No. 12.71; Title: Academic Facility Space Utilization and Scheduling

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Summary: In March of this year, ARP 12.71 was adopted to provide guidance relating to the use of academic space on campus. The rule states in Part 1, “This rule applied throughout the NMSU System, unless a campus has previously adopted an independent space utilization and scheduling rule, which will be attached as an Appendix to this rule.” (emphasis added).

In June and July, ALCC and DACC submitted space utilization and scheduling rules for their campuses and requested that they be appended to ARP 12.71. See attached.

The only proposed revision is to strike the word, “previously” from the above-quoted sentence and to add community college space utilization and scheduling rules to the ARP as appendices to this rule.

AAG Meeting Date: August 8, 2019
UAC First Read Date: Review Period *Ends: September 24, 2019 if not expedited (Waiver of First Reading sought)
*may be shortened

Assigned Review Track: ___ Academic Track ___ Administrative Track

Assigned Review Groups:

| ACADEMIC DEANS COUNCIL (ADC) | EHSRM (Environmental Health Safety and Risk Management) | FS – FACILITIES AND SERV. |
| ADI | EMPLOYEE COUNCIL | POLICE |
| ADMINISTRATION & FINANCE | FACULTY SENATE | PRESIDENT’S ADVISORY COUNCIL (PAC) |
| ARROWHEAD CENTER | UNIVERSITY ADVANCEMENT | REAL ESTATE |
| ASSOCIATE DEANS ACADEMIC COUNCIL | HUMAN RESOURCE SERVICES | UNIVERSITY RESEARCH COUNCIL |
| ASSOCIATED STUDENTS OF NMSU | ICT – INFORMATION AND COMMUNICATION TECHNOLOGY | VP SAEM |
| COMMUNITY COLLEGE PRESIDENTS’ COUNCIL | NMDA | |

All Academic Track Proposals are Subject to Final Review and Recommendation by the Faculty Senate.
ALL PROPOSALS are Subject to Final Review and Recommendation by the University Administrative Council.
PART 1: PURPOSE AND SCOPE

Academic facilities are owned by New Mexico State University (NMSU), and operated to meet NMSU teaching, research, and service missions. The provost is ultimately responsible for effective academic facilities management, including the authority to assign, to relieve from assignment and to reassign academic space as necessary. The provost delegates to the registrar and to the Space Committee for implementation. This rule applies throughout the NMSU System, unless a campus has previously adopted an independent space utilization and scheduling rule, which will be attached as an Appendix to this rule.

This policy sets forth the process used to assign academic space for academic activities; for use of NMSU space for non-academic activities, See ARP 12.70 –Use of NMSU Facilities.

PART 2: DEFINITIONS

A. **Course**: A credit-bearing curricular offering of instruction, as approved by the University Curriculum Committee (UCC).

B. **Class**: The period of time during which students meet to pursue a Classes are scheduled to meet in classrooms unless designated as online in accordance with ARP 4.69. Courses may be offered in multiple sections.

C. **Event**: any meeting, programming or function that is not a course.

D. **Centrally Assigned Spaces**: University spaces scheduled by the academic scheduling staff in the Office of University Student Records. The official record of all assignable space resides in the approved scheduling software system.

E. **Departmentally Assigned Spaces**: University spaces scheduled by assigned departmental staff. The official record of all assignable space resides in the Scheduling software system.
F. **Prime time**: is Monday through Friday from 8:30 a.m. to 2:30 p.m.

G. **Space Utilization Ratios**: This ratio is the course specific fill rate calculated as average class enrollments divided by average class enrollment capacity. Balanced course ratios are between 70% and 95% with the goal being 85%.

# PART 3: 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 so as to best match room capacity with class enrollment. 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 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. Classes meeting on a non-standard pattern must be scheduled outside of prime time. Requests for classes to be scheduled outside the standard time blocks during prime time must be approved by the college dean and the Associate Dean’s Academic Council (ADAC). If approved the section will be assigned room space after all classes using the standard time block have been assigned space. Standard time blocks are determined by the Associate Deans Academic Council and maintained by the Registrar. See [https://records.nmsu.edu/](https://records.nmsu.edu/) 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:

Course thresholds are set at 10 or more for undergraduate courses and 5 or more for graduate courses. Deans have the authority to set higher thresholds for courses offered by their college.

## 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 before 8:30
a.m. or after 2:30 p.m. 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. Requests for classes to be scheduled outside the standard time blocks during prime time must be approved by the college dean and the Associate Dean’s Academic Council (ADAC). If approved the section will be assigned room space after all classes using the standard time block have been assigned space.

E. **Scheduling Priority**:

1. Classes scheduled within standard meeting times 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 responsibility, that unit will be given preferential scheduling within those spaces.

2. Initial classrooms assignments are made based on pedagogical requirements and projected enrollment being equal to or greater than 85% of the room capacity. Past enrollments in comparable semesters will be considered. Classes with specialized pedagogical design are given appropriate consideration. Classes that don’t meet 85% of room capacity may be moved to a smaller room with equivalent media, if available. 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 are not allowed after students have begun to register for the term the class is being offered. Room changes are accommodated if a room is 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 Office of University Student Records must be notified so the class can be cancelled in the Student
Information System and the classroom can be returned to available. 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. **Teaching Assistant Assignments**: When scheduling class meetings, graduate teaching assistant (TA) names and Aggie ID numbers must be provided to the Office of University Student Records. This ensures that graduate teaching assistants receive appropriate credit for work performed and that Graduate School funding allocation reports are accurate. The TA’s name will not appear in the online *Schedule of Classes*, unless the TA is also the instructor of record for the section.

K. **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 Office of University Student Records, 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 Office of University Student Records. Examination codes, times, and locations are provided by the University Student Records Office and in the Student Information System.

L. **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 must be observed.

M. **Central Use of Departmentally Scheduled Rooms**: Under prior agreement with the College Dean and/or Department Chair, departmental rooms may be scheduled by the Office of University Student Records.

N. **Maintenance and Development of Classroom Technology in Instructional Space**: Centrally scheduled classroom space is maintained by central resources. These resources are coordinated by Facilities & Services in collaboration with Information and Communication Technologies and the Office of the Provost.

O. **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 Office of University Student Records.

P. Use of Centrally Assigned Space for Non-Class Event Purposes: The Office of University Student Records will schedule centrally assigned space for events. However, class meetings always have priority. These requests are generally not processed until two weeks prior to the start of instruction of each term and are subject to change if space is needed for instructional

Q. Construction / Renovation: During periods of construction/renovation or in the event of an emergency, the provost may authorize exceptions to scheduling policies and require the use of departmentally assigned rooms to meet class needs.

R. Change of the purpose of Classrooms: All classrooms are centrally assigned space by the registrar, unless authorized by the Office of the Provost for the exclusive use by a specific school, college or To change the designation of a classroom. See ARP 12.75 – Space Use Management; Change Request Procedures.

1. Request for a change in the purpose of a classroom space must be submitted to the University Space Committee by a Dean.
2. The request must fully explain and justify the requested change.
3. The request should be submitted 18 months in advance, to accommodate changes in scheduling of facilities.
4. The University Space Committee consults with the University Registrar, and others as appropriate, on the impact of the proposed change in designation or
5. Any decision to change the designation of a classroom will be communicated, in writing, by the University Space Committee to the University Registrar and

S. 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 Office of University Student Records in consultation with the course associate academic dean. Space utilization and pedagogical issues are factors that influence decisions.
Part 3: Scheduling Guidelines

A. Classroom Scheduling Priorities
First priority for scheduling classrooms is given to credit-bearing courses. Class meeting times must be scheduled using standard time blocks as defined in section B. Classrooms are assigned to best match room capacity with class enrollment. Second priority for room scheduling is given to events and non-credit courses.

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. Classes should start on a standard time block. Request for non-standard class start times must be approved by the Division Head and Vice President for Academic Affairs (VPAA). Standard time blocks are determined by the Office of Academic Affairs. Classes that have not been assigned a classroom are listed as TBA in the Schedule of Classes until a classroom and time can be assigned. All class schedule information is entered into the Student Information System to reflect accurate course, faculty and space related information.

C. Course Capacities
When scheduling classes, accurate course capacities should be included. Inaccurate course capacities negatively impacts space utilization analytics and skews predictive scheduling analytics. Course capacity should be a function of instructional design and pedagogy, and should rarely be set at zero (0) or at a specific room size. No instructor or Division 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 Division and the instructor to ensure that actual attendance does not exceed classroom capacity.

D. Room and Time Changes
Division Head and VPAA approvals are required for any day and time change requests after students have begun to register for the term the class is being offered.

E. Class Cancellations
Classes are cancelled in the Student Information System by the Office of Academic Affairs. When classes are cancelled, an automated email is sent the next day notifying the student of the cancellation. Lists of affected students are sent to the Divisions and to Student Services.

F. Final Examinations
Final written examinations, not to exceed two hours duration, are given only at the times and days established and published by the Office of Academic Affairs. Final examinations are generally held in the same room as class meetings. Changes in classroom location must be arranged through the Office of Academic Affairs. Examination times and days are noted on the Campus web page.

G. Specialized Classroom Needs
Needs for a specialized facility, such as laboratory demonstrations and unique media needs, are considered and accommodated whenever possible. Media-equipped 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.

**H. Maintenance and Development of Classroom Technology in Instructional Space**

Classroom space is maintained by the Facilities Department. Technology (computers, audio visual, etc.) in instructional spaces is maintained by Information Technology Services (ITS).

**I. 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 Accessibility Services office, the Division Head, and the Office of Academic Affairs.

**J. Use of Classroom Space for Non-Class Event Purposes**

The Office of Academic Affairs will schedule classroom space for events. However, class meetings always have priority.

**K. Construction/Renovation**

During periods of construction/renovation or in the event of an emergency, the Campus President or the Vice President for Academic Affairs may authorize exceptions to scheduling policies.

**L. Conflict Resolution**

Scheduling conflicts will be resolved by the Office of Academic Affairs in consultation with the course Division Head. Space utilization and pedagogical issues will be considered in any conflict resolution.
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.