

# Classroom Usage

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Brian Rockwood  
Office of the Registrar

# An Overview of the Classroom Assignment Process

- ▶ The Registrar's office begins by copying the previous semester's class schedule approximately 9 months in advance of an upcoming semester. We "roll" Spring to Spring, and Fall to Fall.
- ▶ A proof is then sent to all departments which details all aspects of the classes that are now scheduled to run. The departments, in conjunction with their deans' offices, make edits to this schedule and return it to our office.
- ▶ Departments control virtually all aspects of their classes including: which courses to offer, number of sections, enrollment caps, days/times offered, instructors, and reserve capacities. They do not control which classroom the classes are assigned.
- ▶ This proof process is done twice. The second proof is due approximately 1 month before registration.

# How does the Registrar's Office assign classrooms?

- ▶ The Registrar's office does not control all classroom space on campus. Instead we control 188 general purpose classrooms. We do not directly control any laboratory space. Lab space is typically department specific, and the departments assign their lab space to their own courses.
- ▶ We use Ad Astra scheduling software to attempt to assign all classes a classroom that is big enough to accommodate their max enrollment capacity. This process will fail initially, and there will be hundreds of classes that we will not have rooms for.
- ▶ As registration progresses, the Registrar's office will adjust the enrollment capacities of classes that are not being filled to capacity. We use these newly lowered capacities to further optimize our classroom assignments.

# Standard Meeting Pattern

- ▶ The Provost's office has asked that departments offer courses in alignment with the University's standard meeting pattern.

## Monday/Wednesday/Friday

8:00-8:50  
9:05-9:55  
10:10-11:00  
11:15-12:05  
12:20-1:10  
1:25-2:15  
2:30-3:20  
3:35-4:25  
4:40-5:30

## Tuesday/Thursday

8:00-9:15  
9:30-10:45  
11:00-12:15  
12:30-1:45  
2:00-3:15  
3:30-4:45

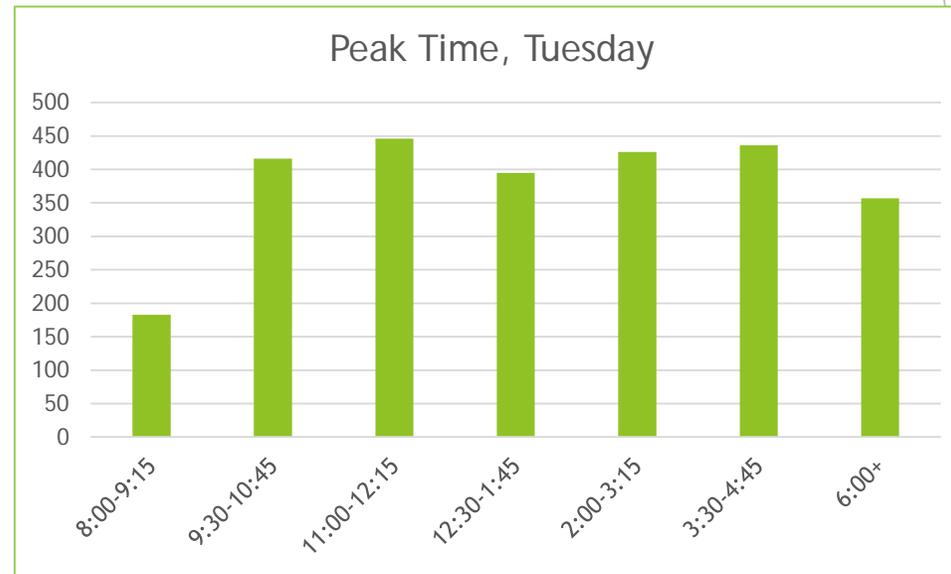
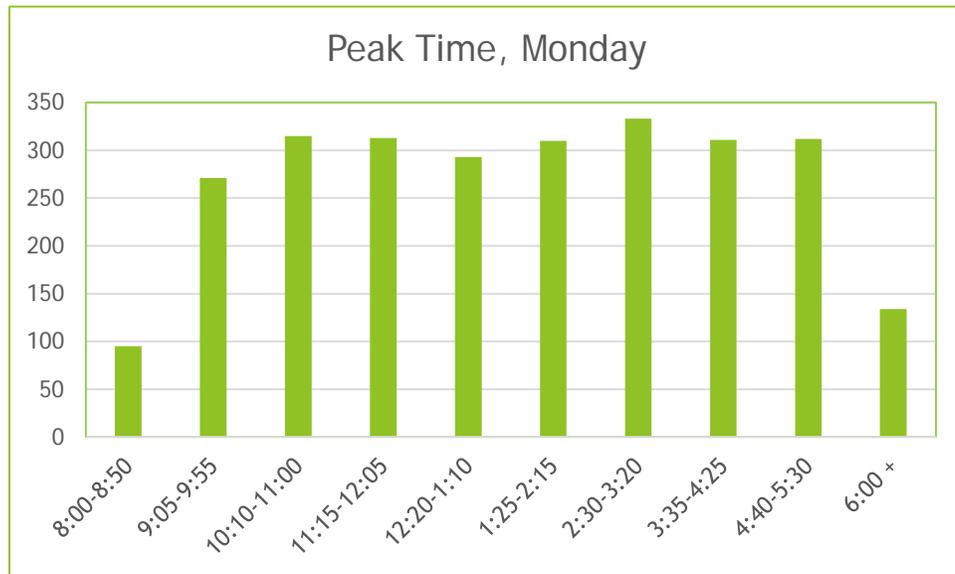
We'll get back to how well these are followed by departments...







# Peak Time Classroom Usage Fall 2017



# Takeaways

- ▶ We currently have enough classroom space to accommodate our current class load.
- ▶ However, we do not have enough classroom space to accommodate the departmental demands for seating capacity, location, and day/time.
- ▶ For the past several years, we have had decreasing compliance with the standard meeting pattern. This has led to significant challenges when assigning classroom space.
- ▶ Additionally, there is high demand for Tuesdays and Thursdays, and high demand for class times between 9:00 AM and 4:30 PM.