 1 or Qtr. 2 for which a matched pairing in each quarter is made (i.e., same days/times per week) using the standard meeting patterns above are considered standard.

### 2.9 NON-STANDARD MEETING PATTERNS:

Any course that does NOT fall within the above-described patterns is considered to follow a non-standard meeting pattern. Laboratories and discussion sections should be scheduled in such a way that standard start and end times are used, minimizing the number of standard time blocks that are removed from a student schedule.

### 2.10 PEAK AND NON-PEAK MEETING TIMES:

Peak meeting times for fall and spring semester regular sessions fall within the hours of MWF 9:05 am – 2:30 pm and TR 9:40 am-2:30 pm. Non-peak Meeting Times are those with any other meeting times.
STATEMENT OF POLICY

It is the policy of UW-Stout to efficiently and effectively schedule and assign classrooms, in order to better serve the needs of students and to improve classroom space utilization on campus.

IMPLEMENTATION OF POLICY

4.0 IMPLEMENTATION OF POLICY

4.1 Each term, Registration and Records will send an email to Department Chairs and Department Associates requesting course scheduling information. Information may include details such as enrollment sizes, course times, room attributes, exam times, instructor prep time needed, etc. The following guidelines apply:

4.1.1 Allocating Courses during Peak and Non-Peak Meeting Times

Departments shall schedule no more than 60% of their classes during peak times (at least 40% of the courses should be during non-peak times). This situation applies to all room types as to allow the student the greatest scheduling flexibility.

4.1.2 Filling Classroom Seats

For all courses using classrooms during peak meeting times, every effort must be made to fill the number of seats allotted to the classroom with the understanding that classes may be moved. All other courses are encouraged, but not required, to do the same.

4.2 Requesting a designated or co-designated classroom

To retain designated space, departments, programs or disciplines must strictly adhere to the standard meeting patterns (see Appendix A), and the courses scheduled in them must utilize the technology or other special attributes of the classroom, and must strive to schedule courses in the room for a minimum of 35 hours/week. These spaces may be reallocated by the Provost, Deans, Campus Planner, and Registrar through their review process as the needs, priorities, and demands of the campus change.

4.3 Priority Scheduling

The Registration and Records office will use the following priorities for room assignment:

4.3.1 Instructional Courses

4.3.1.1 Open Labs

Open labs are utilized by departments, programs, or disciplines with specialized equipment open to the designated student population when not scheduled by the department, program, or discipline. These rooms are not used for overflow scheduling unless approved by the department. Open lab times are determined by the department, program, or discipline.

4.3.1.2 Class Laboratories

Departments, programs or disciplines that have laboratories designated for their use will receive the highest priority in scheduling courses in these designated spaces. To maximize the use of classroom space, courses should be scheduled in rooms for which capacity is as near as possible to the course enrollment size. These rooms are typically not assigned to other courses or instructors once priority scheduling is done unless approved by the department.

4.3.1.3 Designated Classroom Space

Departments, programs or disciplines that have classrooms designated for their use will receive the next highest priority in scheduling courses in these designated spaces. To maximize the use of classroom space, courses should be scheduled in rooms for which capacity is as near as possible to the course enrollment size. The scheduling of designated classroom space is available until future term schedules are due to Registration and Records. After initial scheduling, changes including additions and deletions to designated
classroom space must occur through the Registration and Records office. These rooms may also be
assigned to other courses or instructors once priority scheduling is done.

4.3.1.4 General Access Classroom Space

Courses or instructors who meet one or more of the following criteria will receive priority in scheduling
courses in these spaces. Once these have been honored, then general access classrooms will be assigned to
courses or instructors who do not meet these criteria. The priority scheduling deadline is the date on which
department schedules are due to Registration and Records/Access Stout for each given term. This date is
assigned by Registration and Records when it is announced that course schedules are being built for future
terms.

PRIORITY (in order of importance);

Accessibility – Specific rooms or buildings may be requested when the instructor or student(s) has special
physical accessibility or learning needs only met by those facilities.

Standard Meeting Patterns – Courses offered in a standard meeting pattern will have priority over those
offered in a non-standard pattern (refer to Appendix A).

Room Attributes – Specific rooms or buildings may be requested for courses or instructors requiring
specific equipment, layouts or facilities only available in certain locations. High-level technology should
only be requested when that technology will be used.

Consecutive Courses – To alleviate time constraints, an instructor with back-to-back classes may request
specific nearby rooms, but these will most likely only be honored when there are matches between
technology, class size and seat capacity.

Region Preference – In order to minimize time spent traveling across campus, an instructor, program or
department may request a particular building or building region for their courses. These requests will be
honored when appropriately sized rooms with necessary attributes are available.

Seat Capacity – All courses held during peak meeting times and utilizing general access classrooms must
make every effort to fully utilize that room.

4.3.1.5 “Historical” Room Use

A course or instructor is not automatically guaranteed the same classroom assignment each semester or
session.

4.3.2 Other Events and Activities

4.3.2.1 Class-related supplemental activities that fall outside of class time (such as exams, group
presentations, open reviews) may be scheduled beginning five days after the start of the term
through Registration and Records. This paragraph applies to general access and designated
classrooms only.

4.3.2.2 Events unrelated to courses may be scheduled in classrooms beginning ten days after the start of
the term through Registration and Records. This paragraph applies to general access and
designated classrooms only.

4.3.2.3 Class Laboratories or Open Labs are scheduled by departments. The scheduling of laboratories
must be directed to the appropriate contact in each department.

4.4 Winterm, Summer Session, and all Weekend Courses

In order to minimize costs associated with maintaining multiple “active” buildings, courses offered during these sessions
may be scheduled in only a few buildings. “Historical” instructor preferences may be ignored in these cases. Only the
requirement of a laboratory will result in an assignment outside of the Jarvis-Micheels-Applied Arts complex.
4.5 Procedures for Requesting or Scheduling a Room After Deadline

Any course change and/or scheduling requests that are made after a schedule was originally submitted must come from the College Dean or dean designee via the Timetable (Blue) Form in ImageNow.

5.0 RESPONSIBILITY FOR IMPLEMENTATION

The office of Registration and Records is responsible for implementing this policy. Department chairs will remain responsible for providing Registration and Records with requested data for scheduling. Registration and Records will optimize room scheduling for general access classrooms only, through the use of scheduling software.

If you have questions or comments, email parq@uwstout.edu.
Appendix A Course Meeting Patterns

1. For MWF Courses, a standard meeting pattern is a 55-min. “class hour,” shown here or an 85-min “class hour” at 2:30pm or later.
   a. 8:00am-8:55am X 3 per week
   b. 9:05am-10:00am X 3 per week
   c. 10:10am-11:05am X 3 per week
   d. 11:15am-12:10pm X 3 per week
   e. 12:20pm-1:15pm X 3 per week
   f. 1:25pm-2:20pm X 3 per week
   g. 2:30pm-3:25pm X 3 per week or X 2 per week @ 85 minutes
   h. 3:35pm-4:30pm X 3 per week
   i. 4:10pm X 2 per week @ 85 minutes
   j. 4:40pm-5:35pm X 3 per week
   k. 5:45pm (any usage)

2. For TR courses, a standard meeting pattern is an 85-min. “class hour,” shown here:
   a. 8:00am-9:25am X 2 per week
   b. 9:40am-11:05am X 2 per week
   c. 11:15am-12:40pm X 2 per week
   d. 12:55pm-2:20pm X 2 per week
   e. 2:30 pm – 3:55 pm x 2 per week
   f. 4:10pm-5:35pm X 2 per week
   g. 5:45pm (any usage)

3. Two, four, and five credit courses should follow the standard meeting pattern above based on the first day of the week they meet. For example, a four-credit MTWR course should follow the start time of item 1 above. A two-credit TR course should follow the start time of item 2 above.

4. For courses that occur in Qtr 1 or Qtr 2, providing that a matched pairing in each quarter is made (i.e., same days/times) per week using the standard meeting patterns above, this situation would be considered standard.