

Middle Tennessee State University

Instructional Space Use Policy (rev. 08/05/09)

INTRODUCTION

Instructional spaces are a significant campus resource, and the availability of this space is finite. Accordingly, all are encouraged to use these resources wisely. Instructional spaces assignments are recommended through the Space Allocation Group and approved by the vice presidents, and their use is coordinated by the Scheduling Center.

In an effort to provide the most effective and efficient space utilization and allocation, the University has developed the following collection of policies governing instructional space. The policies were developed in the spirit of providing comprehensive guidance in the use of instructional space, including course scheduling that permits access to available offerings by the greatest number of students and that allows the best match between specific needs of the courses being offered and existing facilities. This policy is defined to clearly delineate priorities in allocation and assignment. It is not intended to replace the detailed official communications from Enrollment Services or the Scheduling Center.

CLASS SCHEDULE PRODUCTION

See the Records and Scheduling website for detailed information on the production of the class schedule. Class Schedule Production Document link: <http://www.mtsu.edu/~records/sbp2.pdf>
Documentation for Schedule Production: <http://www.mtsu.edu/~records/sbp.htm>

Priority Classrooms

- First priority rooms are classified as either standard or restricted access instructional spaces and are assigned to each department by the Provost Office. Typically, the standard access instructional spaces are those classrooms that could be used to teach most lecture type courses (for example, general education English courses). Most instructional spaces are considered standard access. Restricted access spaces are determined through the appropriate dean and the Provost Office.
- First priority rooms may be used by the department to pre-assign their courses (and courses from other departments is desired) during the initial scheduling stage.
- Once the initial scheduling stage has ended and the departments have submitted their schedules to the Scheduling Center, they no longer have first priority access to these rooms.
- First priority rooms not scheduled during the initial scheduling period will be used by the scheduler program to place classes that were not able to be pre-assigned.

Standard access classrooms are open for use by any department on campus after priority scheduling. Restricted access classrooms are rooms used only by the department with first priority access and require department permission to be scheduled by another department. Restricted access instructional spaces are typically those spaces having specialized equipment that would interfere with a lecture class.

Course Related Events

- Departments must notify the Scheduling Center of any course related activity and/or event occurring in their first priority space. This list should be submitted with the schedule copy.
- Notification must include the course number(s) affiliated with the event, the type of activity to be scheduled, and the appropriate dates/times for the event.

Mandatory and optional additional class meetings

- To schedule additional meeting times for either traditional or distance learning classes, the request should be initiated with the department. If the request is received prior to registration, the meeting can be scheduled as mandatory or optional without going through an approval process. A mandatory meeting will not allow students to register for a class at the same time. An optional meeting will not stop a student from scheduling a class at the same time.
- After registration has begun, only optional meetings may be scheduled. The requests for optional additional meeting times are emailed to the department, dean, and Director of Academic Technology Planning and Projects in the Provost Office for approval. These approvals will be kept on file.

Non-Standard Class Meeting Start Dates

- The first class meeting of a course should be scheduled to coincide with the first week of the semester. This requirement may be satisfied by having a brief meeting with students enrolled in the course either in person or online during the first week for the semester. Prior to the first class meeting, faculty should communicate the schedule of class meetings and, if possible, the syllabus. The class meeting dates and other expectations can be listed with the course information in the online course schedule.
- Departments with weekend courses may need to coordinate more closely to eliminate any conflicting class meeting times for those students wishing to take more than one weekend course.
- To obtain an exception from the required standard class meeting start date, the department must email a request to the appropriate dean. If approved by the dean, the request is sent to the Director of Academic Technology Planning and Projects in Academic Affairs for approval. The request should include the term(s), room assignment, course number and section, proposed meeting schedule (days and hours), and reason for exception. The Director will consider the type of course and the effects on student in determining approval. The Director will forward a response to the academic department, college dean, and Scheduling Coordinator.

Non-Standard Meeting Times

- Departments are encouraged to offer course offerings across all standard meeting times. Adherence to the standard meeting time periods also provides final examination scheduling without time conflicts.
- Laboratory classes may be scheduled in the department's restricted access rooms at non-standard meeting times without approval. All other types of classes must have approval. To obtain an exception for a non-laboratory class, the department must email a request to the appropriate dean. If approved by the dean, the request is emailed to the Director for Academic Planning and Projects in Academic Affairs for approval. The request should include the term(s), room assignment, course number and section, proposed meeting time (days and hours), and reason for exception. The Director will consider the type of course and

the effects on student course schedules (including final exams) in determining approval. The Director will forward a response to the academic department, college dean, and Scheduling Coordinator.

Changes to Course Instructional Type

The department determines how a course is taught. However, to change from one type of instruction to another, the department must submit a request via Master Catalog form to the University Curriculum Committee. The request must be emailed to the UCC and the Vice Provost for approval.

Additional Space Scheduling Responsibilities

- Departments coordinate use of large classrooms, computer rooms, and shared space as needed with other departments in building the course schedule.
- Departments notify the Scheduling Coordinator of instructors with disabilities or equipment needs during the initial scheduling stage. If the Scheduling Center cannot accommodate disabled instructor's needs, the department should contact the ADA Campus Coordinator in the Provost Office. Instructors with disabilities must complete appropriate forms through Human Resources prior to receiving accommodations.
- Expected enrollment on each course section (including joint undergraduate/graduate and cross-listed courses) should not exceed room capacity to ensure all code standards are maintained. Exceptions (including overbooking) are requested via email through the college dean and Director of Academic Technology Planning and Projects. Please include the term, classroom, course number and section, and reason for exceeding room capacity in your request to the Dean and Director. If there is a specific student that needs to be enrolled, please provide the student name and rationale so the Scheduling Center will increase course enrollment only for the specific student.

Standard Time to 24-Hour Clock (Military Time) Conversion Table Meeting times for course sections must be entered into Banner using the 24-hour clock. These times are converted into standard clock (am/pm) times in the online schedule (RaiderNet).

1:00pm = 13:00	7:00pm = 19:00
2:00pm = 14:00	8:00pm = 20:00
3:00pm = 15:00	9:00pm = 21:00
4:00pm = 16:00	10:00pm = 22:00
5:00pm = 17:00	11:00pm = 23:00
6:00pm = 18:00	12:00am = 24:00

Standard Class Meeting Times – Fall & Spring Terms

The following times are standard class meeting times for 3 credit hour lecture-type courses during Fall & Spring terms. Courses offered for more or less than 3 credit hours should begin on a standard meet time. Review the section on non-standard meeting times for the process to request a non-standard meeting time.

Meeting Times are shown in 24-hour clock time (military time).

Monday/Wednesday/Friday (55 minutes) 6:50 - 7:45 8:00 - 8:55 9:10 - 10:05 10:20 - 11:15 11:30 - 12:25 12:40 - 13:35 13:50 - 14:45 15:00 - 15:55 16:10 - 17:05 17:20 - 18:15	Tuesday/Thursday (85 minutes) 6:20 - 7:45 8:00 - 9:25 9:40 - 11:05 11:20 - 12:45 13:00 - 14:25 14:40 - 16:05 16:20 - 17:45 18:00 - 19:25 19:40 - 21:05
Monday/Wednesday (85 minutes) 12:40 - 14:05 14:20 - 15:45 16:10 - 17:35 18:00 - 19:25 19:40 - 21:05	AFTERNOON TIMES - ONE AFTERNOON WEEKLY (180 minutes) Monday or Tuesday or Wednesday or Thursday 14:40 - 17:40 16:30 - 19:30
EVENING TIMES - ONE NIGHT WEEKLY (180 minutes) 16:30 - 19:30 18:00 - 21:00 19:45 - 22:45	Saturday (180 minutes) 7:30 - 10:30 9:00 - 12:00 13:00 - 16:00

Standard Meeting Times – Summer Terms Times indicated are standard for 3 hour credit courses. Courses offered for more or less than 3 credit hours should begin on a standard meet time. Final exams should be given on the last day of the class, regardless of the part of term.

Part of Term 1 and S1 (Full term; May term) - Classes are typically scheduled three contact hours per day with a total of 750 contact minutes per credit hour.
Part of Term S2 and S3 (June term; July term): Standard Times 4 days/week 7:30 - 9:50 10:10 - 12:30 12:50 - 15:10 15:30 - 17:50 Adjustments in times can be made for 2 days/week meeting patterns, but sections should still begin on a standard time.
Part of Term S4 (NEW June/July term): 7:30 - 8:35 8:50 - 9:55 10:10 - 11:15 11:30 - 12:35 12:50 - 13:55

14:10 - 15:15

15:30 - 16:35

16:50 - 17:55

Courses meeting less than four days a week should begin on a standard time and must be scheduled to accommodate 750 minutes per credit hour.

Assignment Priorities

Scheduling instructional spaces will be based on the following priorities:

1. Instructional functions
 - a. Instructional classes
 - b. Continuing studies classes
2. University sponsored functions
 - a. Special events such as lectures, concerts, debates, etc. sponsored by university departments
 - b. Extra-instructional programs
 - i. Approved university athletic program
 - ii. Campus recreation
3. Recognized university organizations
4. Non-affiliated university organizations

Other scheduling considerations

1. Continuing Studies may utilize any unscheduled academic facility to conduct its courses. Space in student service buildings is available as provided in reservation policies. Other university policies apply as found in policy 1:01:06.
2. All labs and other courses for which equipment or other need dictates use of a particular space will be preassigned before other courses.
3. Mobility or other disabilities which require accommodation will be facilitated for faculty through the ADA Campus Coordinator in the Provost Office. Students' requests for accommodation must be facilitated through the Disabled Student Services Office.
4. Faculty teaching in consecutive time periods will be scheduled in the same room if possible.
5. For reasons of efficiency, small classes may be moved so larger classes can occupy larger rooms.
6. After the final run of the scheduling algorithm, Scheduling Center personnel will attempt to schedule requested classes that are left unassigned into available rooms at the time requested by the department. If unsuccessful, these sections are returned to the department for time changes.
7. Departmental meetings, club meetings, etc., which often utilize academic classrooms, will be scheduled after the schedule of classes has been finalized. Faculty meetings are typically assigned before other activities. Departments should carefully schedule all possible courses for a term in the first effort at building a term schedule.
8. All academic departments must make a commitment to an equitable distribution of course offerings across all standard meeting times, including early morning, late afternoon and evening times. When it is necessary to assign rooms needed by several departments, departmental scheduling patterns will be considered. Departments should make every effort to spread course offerings across the standard meeting times.

9. Maximum seats requested for a class will not be adjusted downward after room assignment. Priority assignment for classes not placed in their partitions is given first to the classes with the largest expected enrollment, and next to general studies courses. Final assignment responsibility resides with Scheduling Center personnel.
10. Courses should typically not be scheduled with zero enrollments. Exceptions must be approved by the college dean and Academic Affairs.
11. Some room adjustments may be required during the semester to meet unforeseen circumstances. Departments may be asked to shift rooms to accommodate this need for adjustment. Every effort is made to keep adjustments to a minimum.

Prior assignments

Classroom scheduling is a dynamic process, responsive each semester to both curricular and non-curricular changes and requirements. The assignment of a specific classroom at a particular time and location during the previous corresponding semester will not automatically result in the continuing assignment of the same room at the same time.