

Middle Tennessee State University

Instructional Space Use Policy

Office of the University Provost

Dr. Watson Harris

2011

Middle Tennessee State University

Instructional Space Use Policy (rev. 05/11/11)

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/sbp.shtml>.

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.

Sharing and pre-assignment

- Departments coordinate use of large classrooms, computer rooms, and shared space as needed with other departments in building the course schedule.
- Approximately 80% of courses are pre-assigned in a department's priority space or space pre-assigned through an arrangement with a partner department.
- Large rooms (100 seats or more) are scheduled early in the process by the Director in the Provost Office.
- THEC identifies utilization guidelines for the University and these are enforced as necessary to achieve course schedules.

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. Three credit hour courses **MUST** meet on standard meeting times unless an exception is approved.
- Non-standard meeting times may also be approved if:
 - Course meets for 1, 2, 4 credit hours or more and begins on a standard meeting time or ends on a standard meeting time or
 - Course is 1, 2, 4 credit hours or more and meets within a standard meeting time or
 - Course is 1, 2, and 4 credit hours or more and meets on a non-standard time but is scheduled back to back in the same room all day, or
 - Course is offered on a Friday afternoon or off-campus or
 - Course meets specific weekends (F/S).
- 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. See below list of instructional types.

ADA compliance

- **Faculty with disabilities:** 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.
- **Students with disabilities** must request accommodation such as room changes through the Disabled Student Services Office, and not through the individual faculty member or department.

Moving classes after registration

- The optimal time to make a class change for instructional preference reasons is before priority registration. When changes occur so late, students are not notified of the room change through normal communications. Faculty and departments are expected to notify students if a last minute change is requested.
- Many students, including students with disabilities, determine their schedule based on times and location. Students with disabilities are requested to priority register so we may move these courses to accessible spaces. Once priority registration is completed, any requests for room changes are reviewed to determine if any students with disabilities are affected. If a student with a disability is registered for the class, the request for a room change will be denied.
- Once registration begins, requests for room changes are by exception only. The department must email a request to the appropriate dean. If approved by the dean, the request is sent to the Director of Academic Planning and Projects in the Provost Office for approval. The request should include the term, room assignment, course number and section, and reason for exception. The Director will forward a response to the academic department, college dean, and Scheduling Specialist.
- Changing room assignments after enrollment affects the schedules of disabled students. Additionally, the appropriately sized classroom and the technology needed for instructional purposes may not be available at the last minute. In cases where we do not have a master classroom available, contact Dr. Watson Harris regarding portable master classroom carts.

Zero and low enrollment courses

Courses should typically not be scheduled with zero enrollments. Exceptions must be approved by the college dean and Academic Affairs.

The right is reserved to cancel any class when the number of students enrolled is deemed insufficient per minimums. All sections must meet the normal minimum number of students per class as follows:

- 1000 - 2000 = 15 students enrolled
- 3000 - 4000 = 10 students enrolled
- 4000 / 5000 (dual listed) = 10 students enrolled
- 6000 = 8 students enrolled
- 7000 = 6 students enrolled

The minimums for 6000/7000 level courses are determined by the majority enrollment (i.e., if the majority of students are registered for the 6000 section the minimum combined enrollment is set at 8 and if the majority of students are registered for the 7000 section the minimum combined enrollment is set at 6).

Regents Online Degree Program (RODP) classes are cancelled at the discretion of the Tennessee Board of Regents (TBR).

Cancellation of classes

The department chair determines if classes need to be cancelled and then seeks approval from his or her dean. (This is stated on page 52 of the 2009-2011 Undergraduate Catalogue and page 45 of the 2008-2010 graduate Catalogue.)

Prior approval from the Director of General Education is not needed. However, the Director of General Education should be informed of general education offerings and cancellations.

The Office of the University Provost provides resources as needed to avoid cancelling general education classes.

- If a possible cancellation is due to space concerns, please contact Director of Academic Technology Planning and Projects.
- If a possible cancellation is due to staffing concerns, please contact the Vice Provost for guidance and assistance.

Regents Online Degree Program (RODP) classes are cancelled at the discretion of the Tennessee Board of Regents (TBR).

Enrollment equals room capacity

- Please do not overbook classrooms. If you overbook a classroom, we may not have another room available. Students would need to be dropped from the section to bring the class into fire code compliance. This is unfair to the students and could cause eligibility problems for lottery and scholarships.
- 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. By approved exception, course enrollments may exceed classroom seat capacities by one or two students if the course has a history of students who drop, if the course enrollment is at or below classroom seat capacity by the fourteen day census count, and there are seats for each student throughout the course.
- 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.
 - There are three primary reasons that overbooking be approved through the department, college, and Director in the Provost Office. 1) The University has an understanding with the fire marshal that as rooms are renovated, the square feet per student will be at least 20 square feet. 2) ADA federal laws require the University to provide adequate aisle space for wheelchair access. If maximum

room capacities are not maintained, the University cannot guarantee the spaces are accessible. 3) Students expect to have a seat when they enroll in a course. When course enrollments exceed room capacities, students and/or faculty borrow furniture from nearby instructional spaces, creating unexpected shortages in those classrooms. If the request to overbook is approved, the University delivers chairs.

- To assist departments and faculty in not overbooking classrooms, the Scheduling Center has placed links in RaiderNet under the Faculty Services tab.

CRN Enrollment/Location Outstanding Permits

- To quickly view the meeting times/days/room, instructor, actual enrollment/maximum enrollment/room capacity, and unused permits.
- Before issuing the ENRL override, use this link to ensure you are not overbooking a classroom.
- View the room capacity to see if the room may hold more students in case you need to increase maximum enrollment for the course section.
- To identify students who have not used a give ENRL override, review the email addresses displayed. These email address can also be used to notify students that the permit will be dropped if not used by a specified deadline.

Class list with permits/overrides

- This link provides a list of students with permits/overrides including those not registered. The display includes the student's name, class, college, program, email address, status, and the permit/override issued.

Student schedule time conflicts

Although we prefer standard meeting times so students do not experience time conflicts with schedule, departments can override a student's time conflict when both instructors agree. For instance, a time conflict could occur if the meeting patterns of the courses have not changed, but due to non-standard meeting times, the two classes overlap by a few minutes. If the instructors are willing to work with the student, then the department secretary enters a time conflict override on SFASRPO. If a time conflict would result from a change in meeting patterns after registration begins, the Scheduling Center will not make a meeting pattern change until approved by the department, college, and Director of Academic Technology Planning and Projects.

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 education 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

All non-course-related events must be scheduled through the Event Coordination Department.

The Scheduling Center will schedule the following events only:

- Course-related events: where specific course number and/or CRN are provided (may include guest speakers, study/review sessions, film showings, etc.)
- Distance Learning orientations, meetings and exams
- Faculty, college and departmental staff meetings
- Departmental research
- Graduate thesis and dissertation proposals/defense
- Graduate oral and comprehensive exams
- Program specific testing which originates with and is administered by the department

Any event request that does not fall into one of these categories will be returned to the department with the recommendation to contact Event Coordination. The Application for Use of Facilities Form is not required for course-related events.

In order to submit an event request, visit the Records & Scheduling website and complete the space request form (located at <http://frank.mtsu.edu/~records/space.htm>).

Requests must be submitted online and will be received by the Scheduling Center staff member assigned to your college. Within 48 hours, your event will be processed or you will be notified of the status of your request.

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.

Other scheduling considerations

1. University College 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 pre-assigned before other courses.
3. Faculty teaching in consecutive time periods will be scheduled in the same room if possible.
4. For reasons of efficiency, small classes may be moved so larger classes can occupy larger rooms.
5. 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.
6. 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.
7. 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.
8. 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.

9. 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.
10. Courses must meet for at least 30 days in the spring and fall semesters, but not for the summer semesters.

Reports available:

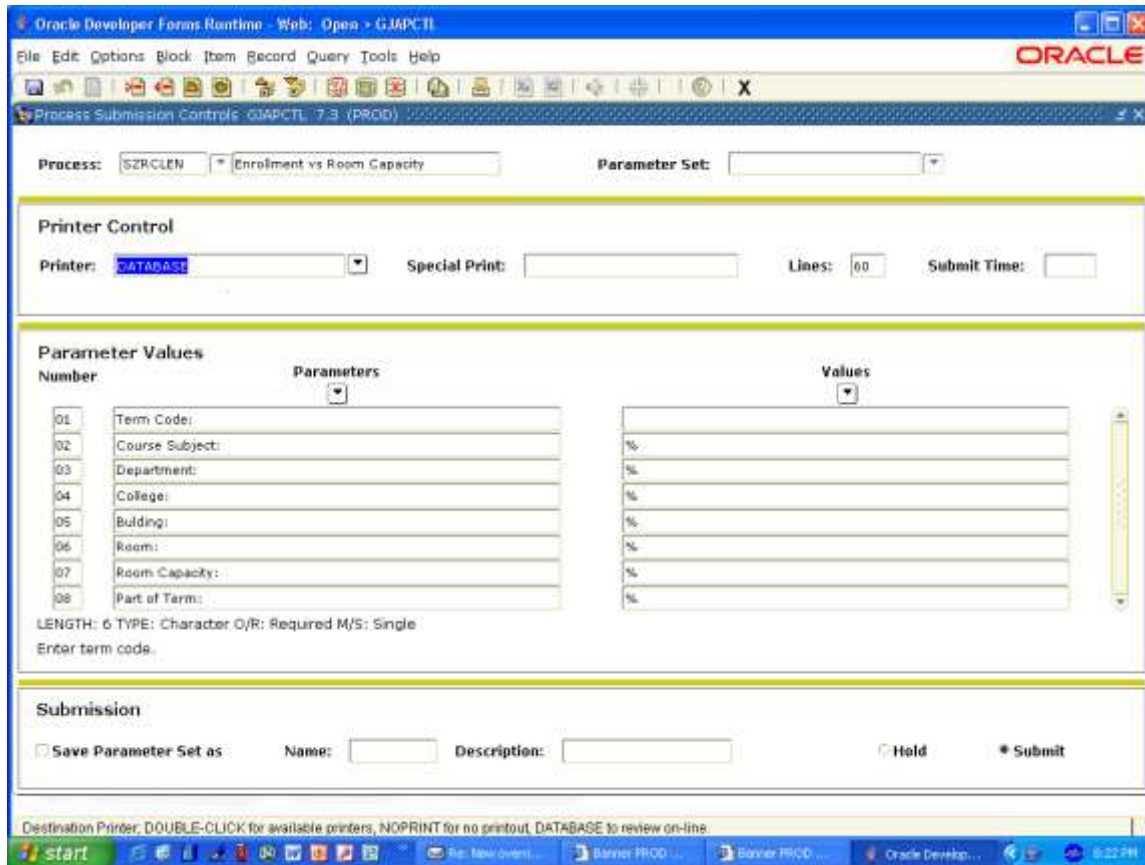
Banner overrides on SFASRPO:

ENRL = overrides maximum enrollment (closed classes)

RES = overrides restrictions (major, degree, program, and class) Use this when a student has received one or more of these registration errors.

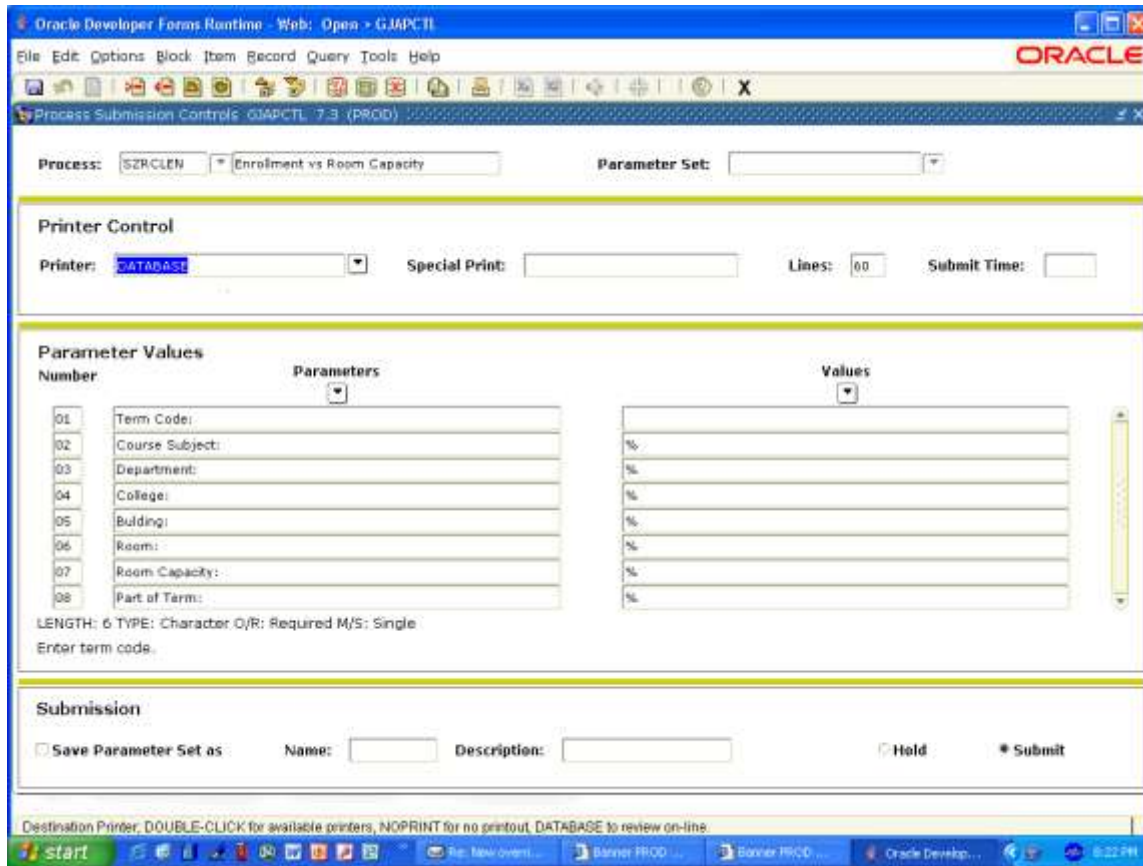
Before entering the ENRL override, check your actual enrollment in relation to the room capacity. Departmental staff members should self-monitor based on past drop/add history for a particular course taking into consideration the meeting time of the class (prime time), the size of the class, and the fact that available space will be very tight this fall.

The Banner job submission program to monitor overbooking is SZRCLEN. Instructions are attached. Room capacity may be viewed on the Webviewer or on SZRCLEN in Banner.



From the General Menu “Go to Box” type SZRCLEN. [enter]

The GJAPCTL form (above) will open. Follow these steps to run an Enrollment vs Room Capacity Report.



From the General Menu “Go to Box” type SZRCLEN. [enter]

The GJAPCTL form (above) will open. Follow these steps to run an Enrollment vs Room Capacity Report.

1. Process: SZRCLEN [next block]
2. Printer: Database [next block]
3. 01 Term Code: 200780
4. 03 Department: i.e. ENGL (All other fields may be %. This symbol is the wildcard in Banner and RaiderNet. [next block]
5. Check Save Parameter Set Box. Tab to Name box: Name your report. Tab to Description and enter a description for your report. Click on Submit and Save.
6. Click on Options to view your output. Select Review Output.
7. Select Options/Show Document. A box will appear “You have selected to show...in a browser.” Click yes to open in a browser. Hold down the control key to override the pop-up blocker. Format as needed.
8. Process: SZRCLEN [next block]
9. Printer: Database [next block]
10. 01 Term Code: 200780
11. 03 Department: i.e. ENGL (All other fields may be %. This symbol is the wildcard in Banner and RaiderNet. [next block]

12. Check Save Parameter Set Box. Tab to Name box: Name your report. Tab to Description and enter a description for your report. Click on Submit and Save.
13. Click on Options to view your output. Select Review Output.
14. Select Options/Show Document. A box will appear “You have selected to show...in a browser.” Click yes to open in a browser. Hold down the control key to override the pop-up blocker. Format as needed.

The email below was instructional in purpose so that departments understand how to use the new codes and to remind them of the ramifications of overbooking and that having the ability to override a closed class comes with a responsibility to comply fire code regulation and not over enroll a classroom. Every term, reminders are sent to departments about the use of permits and how they must be careful as to not overbook classes.

RUNNING A REPORT IN BANNER JOB SUBMISSION

1. Enter the report name in the Go To box.
2. The GJAPCTL – Job Submission Controls Form will open with the report name you have entered in the process field.
3. Next block; DATABASE will display in the Printer Box; **DO NOT CHANGE THIS FIELD.**
4. Next block.
5. Enter report parameters. You do not need to enter every field.
6. Always enter a valid term, if a Term Code parameter exists.
7. Next block and Save.
8. The report has run. See the message bar at the bottom of the screen for the report number.
9. Select Options > Review Output (GJIREVO).
10. Click the down-arrow next to File Name or the Number field.
11. Select your report number (.lis file) and click OK.
12. Your report output should appear on the screen.
13. To save/print the output in a web file, go to Options > select Show Output (Save and Print File)
14. A dialog box will appear and prompt you to respond.
15. Hold down the control (Ctrl) key and . This will override your pop-up blocker and allow the output to display in a web file on your machine.
16. Click "Yes" and the file will open.
17. Save the file to your machine and print.

Add a column to SZRCLEN to display a count of sfrster_rsts_code = ('D1', 'D5'). This will indicated the number of students dropped after the 14th day of the class. These students are counted in enrollment and are included in max enrollment. Because of this, the report reflects that a room may be overbooked when in reality it is not.

One word of warning when you are looking for credit hours, the credit hours are at the catalog level, unless it is a variable credit course and then they are at the section level. If it is a fixed credit hour course, then the section level hours are blank.

The SLARDEF – Room Definition form in Banner is equivalent to the 1C5 screen in SIS+ and is where campus space is created and maintained. This is not strictly a classroom form, it is also used to define residence hall space. SLARDEF has two fields. There is a Status field and a Room Inactivation block. See the list of Banner Status Codes created below. Currently, all spaces are active (AC); non-active rooms are not included in Banner.

- AC Active (classrooms available for scheduling classes)
- IN Inactive (new classrooms coming online, but not available yet)
- NA Not Available (classrooms taken out of inventory and repurposed)
- OF Permanently Offline (classrooms that no longer exist, were not re-purposed, but have assignment history; ie, the Art Barn classrooms)
- RN Renovation – Offline (temporary offline for non-TAF renovation, but will return to active status)
- TF TAF Renovation – Offline (temporary offline for TAF renovation, but will return to active status)

These are the course schedule type codes and instructional method codes with their descriptions. Each course section has one of each. The schedule type is defined at the catalog level and cannot be changed without University Curriculum Committee or Graduate Council approval. The Instructional Method may be changed at the section level depending on the course is delivered.

Schedule Type

- CLN Clinical
- CLR Clerkship
- DSR Dissertation
- FLD Field Experience
- IND Independent Study
- LAB Laboratory
- LEC Lecture
- LLB Combined Lecture/Lab
- MST Masters Thesis
- MUP Musical Group Performance
- PEA Physical Education Activity
- PRA Practicum
- PRL Private Lesson
- RES Research

SEM	Seminar
STU	Studio
WSP	Workshop

The schedule types highlighted in red are those that may need to follow the LAB exemption for non-standard time. For MUP and PEA, they should start on a standard time but run longer/shorter than the standard end time.

Instructional Method

ATP	Audio Tape
BRD	Public Broadcast
CIM	Cmptr Based Interactive Media
CLN	Clinicals
CON	Conventional Methodology
DIS	Dissertation
DVC	Desktop Video Conferencing
EML	E-mail
HYB	Distance Lrn: Hybrid
IND	Independent Study
NCM	Other Non-conventional Media
OWY	One-Way Video and Audio
PRA	Studnt tchnng/field super/co-op
RCE	ROCE-WEB Asynchronous
RD1	RODP-WEB Asynchronous UG
RD2	RODP-WEB Asynchronous GR
RD3	RODP-WEB Asynchronous DSP
SLF	Distance Lrn: Correspondence
THS	Thesis
TWA	One-Way Video, Two Way Audio
TWY	Distance Lrn: Video Conference
VDC	Video Disc
VTP	Video Tape
WEB	Distance Lrn: Online