

## **Classroom Scheduling Policy**

### **I. Purpose**

The University of Missouri–Kansas City’s Class Scheduling Policy is intended to improve overall space utilization and to allow students to optimize their course scheduling.

### **II. Scope**

This policy initially applies to all instruction offered in UMKC classroom facilities, excluding offerings in the Schools of Dentistry, Law, Medicine, Nursing, Pharmacy and the Conservatory of Music and Dance.

### **III. Policy statement(s)**

#### **1. Standard meeting patterns**

All UMKC instruction, not exempted above, will conform to the standard meeting pattern schedule outlined by this policy (as defined in Attachment A).

#### **2. Distribution of course offerings**

The ideal distribution of day–time course offers is as follows:

- Classes starting between 7–10 a.m., 40 percent
- Classes starting between 11 a.m.– 1 p.m., 40 percent
- Classes starting between 2– 4 p.m., 20 percent

Units that distribute their offerings closest to the ideal will find their preferences more often met.

Additionally, when demand exceeds available classrooms for a specific meeting pattern, the Registrar’s Office reserves the right to require the unit to redistribute offerings across multiple meeting patterns to ensure optimal utilization of classrooms.

#### **3. Classroom assignments**

It will be the policy of UMKC to solicit relevant information regarding facility and instructional equipment needs for each section offered by an academic unit or department and attempt to place each section in the classroom that provides the best available option. To accomplish this in the most equitable and efficient manner possible, the Registrar’s Office will utilize algorithmic–based scheduling software.

In keeping with the historical practice of scheduling courses, it will be the policy of UMKC to attempt to provide units and departments priority

placement in classroom facilities located within its building or nearby. This however is not a guarantee, and proximity will not take precedence over other considerations.

#### 4. Classroom capacity

Course sections will be assigned to the most appropriate room available based on enrollment needs, room capacity and room attributes. When demand exceeds available classrooms, and where actual enrollment (or a rolling three year average enrollment) for a specific section is less than 70 percent of established capacity, the Registrar's Office reserves the right to move sections to a more appropriate room, regardless of room location.

Academic units will be notified of sections that do not meet UMKC minimum enrollment requirements leading up to the start of classes. Room assignments for these sections may be cancelled and/or moved to meet excess demand.

#### 5. ILE classrooms

All faculty scheduled for instruction in a ILE classroom must have participated in a Information Services sponsored training workshop.

#### 6. Classroom inventory

UMKC will periodically conduct a review of space, and where appropriate the provost may transfer space to the general classroom pool.

### IV. Definitions

Standard meeting pattern–approved standard meeting patterns are defined on Attachment A.

- Classroom's general-purpose rooms, of varied capacity that permit a wide range of instructional activity. Other analogous terms may include seminar, recitation and/or colloquium. These rooms will have a wide variety of instructional technology permanently installed or available on a temporary basis. The Provost will make all decisions regarding the classification of classroom space.
- Laboratory space specifically set aside and allocated to academic units or departments for instructional activities requiring permanently installed specialized equipment. The provost will make all decisions regarding the classification of laboratory space.
- Ideal Learning Environment (ILE)/Multimedia classrooms equipped with the standard educational technology and multimedia equipment maintained by Information Services. The provost will make all decisions regarding the classification of ILE space.

## V. Responsible parties

- The Registrar's Office is responsible for the administration of review of submitted requests
- The Provost's Office is responsible for ensuring academic unit compliance with this policy. Additionally, the Provost's Office, in consultation with the Space Management Committee and the registrar, will be the final decision point on the classification of academic space.
- The UMKC Space Management Committee is responsible for the maintenance and update of the University's room inventory. All alterations to existing university space will be approved by this committee.
- Academic Units and departments are responsible for the review and submission of scheduling requests that conform to this policy.

## VI. Effective date

This policy will become effective for the Fall 2005 term. Each semester the Registrar's Office will conduct an analysis of utilization and the provost may adjust this policy as necessary.

*Updated: Sept. 14, 2004*