

Texas A&M University- Corpus Christi
Office of the University Registrar
Instructional Space Scheduling Guidelines

Background

Through the stewardship of computer labs, classrooms and academic spaces, we can ensure success of the university at many levels. The Office of the Registrar pursues the optimal use of computer lab and classroom resources. Increased demand for computer lab and classroom, changes to teaching methods, and faculty preferences result in the need to adhere to our standard time blocks to maximize our utilization of campus facilities and academic spaces. This allows us to minimize the number of unused half hours and is instrumental in accommodating room switches. Because technology changes at lightning speed, attempting to provide guidelines for using specific technological tools may prove less valuable than spending the same time providing guidelines on using technology in general.

The intent of this space policy is to provide a systematic approach for evaluating space acquisition based on current and projected space utilization needs and assessments.

- A. Factors to be considered in assigning space are as follows:
- a. The interest of the University as a whole.
 - b. The suitability of the space and the possible future uses with anticipated or ongoing construction, renovation, and planning of major space reallocations.
 - c. The costs incurred by granting the space and who will bear them.
 - d. The effects on people who must be relocated if the space request is granted.
 - e. Best interest of the units strategic plan.

Space Utilization Efficiency Score (SUE)

The SUE score consists of three variables that are calculated for both Classrooms and Labs, which are those that have a room type of 110 and 210 respectively, totaling 6 parts of the overall score. All physical facilities belong to the University and are assigned to a college, academic unit or department. Current users or occupants of the facilities do not own the space but may have control as delegated by Texas A&M University- Corpus Christi. A particular college, department or school assigned to space operated by the University is subject to change. A space request must be submitted to the Space Management Committee before any change of use or modification to the space is performed.

Ownership

If a room is coded as a room type of 110 (classroom) and most of the 210s (lab), it is centrally scheduled and upkeep for those rooms are funded by the University Technology Council (UTC). Currently there are 69 rooms that meet these needs. If a room is not scheduled by the Registrar's Office, it is not funded by the UTC and the department is responsible for the technology upkeep of that room. Currently there are 123 rooms that meet these needs.

Rules to be Designated as a University Technology Council (UTC) Funded Classroom/Lab

1. Classroom/Labs must not be locked while the building is open for student use.
2. Classroom/Labs must not be designated for a particular college or class which may deny any student to use it.
3. Classroom/Lab must be able to be scheduled by any College or Department for normal

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scheduled courses or ad hoc purposes.

4. Only Technology/Software used centrally by all disciplines will be maintained and funded.

Instructional Rooms

Instructional rooms that are “owned” and maintained by departments can schedule their department courses and have approval as to what is scheduled in the space. It should be noted that these rooms will not be scheduled by the Registrar’s office unless directed by the department and the technology will not be maintained by Information Technology(IT). IT will make assessments on repairs, consult on new purchases and will respond to basic maintenance calls. These rooms will be coded accordingly depending on the use.

Computer Labs

Computer labs that are “owned” and maintained by departments can schedule their department courses and have approval as to what is scheduled in there. It should be noted that these rooms will not be scheduled by the Registrar’s office unless directed by the department and the technology will not be maintained by Information Technology. These rooms will be coded accordingly depending on the use. If a room is departmentally owned and the department is wanting to be funded by the UTC then a space request must be submitted to the Space Management Committee before any change of use or modification to the space is performed. If approved, the Registrar’s Office will take ownership and the room will be funded by the UTC. If funded then the computer labs must be centrally scheduled and will be scheduled in the same process as classrooms are scheduled.

Scheduling

The Office of the Registrar is responsible for assigning classrooms. These classrooms are expected to meet the Texas Higher Education Coordinating Board’s THECB fill requirement, which, along with other measures utilization and demand of all classrooms and class laboratories on campus and is a factor in funding for capital projects and/or renovations. Classrooms and class laboratories are required to be at least 65% (classrooms) and 75% (computer labs) of the room’s capacity. Initial scheduling priority is given to classes that follow the standard course meeting times.

- Room and resource assignments will be scheduled for active classes with a capacity greater than zero. To optimize, classroom space, the Office of the Registrar will match as closely as possible capacities of classrooms to the maximum enrollment cap stated by the requesting department.
- Prior to the first day of classes, the Office of the Registrar may reassign classrooms for courses with low enrollment.
- As soon as possible and no later than Census Day, Departments should notify the Office of the Registrar of classes to be cancelled to enable classroom reassignments and automatic drops for enrolled students.
- Room and resource assignments will be scheduled for active class with a capacity greater than zero. To optimize assignments will be scheduled for active classes with a capacity greater than zero. To optimize classroom space use, the Registrar’s Office Scheduling

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Department will match as closely as possible capacities of classrooms to the maximum enrollment cap stated by the requesting department.

Standard Time Blocks

Standard Time Blocks are built to adhere to the instructional contact hour requirements as set forth by the Texas Education Coordinating Board and Department of Education. Our distribution rules allow scheduling policies to remain consistent and equitable across departments and Colleges, while maintaining flexibility. They also maintain an equitable distribution amongst time blocks which are not consistently used and can prevent “bottlenecks” within the time blocks that are used most frequently.

- A. Overlapping multiple standard time blocks on a given day will prevent other courses from being scheduled in that same room prior to and after the course.
- B. Scheduling conflicts for students, which will result in the inability to take the required courses as prescribed by their degree plan and thus preventing them from progressing towards their degree.

Each semester the Office of the University Registrar will provide departments with an up to date standard course meeting times matrix. The listing can be found at:

http://registrar.tamucc.edu/Faculty_Staff/training.html. Initial scheduling priority is given to classes that follow the standard course meeting times.

Reports

The following reports, which apply to all colleges are designed to maximize utilization as well as to schedule classroom space in a transparent, consistent, and equitable manner. Classroom scheduling is a dynamic process requires periodic reevaluation of class size, equipment, and software specifications, as well as student demand. These reports are disseminated to departments during the scheduling process to assist with making data driven decisions.

- A. All regular on-campus three/four credit hour lecture, seminar, or recitation courses must meet in the standard time blocks.
- B. At least 20% of three/four credit undergraduate lecture classes in each college must be scheduled in MWF time blocks (this excludes nursing courses).
- C. At least 10% of three/four credit hour undergraduate lecture classes in each college must be scheduled to begin BEFORE 9:30 am. (this excludes nursing courses).
- D. Faculty teaching courses on same, day, time, room. (Stacked/Cross-listed courses)
- E. Building/ Room Utilization Report- shows courses that are not filling at least 65% of a classroom.

Non-Compliance Consequences

The standard time blocks and distribution rules were created to maintain adherence to state requirements for instructional meeting times and maintain equitable distribution within academic spaces across the University. Non-compliance with our University policies will result in the following:

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- A. A bottleneck of courses scheduled for prime times with a limited amount of academic space. Core Curriculum courses will have first priority. Others that do not get scheduled will have to change meeting times and/or days.
- B. Courses outside of standard time blocks will be given lowest priority for room assignments.
- C. Students will be limited on course scheduling options due to time conflicts and unable to progress towards their degree.
- D. A lowered SUE score is a factor in funding for capital projects and/or renovations.
- E. Courses not funded by the UTC will not be maintained and students and faculty will be in sub-par instructional space.