

DACC APPENDIX: SCHEDULING GUIDELINES

A. Centrally Scheduled Classroom Priority:

1. First priority for scheduling centrally assigned space is given to courses. Class meeting times must be scheduled using standard time blocks as defined in section B, below. Classrooms are assigned to best match room priorities and capacity. Course capacity should be a function of instructional design and pedagogy and should rarely be set at zero (0) or a particular room size.
2. Second priority for scheduling centrally assigned space is given to adult education and events, after all courses and related instructional activities have been scheduled in any given academic term.

B. Standard Time Blocks:

To ensure ease of access for students who are having to build a schedule of classes with the least amount of conflict, and efficient utilization of classroom space on all days of the week, standard time blocks have been established. Regular-session class meetings with standard time patterns are scheduled before class meetings with non-standard time patterns. All classes are scheduled into the requested classrooms unless it is a specialized lab or causes a conflict with the class that has priority. If a class does not occur during the standard time block it will be given second priority in the classroom and moved if a conflict occurs with those classes scheduled within the standard time block. Classes that have not been assigned a classroom are published in the Schedule of Classes with a TBA announcement until a classroom and time can be assigned. All class schedule information is entered into the student information system to capture and reflect accurate course, faculty, and space related information.

C. **Minimum Class Size:** The target enrollment for lecture sections is 15 with a minimum enrollment of 12. Minimum enrollment in labs is set by safety standards. Program directors or department chairs will provide any information regarding such standards to their deans. Minimum enrollment in clinicals is set by safety and/or accreditation standards. Program directors or department chairs will provide any information regarding such standards to their deans. In an effort to serve more rural locations, exceptions may be granted at the satellite locations. At Gadsden, target enrollment in lecture sections is 12; minimum enrollment is 10. At Chaparral and Sunland Park target enrollment is 10, and minimum enrollment is 8. In an effort to serve students who take courses outside of the typical work day/week, exceptions may be granted for weekend and evening classes. Target enrollment is 12 and minimum enrollment is 8. For any other exceptions, see DACC's Framework for Cancelling Classes with Low Enrollment.

D. **Prime Time:** Prime time is Monday through Friday from 8:30 a.m. to 2:30 p.m. Classes with non-standard patterns are to be scheduled either starting or ending on the standard block schedule. The sections will be assigned room space in the requested classroom or specialized lab. Classes using a one-day-only pattern and meeting for more than standard duration (e.g., three hour seminars) should be scheduled outside of prime time.

E. Scheduling Priority:

1. Classes scheduled within standard meeting times and the block schedule will receive first priority in classroom scheduling. Classes scheduled outside of the

standard meeting times will be assigned classroom space after those classes scheduled during standard times. Where an academic unit has departmental space assignment priority, that unit will be given preferential scheduling within those spaces.

2. Initial classroom assignments are made based on department or program priority. Classes requiring specialized labs/classrooms will be assigned to the appropriate room based on departmental classroom requests. Classes with lower enrollments will be placed in smaller classrooms with equivalent media if necessary. Classes scheduled after scheduling deadlines have passed are assigned classrooms on a space-available basis.
- F. **Course Capacities:** When scheduling course meetings, it is expected that accurate course capacities be included. Inaccurate course capacities negatively impacts space utilization analytics and skew predictive scheduling analytics. Course capacity should be a function of instructional design and pedagogy and should rarely be set at zero (0) or a particular room size. No instructor or department may allow the occupancy of a classroom to exceed the limit specified by fire safety codes. The classroom capacity is fixed in the student information system and scheduling software system. It is the responsibility of the department and the instructor to ensure that actual attendance does not exceed classroom capacity.
- G. **Room and Time Changes:** Day and time changes should be made prior to students registering for classes. Room changes are accommodated when there is another room available. However, departments/instructors should NOT continue to add students in the expectation that a larger room will be available.
- H. **Class Cancellations:** If a class is cancelled, the Associate Vice President's office (AVPAA) must be notified so the class can be cancelled in the student information system. It is the responsibility of the academic unit to notify enrolled students when a class has been cancelled.
- I. **Instructor Assignments:** When scheduling class meetings, instructor names must be entered in the student information system using the instructor's Aggie ID number. This ensures that the instructor's name will appear in the online *Schedule of Classes*, in other electronic applications such as online grading, and in faculty workload reports.
- J. **Final Examinations:** Final written examinations, not to exceed two hours duration, are given only at the times and places established and published by the Office of University Student Records. Final examinations are generally held in the same room as class meetings. However, by prior arrangement with the AVPAA's office, common final examinations can be scheduled and extra room locations may be booked on a space available basis. Changes in classroom location must be arranged through the AVPAA's office. Examination codes, times, and locations are provided by the University Student Records Office and in the Student Information System. The approved final exam schedule will be posted on the DACC website in the schedule location once it has been made official by the Office of University Student Records.
- K. **Specialized Classroom Needs:** Needs for a specialized facility, such as laboratory demonstrations and unique media needs, are considered and accommodated whenever possible. Media-equipped (SMART) classrooms are assigned on a space available basis. Departments needing a specific classroom should indicate these needs in the

“Notes” section of the schedule proofs. However, standard time block and prime-time designation should be observed, whenever possible.

- L. **Central Use of Departmentally Scheduled Rooms:** Under prior agreement with the program director or department Chair, departmental rooms may be scheduled by the AVPAA’s office.
- M. **Maintenance and Development of Classroom Technology in Instructional Space:** All classrooms are maintained by DACC facilities and computer support.
- N. **Accommodation/Accessibility (American with Disabilities Act Compliance):** Arrangements can be made for the change of an academic classroom due to documented accommodation and/or accessibility issues. Changes of this nature should be handled by the AVPAA’s office.
- O. **Use of Centrally Assigned Space for Non-Class Event Purposes:** The AVPAA’s office will schedule centrally assigned space for events. However, class meetings always have priority. These requests are generally not processed until semester schedule has been finalized for each term and are subject to change if space is needed for instructional purposes.
- P. **Construction / Renovation:** During periods of construction/renovation or in the event of an emergency, the AVPAA’s office may authorize exceptions to scheduling policies and require the use of departmentally assigned rooms to meet class needs.
- Q. **Change of the purpose of Classrooms:** All classrooms are centrally assigned space by the AVPAA’s office, unless authorized by the DACC President’s office for the exclusive use by a specific department or program or to change the designation of a classroom.
- R. **Conflict Resolution:** In the event of conflicts, priority is given to class meetings which demonstrate the highest seat utilization based on current projections and census date enrollment for the last three terms the course was taught. Scheduling conflicts will be resolved by the AVPAA’s office in consultation with the course program director or department chair. Space utilization and pedagogical issues are factors that influence decisions.