



TEXAS TECH UNIVERSITY™

## Operating Policy and Procedure

### **OP 61.23: Use of University Classrooms for Academic Scheduling**

**DATE:** January 21, 2020

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and standardized procedures in handling matters related to scheduling academic classrooms for academic units.

**REVIEW:** This OP will be reviewed in June of odd-numbered years by the Office of the Registrar and by the Senior Vice Provost with substantive revisions forwarded to the Provost and Senior Vice President.

## **POLICY/PROCEDURE**

### **1. Scheduling Priority**

- a. Academic space and facilities of the university are intended primarily to support the ongoing instructional programs of the institution. Secondary priority is given to non-instructional programs sponsored and conducted by university academic and administrative departments, by organizations affiliated with such departments, or by registered student organizations. Other use of campus space and facilities may be permitted for activities intended to serve or benefit the university community.

### **2. Scheduling**

- a. The use of academic space is coordinated by Course and Section Inventory within the Office of the Registrar; this includes all schedulable space within the university. Course and Section Inventory will always take into consideration the tenants of the building and the pedagogical and learning requirements of classes when scheduling course sections.
- b. Course and Section Inventory within the Office of the Registrar will remain a neutral party and base scheduling decisions on apparent benefits to the majority of the academic community. Space use in the following areas is not under the purview of Course and Section Inventory:

*Student Union, Law School, Student Recreation Center, West Hall, the Library, National Ranching Heritage Center, International Cultural Center, United Supermarkets Arena, Doak Conference Center, Frazier Alumni Pavilion, McKenzie-Merket Alumni Center, Kent Hance Chapel, Jones AT&T Stadium, residence halls, and other auxiliary or administrative buildings.*

- c. Reservations must be made through appropriate offices for the use of rooms in buildings controlled by the university. Reservation requests must be submitted to Course and Section Inventory, except for those buildings noted in 2.b above, and will be granted based on availability and the priorities of the desired space.
  - (1) Priorities include, but are not limited to, ADA accommodations; instructors of record scheduled to teach back-to-back sections; sections with a maximum capacity of 100 or more; and sections with unique technology, equipment, or facilities needs.

### 3. Academic Classes

- a. Academic units may schedule classrooms and class labs within guidelines and policies provided by Course and Section Inventory.
- b. Space Use Policy – Reservations for academic classes outside user priority areas or for specific space, other than labs, must be scheduled through Course and Section Inventory. When necessary, restrictions will be communicated to the academic units concerning the maximum number of sections that may be scheduled at any one time. Classroom assignments will be based on the most effective use of campus facilities.
  - (1) The current methodology sets the guideline for classroom utilization at 38 hours per week (HPW) for classrooms and 25 HPW for class labs.\*
  - (2) The current methodology sets the guideline for Percent Fill at 65% for classrooms and 75% for class labs. Exceptions may be granted based on reasonable needs of faculty. Justifications should be sent to the Office of the Registrar for consideration, and if unresolved, the request will be deferred to the Senior Vice Provost for final determination.
  - (3) Percent Fill can be used to determine the need for additional facilities.
- c. Prime Time Usage Ratio – Departmental section schedules are to be distributed throughout the weekly standard times with 50% being held during off-prime times and 50% held during prime times.

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\* “The Space Usage Efficiency (SUE) scores are measurements used by the THECB for all institutions. SUE scores (combined or individually for Classrooms (110s) and Class Laboratories (210s)):

- Are used as a global assessment mechanism for new construction proposals.
- Contribute to the scoring criteria for Tuition Revenue Bond (TRB) requests.
- May positively influence and indirectly impact other state funding models by providing a method for evaluating effective and efficient space maximization.
- Indicate space need at multiple levels when scores at the room, building, or campus level exceed standards.” (<https://www.depts.ttu.edu/registrar/sections/SUE/>)

- (1) Prime time is defined for long semesters as MWF 8:00 a.m. to 3:00 p.m. and TR 8:00 a.m. to 4:15 p.m. For summer semesters, prime time is defined as MTWRF 10:00 a.m. to 1:50 p.m.
  
- d. Time Grid Policy – Classes and labs are to be scheduled on standard university start-time and stop-time cycles. Justifications for deviations from standard time cycles must be submitted by the academic unit to Course and Section Inventory for prior approval. Classes not meeting on standard time cycles normally will be scheduled during off-peak hours.
  - (1) Classes scheduled between MWF 8:00 a.m. to 3:00 p.m. or TR 7:30 a.m. to 4:15 p.m. must meet on time-cycle unless scheduled in academic space that has been approved by Course and Section Inventory to hold off time-cycle sections.
  - (2) Sections need no justification for irregular class times if starting at or after 4:00 p.m. MWF or 4:15 p.m. TR.
  - (3) If a department can present academic reasons why a course section should be allowed to meet off university approved time-cycle, then the request will be granted.
  - (4) Class labs often meet on one day per week; however, they must start on time-cycle consistent with the foregoing directions.
  
- e. Off-campus Teaching Sites – Many TTU off-campus teaching sites operate in conjunction with the academic calendars and course schedules of colleges and universities proximal to the teaching site. Therefore, TTU off-campus teaching sites are allowed to schedule off the Texas Tech University approved time-cycle.

<b>University Time Cycles</b>			
<b>Full Term Class Times (Fall and Spring)</b>		<b>Summer Class Times</b>	<b>Full Summer Class Times</b>
<b>MWF</b>	<b>TR</b>	<b>MTWRF</b>	<b>MTWRF</b>
8:00-8:50 a.m.*	8:00-9:20 a.m.*	8:00-9:50 a.m.*	Sections will meet Monday through Friday for 1 hour each day during the regularly scheduled first summer session, break between the regularly scheduled summer terms, and reconvene to the meeting pattern of Monday through Friday for 1 hour each day until the conclusion of the second summer session.
9:00-9:50 a.m.*	9:30-10:50 a.m.*	10:00-11:50 a.m.*	
10:00-10:50 a.m.*	11:00 a.m.-12:20 p.m.*	12:00-1:50 p.m.*	
11:00-11:50 a.m.*	12:30-1:50 p.m.*	2:00-3:50 p.m.*	
12:00-12:50 p.m.*	2:00-3:20 p.m.*	4:00-5:50 or 4:30-6:20 p.m.†	
1:00-1:50 p.m.*	3:30-4:50 p.m.*		
2:00-2:50 p.m.*	5:00-6:20 p.m.†		
3:00-3:50 p.m.*	6:30-7:50 p.m.†		
4:00-4:50 p.m.†			
5:00-5:50 p.m.†			
6:00-6:50 p.m.†			
*Must be scheduled on time-cycle. Deviations require justification.			
†Can be scheduled off time-cycle.			

#### 4. Classroom Keys and Access

- a. Keys to classroom doors are issued in accordance with [OP 61.15, Control and Issue of Keys to University Buildings](#). Academic departments choosing to lock classroom doors are responsible for authorizing the issuance of keys to instructors assigned to classroom space in their building. If a department chooses to lock academic space, it is the department's responsibility to communicate this to Course and Section Inventory so that outside areas are aware of the policy. Departments are also responsible for ensuring that instructors have access to classrooms until keys are issued. Classroom doors must be unlocked by academic departments during final examinations, including Saturdays.