



Undergraduate College Instructional Space Assignment Process
Office of the Dean of the College
Office of the University Registrar
January 2023

Dear Department Chairs, Program Directors, and Administrative Coordinators:

The Office of the University Registrar (OUR) and the Office of the Dean of the College (ODOC) will continue our collaborative approach to equitable classroom assignment for the upcoming academic year (2023-2024).

As a reminder, our guiding principles are:

- Equity of access to right-sized and upgraded learning spaces by all departments and programs.
- Recognition that space is a shared and valuable university resource. We must share some learning spaces across departments, and we must spread our course schedule across the day and week to better utilize our existing space and fulfill our academic mission.
- Departmental autonomy where possible and where closer knowledge of curriculum, pedagogy, and faculty preferences when feasible are key factors.
- Continued departmental connections to spaces as places of community and identity that inspire their care and renewal.
- Recognition that space matters to our academic mission. There are deep connections between pedagogies and learning spaces such that faculty and departments continue to lead and share some renovation efforts to enhance excellence and innovation in teaching and learning.
- Leverage of technology where possible to facilitate our classroom assignment process and utilization.

Framework for Fall 2023 and Spring 2024 Course Schedules and Space Assignments

We will continue to use our phased approach to classroom assignment for the upcoming academic year, including several enhancements based on your feedback. This chart provides a summary of the phases and dates for both Fall 2023 and Spring 2024 term preparation; specific details follow below. Please follow and consult phases for more precise guidance.

Phase	Activity	Dates for Summer 2023	Dates for Fall 2023	Dates for Spring 2024
Phase I	Initial Course Build	Due Friday, November 11, 2022 <i>Proposals for OLEC Course Offerings were due November 2 (see below)</i>	Due Friday, February 17, 2023 <i>Petitions for CAA Non-Standard Schedule Exemptions Due February 1 (see below)</i>	Due Friday, September 29, 2023 <i>Petitions for CAA Non-Standard Schedule Exemptions Due October 1 (see below)</i>
Phase II	Schedule Finalization, Publishing, Advising, and Registration	November 14 - November 21, 2022 Schedule published on November 21	February 20 - July 21, 2023 (registration for incoming Fall 2023 students TBD)	October 2 - November 10, 2023
Phase III	Optimized Classroom Assignments (OUR and ODOC space review)	January 9 - January 13, 2023	July 24 - August 8, 2023	November 13 - December 7, 2023
Phase IV	Open Schedule Period (department review and limited classroom movement)	January 13 - May 19, 2023 Registration opens on March 13	August 8 - August 25, 2023	December 7, 2023 - January 16, 2024
Phase V	Early Term Adjustments	Starting Monday, May 22, 2023 (Summer 1 first day of classes)	Starting Monday, August 28, 2023 (first day of classes)	Starting Wednesday, January 17, 2024 (first day of classes)

Phase I / Initial Course Build:

- **Modalities:** Classes will be scheduled as in-person (traditional instructional method in Banner) unless the faculty member has an approved ADA accommodation ([see university policies here](#)) for an alternate modality or the course has been approved (through the College Online Education Committee (OLEC)) for delivery in another modality. A list of approved courses is maintained [here](#). Please consult with OLEC for the approval process.
- **Standard course times, rules, and guidance are [here](#).** Petitions for exceptions to the standard schedule must be reviewed by CAA (Committee on Academic Affairs). Fill out this [form](#) to request CAA review the proposed time. **CAA must have these petitions by**

February 1, 2023 for Fall 2023 courses and October 1, 2023 for Spring 2024 courses.

Note: two-day-a-week courses on MW before noon are prohibited in the standard schedule to reinforce scheduling of Friday classes. Offer these courses on a MWF 50-minute schedule or shift to WF.

- **Course Spread:** Departments and programs will spread courses throughout the day so **no more than 65%** of sections are offered between 9:30 am - 2 pm. This allows students to take advantage of varied course times, making progress toward degree, and helps equitably use our space and rooms across the day. **Courses meeting two days a week from 9:30-10:45 am count in the 65% allowance.** We encourage departments to schedule courses after 3 pm. These approved times include: TR 3:30-4:45 pm and 5-6:15 pm; WF 3:30-4:45 pm; MW 5-6:15 pm; and MWF 5-5:50 pm. **Faculty teaching courses after 3 pm will have room pre-assignment privilege.**
- **Enrollment Pressures:** Until they graduate, two unexpectedly large classes (entering Fall 2020 and Fall 2021) continue to create enrollment pressure on 200- or 300-level courses and on some introductory courses. We also consistently need First-Year Seminar sections. Increasing transfer student numbers may also impact FYS and introductory courses. We are committed to an enriching first-year experience and robust retention of lower division students. We encourage faculty to offer FYS courses and to advise those FYS sections so students have a variety of topics and experiences and the added benefit of an enhanced advising relationship. [Submit new course proposals for Fall 2023 and Spring 2024 to the FYS committee.](#)
- **Approved Room Pre-assignment:** Courses eligible for pre-assignment in Banner to specific teaching and learning spaces fall in three categories:
 1. **Labs, studios, demonstrations, and other classes requiring specialized instructional space should be assigned rooms by departments and programs during Phase I.** Specific technology needs should be limited to genuinely unique teaching and learning equipment.
 2. **Priority needs.** Units that manage classrooms may assign up to 50% of courses to rooms in their footprint based on three additional priorities: (a) courses taught by a faculty member who must teach in a specific room or building due to a physical mobility, accessibility, or chronic medical concern; and/or (b) courses whose pedagogies rely on particular room setup, technology, location, and design; and (c) other priorities established by the department.

If you do not manage any teaching spaces or a desired room isn't within your managed space but need to pre-assign a particular College-managed room due to a physical mobility, accessibility, or chronic medical concern, please reach out to [Leigh Anne Robinson](#) in

ODOC.

All courses in the Priority Needs room assignments group must meet the 65% fill rate, e.g., a course with an enrollment of 26 should be placed in a room with a max capacity of 40 or less to achieve at least 65%, unless they are larger than 45 students.

Note: pre-assigning classes to specific rooms means running the risk of breaking back-to-backs, i.e., faculty may have to change rooms between classes if those courses vary in size and space needs and do not meet a room fill rate of at least 65%.

3. Courses starting after 3 pm with enrollments of 16 or fewer may also be assigned spaces by departments and programs during Phase I. Courses in this group do not count toward the 50% of priority needs assignments, but they should meet the 65% fill rate requirement. This is one way to support individual faculty preferences for specific instructional spaces. In the rare instance a desired classroom isn't in your department's managed space footprint, or you do not manage any teaching spaces, [reach out to the local space manager to confirm availability](#) before assigning the room; please check the room's student capacity (academic set-up) if you are unsure.

Phase II / Schedule Finalization, Publishing, Advising, and Registration:

The schedule is finalized, students engage our course schedule when published, participate in major/minor academic advising and registration, and register for next term's classes.

Phase III / Optimized Classroom Assignments:

We anticipate deferring most remaining room assignments until registration is complete. Completing registration before assigning classrooms allows us to maximize our instructional space and departments to add more sections and seats as needed during registration without changing rooms. We will provide classroom assignments with ample time for department and program adjustments and for classroom change request opportunities. **Department Banner access will be unavailable during Phase III.**

Phase IV / Open Scheduling Period:

This is the time to review your department or program's classroom assignments. If you need to swap out rooms within your own department's or program's managed space, please enter changes in Banner, and EMS will update accordingly.

This is also the time for open, limited room changes initiated by departments and programs. Before the term begins and during Phase IV, departments and programs may move the following courses within College-managed space to accommodate faculty preference:

- Courses starting after 3 pm
- Courses moving within department-managed space
- Courses with a maximum enrollment of 16 or fewer students

Faculty who have room preferences for courses that don't fall in these categories may request changes through the classroom change request form. Requests must be submitted by a chair, program director, or academic support staff. The Office of the University Registrar will prioritize requests for accessibility for students and/or faculty and unique equipment and technology needs. It may be possible to relocate only one course to a new location if the faculty member is teaching back-to-back courses. Indicate if back-to-back scheduling is more important than the room change request.

Use the following guidelines:

1. Do not bump courses from other departments or programs.
2. Adhere to a minimum fill rate (number of student seats compared to capacity of room) of 65%. Avoid moving small courses to overly-large classrooms or there is a risk they will be moved. Exception: courses with enrollment of 45 or greater starting after 3 pm may use appropriately sized spaces at any fill rate.
3. Check the academic setup (student capacity) of a space in EMS/DeaconSpace before moving or assigning a course so there are enough seats for your students. Consult "academic setup" (student seats; under the "About Room Number" pop-up in DeaconSpace) in EMS/DeaconSpace before moving a course. Room images and features are also easily found [here](#).
4. If a preferred classroom isn't in your department's or program's managed space, [reach out to the local space manager as a courtesy](#). Request space in DeaconSpace using the example title: HOLD FOR FYS100A ROOM CHANGE. This will alert the space manager and our team the change process is taking place; use the specific course and section numbers. This will also notify others who may be looking for alternate spaces that the room in question may not be available. The [classroom change form](#) must still be completed; specify in the change form which classroom you have held in DeaconSpace. If acceptable classroom space is available within the College, do not request space outside of it, e.g., in ZSR Library or Divinity spaces. Spaces outside the College may only be used in special circumstances.

Phase V / Early Term Adjustments:

Starting the first day of the term, departments and programs may move any courses to any available

room, regardless of fill rate or other restrictions. Enter an available, alternative space into Banner, and OUR will confirm the new assignment in EMS. If a suitable room isn't available in your department's or program's managed space, please reach out to the local space manager as a courtesy. Request this space in DeaconSpace using the example title: HOLD FOR FYS100A ROOM CHANGE. This will alert the space manager and our team the change process is taking place; please use the specific course and section numbers. This will also notify others who may be looking for alternate spaces to look elsewhere.

Please be mindful of the following guidelines for Phase V:

1. Do not bump courses from other departments or programs.
2. Be cautious when moving courses prior to the end of student self-registration; course enrollments fluctuate early in the semester and you may need extra seats.
3. Course enrollment may be increased to the assigned room's maximum academic capacity (check in EMS/DeaconSpace) as needed. If you need to increase a course capacity beyond the assigned room, use the [classroom change form](#) to describe the case and we will contact you to discuss the situation. Please don't make a course cap change in Banner or add students over the limit until we confirm an available room.

Supplementary Space and Final Exams (Request starting in Phase IV):

1. Requests for events such as tutoring, office hours, talks, meetings, workshops, screenings, advising, etc. may be made in [DeaconSpace](#) by any WFU community member: students, faculty, or staff. Be aware confirmed supplementary space may be bumped for an academic course.
2. Space requests for course meetings should not be made via DeaconSpace. All academic space requests (for courses as needed) must come through your department, program administrative support staff, or OUR using this process.
3. University leadership and [the EMS Leadership Team](#) remind us space use should be for actual events, not held as a backup. We recognize the desire to host events is central to department life and business in departmentally-managed spaces. If there are reservation conflicts that involve a departmentally-managed event and/or space that a space manager feels should take priority, or patterns of blocking rooms, please reach out to the College EMS Power User [Leigh Anne Robinson](#) to talk through the situation.
4. Final Exams: Exam space will be assigned by the Office of the University Registrar near the end of each semester. However, requests for exam space can still be made by the department or program.

Thank you again for your partnership in these important processes. If you have any questions or need assistance, please contact:

[Shemeka Penn-Ceasar](#), OUR

Final exam scheduling ♦ Banner/WIN questions ♦ Room capacity violations ♦ Classroom assignments/change requests

[Medina Singletary](#), OUR

Banner/WIN questions ♦ Classroom change requests

[Leigh Anne Robinson](#), ODOC

Reservation conflicts/blocked rooms ♦ EMS/DeaconSpace (features, room capacities, reservation requests, etc.) ♦ Pre-assignment requests outside of managed learning spaces for accessibility needs (particularly for programs that don't manage space)

[Rebecca Alexander](#), ODOC

Hiring temporary faculty ♦ Course enrollment changes ♦ Adding additional course sections

[Laura Giovanelli](#), ODOC

Pre-assignment room questions ♦ Capital requests and improvements ♦ Questions about furniture or equipment