

# CENTRAL WASHINGTON UNIVERSITY COURSE SCHEDULING PROCEDURES

The following guidelines have been developed in an effort to streamline scheduling procedures on campus and for the university centers. Central Washington University is required by the state to report space utilization for academic rooms. Therefore, all academic space utilization must be reported to Registrar Services or the Scheduling Center, including department-controlled rooms, labs, and distance education rooms. Courses assigned to department controlled rooms, distance education rooms, computer labs, and laboratories will be assigned manually. Course assigned to general access space will be assigned through Schedule25.

It is impossible for the University to guarantee spaces for general access rooms since the numbers of sections offered during the prime scheduling hours of 9a.m. – 2p.m. typically exceed the number of general access rooms available. In order to provide equal fairness for all departments, we will utilize the Schedule25 algorithm that has been programmed to interface with Safari, in order for Central Washington University to better utilize space and increase efficiency.

## **SCHEDULING CONTROL AUTHORITY**

Spaces that are not controlled by departments will be scheduled by the following scheduling authorities:

### **Registrar Services:**

- Distance Education rooms for academic use
- General Access rooms for academic use
- General Access computer labs for academic use

### **Multimedia Technology & Instructional Support (MTIS)**

- Distance Education rooms for non-academic use

### **Scheduling Center**

- General Access rooms & computer labs for non-academic use
- SURC
- Grupe Center

### **University Center Office Managers/Supervisors**

- General Access rooms, Center Distance Education rooms & Computer Labs

## ACADEMIC COURSE SCHEDULING PROTOCOL

Scheduling protocol has been designed to ensure that (1) quarterly course offerings are scheduled in a manner that promotes their availability to students, (2) faculty have reasonable scheduling flexibility for classes that cannot conform to “normal” room scheduling practices, and (3) regularly scheduled laboratory and lecture courses have suitable facilities.

When scheduling classrooms, every effort will be made by Registrar Services to provide the accommodations requested **with the space utilization requirements of the whole university as the objective**. Initial room scheduling priority will be given to departments located within or near a requested building.

### General Scheduling Policies

1. Weekday lecture/seminar courses shall be scheduled across the hours of 7:00 a.m. to 10:00 p.m. Limited classroom space prohibits concentration of classes during prime hours.
  - (a) The normal class period will be fifty (50) minutes in length. Between the hours of 9:00 a.m. and 2:00 p.m., the formal scheduling of a class into a fractional segment of the fifty-minute class period will be prohibited without written approval by the associate dean.
  - (b) Lower division classes (100-299) requiring consecutive periods should schedule blocks of time which end no later than 9:50 a.m. or begin no earlier than 1:00 p.m.
  - (c) To provide optimum use of space and to decrease overlapping of courses for students, academic departments should try to start classes on the hour.
  - (d) Upper division classes (300 – 699) may be scheduled utilizing block scheduling. However, departments should make every attempt to balance their course offerings to better utilize the university classroom spaces. For example: If you schedule BUS 398.001 on MW, 12-1:50 in SHAW111, then you should attempt to balance it with another course; BUS 498.001 on TTH, 12-1:150 in SHAW 111.
  - (e) Faculty should work with their Department Chair and Associate Deans to ensure that teaching and advising load will accommodate the needs of student advising.
  
2. Any exceptions to 1a, 1b or 1e require an approval with reason from an associate dean (with the exception of laboratory classes, studio, private lesson, graduate level courses, distance education, and university center courses). Department Chairs must submit rationale and supporting documentation to the associate dean in order to obtain approvals for block scheduling classes.

3. Distance education course should adhere to the following time blocks with either Monday/Wednesday or Tuesday/Thursday meeting patterns:
  - (a) Early Morning – 7:40 a.m. start time with class ending no later than 9:50 a.m.
  - (b) Late Morning – 10:00 a.m. start time with class ending no later than 12:10 p.m.
  - (c) Early Afternoon - 1:00 p.m. start time with class ending no later than 3:10 p.m.
  - (d) Late Afternoon - 3:20 p.m. start time with class ending no later than 5:30 p.m.
  - (e) Early Evening - 5:40 p.m. start time with class ending no later than 7:50 p.m.
  - (f) Late Evening - 8:00 p.m. start time with class ending no later than 10:10 p.m.
4. Large lecture rooms will need to meet a 60% fill ratio, in order to schedule a class in a large lecture room. Due to limitations of space on campus, we cannot place a small class into a large lecture room.
5. Any capacity increases after the Schedule of Classes has been posted on the web, must be raised by a minimum of 5 seats. This is to ensure that departments are not raising enrollment to allow one state or CWU employee into a class under the faculty/staff tuition exemption policy. CWU is required to allow full-paying students into the class first, and then we will allow faculty and staff under the tuition exemption policy into a course on space available basis.

### **First Scheduling Draft:**

1. Submittal deadlines for all courses, including distance education, will be those established by the Scheduling Committee.
2. Registrar rolls courses from previous year on Safari. This process does not roll forward room assignments or room feature requests. Therefore, each quarter academic departments must review their classroom needs prior to submitting their schedule to Registrar Services.
3. Registrar distributes the first draft schedule (formatted in Excel with 9 X 14 legal page layout) electronically to the academic departments and center office managers.
4. The academic departments located in Ellensburg must communicate with the University Center staff to determine any planned changes to the draft schedule. Ellensburg Campus Departments are responsible for reviewing all fields on the draft, and making any necessary changes for all campuses.
5. The department notes any changes on the Excel file using the formatting guidelines provided by the Academic Scheduling Supervisor located in Registrar Services. In addition to schedule changes, additions, and cancellations, departments must note any faculty Disability requirements, any requested room features, and room assignments for department controlled rooms.

6. Department chairs review schedule draft correction for compliance and approval of instructor assignments, informing the university centers of any changes.
7. Department chairs submit the electronic schedule draft corrections to associate deans for review and final approval.
8. Associate deans forward draft correction to Registrar Services with approval. The schedule draft corrections must be submitted electronically. The department chairs must provide rationale and supporting documentation to the associate deans for special requests to schedule any new block courses during prime hours (some courses will be on a pre-approved block scheduling list).
9. Registrar Services will input changes in Safari, pre-assign any mandatory room needs, run the batch Schedule25 to assign general access rooms.
10. Once the First Scheduling Draft is submitted, academic scheduling will not accept any emails to change the first draft. Any additional changes must be submitted on the Second Scheduling Draft. The first draft is the most critical, as initial rooms will be assigned based on the first draft. Any rooms that have not been used during the batch scheduling will be open to other departments, based on enrollment and space feature needs.

### **Second Scheduling Draft**

1. Registrar Services sends an electronic second draft schedule to departments with room assignments and centers for room assignments.
2. Centers begin assigning rooms on Safari to classes on their campuses. Centers consult with departments about any needed course changes. **Department Chairs must first check with the center office manager to ensure that a schedule change or addition can be accommodated within center classrooms.**
3. Department Chair reviews the second draft. Changes are noted on the electronic draft using the formatting guidelines (see #5 above). Departments are responsible for reviewing all fields on the draft.
4. Department chairs submit drafts to the associate deans. The associate deans approve changes and submit schedules to Registrar Services with reasoning for any additional block scheduling during prime hours.
5. Registrar Services enters changes in Safari and notifies departments and centers when the changes have been entered.

### **Final Scheduling Proof**

1. Scheduling changes should be kept to a minimum after second draft corrections. Requests must be sent electronically. Many changes require approval from an associate dean before they can be processed (see Approval section). It is the responsibility of the departments to request approval.
2. Once the schedule has been made available to the public online, courses may no longer be deleted. After this point, they will be changed to "Cancelled" status. After the schedule has been posted, Registrar Services will upload an updated PDF copy of the schedule to the Registrar Services website at approximately weekly intervals until the end of the "Change of Schedule" Period. It should be noted, however, that for the most accurate information, departments and students should view courses in Safari.

3. **University Center Scheduling Changes: Program directors and department chairs must first check with the center office manager to ensure that a schedule change or addition can be accommodated within center classrooms.** When a change can be accommodated the department will electronically submit the change to the Registrar Services.
4. Registrar Services will copy centers on changes related to their campuses and will copy the MTIS department on any DE changes.
5. Departments will work to minimize cancellations and schedule changes after registration begins.

### **Schedule Changes after Early Registration**

1. Faculty and departments must not change their class times without prior approval from the associate dean and Registrar Services. (This includes shifting the class time by fifteen minutes.)
2. Faculty and departments must not change or trade their assigned class rooms without prior approval from Registrar Services or the University Center Administration Office.
3. Furniture and equipment such as overheads, chairs, and tables are not to be moved from one room to another without approval of the Space Analyst or University Center Administration office.
4. If a department needs to enroll students beyond the capacity of the assigned room, Registrar Services or University Center Administration office should be contacted to ensure availability of a larger space **before** extra students are enrolled.
5. Whenever access to a classroom located above the first floor is being used by a student with a disability, and the classroom becomes inaccessible, Registrar Services in cooperation with the Director of Disability Support Services will make every effort to relocate the class to an accessible room until access to the original room is again available. (504 rehabilitation act of 1973)
6. In the event of an emergency closure of a classroom building, Registrar Services will attempt to relocate classes to temporary meeting rooms if so desired.
7. Departments/University Centers are responsible for providing instructors with the necessary paperwork for obtaining classroom keys. Faculty can obtain a keycard approval form or information from their home department or the university center administration office. Multimedia classrooms must be locked when not in use.

### **APPROVAL**

Many course changes require approval from an associate dean before they can be processed. It is the department's responsibility to request approval. Changes involving any of the following items require approval:

1. Addition of a new course or section
2. Cancellation of a course
3. Days (including summer workshop start/end dates or sessions)
4. Times
5. Instructors
6. Capacity decreases

7. Capacity increases only if the department has requested to increase the enrollment less than the minimum requirement.
8. Units
9. Course topic/special topic titles (must be active and approved through the curriculum committee process).

**The approval requirements apply to anyone building academic courses that are not by arrangement.**

## **COURSE DETAILS**

Additional course issues are described below.

**UNITS/TITLES** - Course unit or titles changes are not permitted after a quarter's schedule has been published.

**CROSS LISTED/EQUIVALENT** - If a course is listed in the catalog as being cross listed or equivalent to another course, both course titles will be listed in a quarter if either course is requested to be listed by a department. They will be built as combined sections having the same time/room/instructor. In order to remove the course, both must be approved for removal.

**SEMINARS/SPECIAL TOPICS/WORKSHOPS** - The Curriculum Committee approves course titles for seminars, special topic, and workshop. Generic sections of these courses cannot be added to a quarter's schedule. The specific topic being offered must be listed as active in the catalog before the course is scheduled.

**Queries and Reports** – There are many queries and reports that are available to help facilitate your scheduling needs, please refer to [www.cwu.edu/~regi/faculty-staff/General-Safari-Reports-8.9.xls](http://www.cwu.edu/~regi/faculty-staff/General-Safari-Reports-8.9.xls). If the available reports do not meet your needs, please request a modification or a new query by submitting a request form located at <http://www.cwu.edu/~pmits/safari/queryform.htm>

## **RESERVING SEATS**

Safari has a reserve seat functionality that can be utilized for saving seats for particular sets of students or prioritizing seats for particular student groups. Seats can be reserved based on student group, class standing and/or admission to a major/minor. Reserve capacities use Enrollment Requirements (same as pre- and co-requisites) to designate the criteria for a particular set of reserved seats. So, before setting up a reserve capacity, the Enrollment Requirement that identifies the students must first be setup.

It should be noted there are some guidelines that must be followed when using reserve seats.

1. Reserved seats should be submitted with your second draft. We will reserve seats only up until one week prior to early registration.
2. Reserve seats may only be used through the week following new student orientations at all locations. This will be after early registration and new student orientations.
3. Department Chairs/Program Directors can let us know if they want the reserve seats removed earlier than designated in #2 above. They can also set up different sequence numbers and/or dates for different groups to have different priorities, as long as they are aware that all reserved seats are removed by the deadline specified in #2 above.

Managing reserve seats can be challenging for everyone involved, therefore we have modified the student class search capabilities to make it easier to find web based classes. The students will also be notified with an error message when a class has seats reserved for particular student groups when they try to register for a reserved.

It is also advisable to work with Academic Scheduling to place notes on the section if you are reserving a section for particular groups. Ask about special queries that may be available to monitor your enrollments for reserve student groups. Some examples are listed below.

**CWSRD\_ENROLL\_IDS\_RESERVE\_ALL\_B - IDS Reserve Enrollment Counts**

**CWSRD\_ENROLL\_IDS\_RESERVE\_CNT\_B - IDS Reserve Detail with Student Information**

**CWSRD\_ENROLL\_IDS\_ROSTER\_PLAN\_B - Class Roster displays all majors**

## **CENTERS**

University center managers are responsible for assigning rooms in Safari for course offered at their center. Other course changes including times, capacities, and instructors will be entered by Registrar Services. All individual study and arranged courses must be processed through the Ellensburg campus. All Campus center classes will have a waitlist on their course sections of 99. This is to assist the Associate Deans in monitoring the class demand.

## **DISTANCE EDUCATION SCHEDULING GUIDELINES**

### **Reporting Distance Education Courses**

Central Washington University is required to report all distance education courses. Therefore, it is imperative that these courses are reported on the quarterly draft schedule corrections submitted to Registrar Services.

Courses must be reported according to the following categories:

**IT - ITV/Satellite/Teleclass (Synchronous):** Broadcast or cablecasts live instruction. Departments need to identify which section is the primary (broadcast) section on the Schedule of Class Report that is submitted to Registrar Services. These courses are often referred to as "DE" or "distance education" courses.

**WW - Online (Asynchronous-100% Web based course, Internet, and email):** Professor and distance learners are communicating asynchronously. All course activity is conducted via the web, including assessments. There is no requirement for attendance at a specific location unless a special note is made on the course section, indicating is open to only specific students.

**WP - Web Presence Course:** Web technology is used to distribute course materials and link students to Internet learning resources. There is no substitution of on-line activity for seat credits.

**WE - Web Enhanced:** Instruction is delivered via the web in sufficient amount to replace at least one contact hour (or seat credit) with on-line work. However, the majority of instruction occurs through a delivery mode other than the web.

**WC - Web Centric Course:** The majority of instruction and required course activity, though not all, is delivered via the web. The majority of contact hours (seat credits) are generated by on-line work.

**CD - CD ROM/Pre-recorded tape broadcast:** Video or audiocassettes, videotaped courses delivered by or broadcast or cable TV and computer based instructional packages.

**OE - Other E-learning:** Mode of instruction is not identifiable by any other category.

If a course is taught with more than one delivery mode, please select which method of delivery is being utilized the majority of the time. Safari can only accommodate one form of delivery.

## Asynchronous WEB Scheduling Procedures

In order to prepare for the increase in 100% Asynchronous/Web classes, CWU has determined that a class section will not be set up for each Campus Center for a web based class when there is only one instructor. Since a web (WW) class does not have a location, CWU will create a Web campus. This will streamline procedures for faculty, staff and students.

1. 100% Web based courses will be indicated by an "A" preceding the section number regardless of the instructors home campus.
2. The section will be indicated as "Web" campus, location set to "Off-Campus", and instruction mode of WW.
3. A Class Association number will be assigned based on the instructor home campus. The instructor's home campus or campus association should be indicated at the time of setting up the schedule of classes for the term. For example: if LAJ 350 is being taught via web, but the instructor's home base is Lynnwood, then the Course would be set up as LAJ350.A01 with class association set to 101.

Blank = Ellensburg, 1 = Lynnwood, 2 = Des Moines, 3 = Yakima, 4 = Wenatchee,  
5 = Moses Lake, 6 = Pierce, 7 = Continuing Education, 8 = Credit by Exam

4. All web based sections will have a wait list active, and it will be set to 99 so Deans/Associate Deans may monitor the class demand.
5. Web based course sections will no longer use permission numbers to save seats for particular campuses; they will use reserve seat functionality to reserve seats based on student group, class standing and/or admission to a major/minor. For example; the IDS program has set up student groups for IDS majors at each campus center (YIDS = Yakima IDS students). Therefore, they are able to reserve seats for IDS Yakima of 10, IDS Lynnwood 10, IDS Des Moines 10 all in one section. **Note:** *You only need to use reserve seat functionality if you want to prioritize who gets into your class section. If you do not care, then you will not use reserve seats you will use requirement groups. If you need assistance setting up a special student group please email [academicscheduling@cwu.edu](mailto:academicscheduling@cwu.edu).*
6. The Program Director, Department Chair or designee must indicate how many seats should be reserved for each student group at the time of setting up the schedule of classes. Safari can reserve seats based on campus only or any combination of major and campus. See section on "Reserving Seats" on page 6.
7. In some cases, due to teaching pedagogy and faculty load, there may be a need to create more than one Web based section to accommodate the student demand, and faculty pay. Some departments have determined that in order to better manage their postings and communications on black board, it is best to create 2 sections for an instructor. For example: SOC 305 has 2 sections; one for Westside Campuses (SOC305.A01 with class association 101 and noted that the section is open to Des Moines, Pierce and Lynnwood students), and one for Eastside Campuses (SOC305.A02 with class association 301 and noted that the class is open to Ellensburg, Yakima, Wenatchee, and Moses Lake). **Note:** *Using multiple sections in this particular case is appropriate, as long as there is not a section for each campus center.*
8. Use query CWSRD\_ENROLL\_REPORT\_WEB\_B - Displays counts by student campus for WEB classes that is available in reports.

## **DE Course Scheduling Procedures**

Listed below are some guidelines that need to be considered in reserving a distance education facility.

1. Submittal deadlines for all courses, including distance education, will be those established by the Registrar Services.
2. Distance education courses will be noted as such on the draft schedules. Courses should be submitted in the same manner as listed in the quarterly course scheduling procedures. Departments should communicate with centers about space availability. Please note distance education time schedule under General Scheduling Policies, #3.
3. For continuing education courses the procedures listed on under "Priority IV" (see below) need to be followed.
4. Contact MTIS for information on broadcast capabilities for each site, and ensure that a DE room is available at the university center (contact the Center Office Manager) prior to adding or changing a course to DE after the final scheduling draft.
5. Non-distance education courses may be scheduled into a DE room, but may lose the reservation if a distance education course needs the room. If scheduling conflicts occur between DE and non-DE courses, they will be reviewed by the Scheduling Committee.
6. MTIS will coordinate technicians at the broadcast and receiving locations to ensure integrated operations.
7. The cost of operating technicians for self-support courses offered via distance education should be assessed to the department responsible.

## **DE Scheduling Priorities**

First priority of use for distance education facilities, whether on-campus or remote, will be for regularly scheduled academic courses that require use of distance education equipment, and are processed by the Registrar Services for publication in the quarterly class schedule.

### **PRIORITY I - DEGREE PROGRAM OFFERINGS**

Academic courses leading to degree completion to be offered via distance education will be submitted as part of the overall listing of courses submitted by departments and programs for any quarter.

### **PRIORITY II - INDIVIDUAL DEGREE COURSE**

Academic courses used as open electives, electives in the major, or self-support academic program courses delivered via distance education, will be submitted as part of the overall listing of courses submitted by departments and programs for any quarter.

### **PRIORITY III - CERTIFICATE CATEGORY I & II PROGRAM**

Academic courses leading to Category I or II certificate completion that are being offered via distance education will be submitted as part of the overall listing of courses submitted by departments and programs for any quarter.

### **PRIORITY IV - SELF-SUPPORT OFFERING**

Self supported course offerings including; International Programs, Continuing Education, Category III Certificate Programs, Professional Development, Credit and Noncredit courses will follow the distance education scheduling procedures as follows:

1. Continuing education courses to be delivered via distance education will be identified on a Continuing Education Course Schedule Form and submitted to the Registrar by the Continuing Education Office.
2. Registrar will schedule the requested broadcast into the various distance education rooms/locations and notify MTIS of the schedule. If a time conflict is detected, Registrar Services will contact the requesting department to attempt rescheduling prior to notifying MTIS. If conflicts cannot be resolved they will be forwarded to the Scheduling Committee.
3. Follow procedures in steps 3-6 in the DE Scheduling Procedures section above.

#### **PRIORITY V - NONCREDIT ACTIVITIES**

Non-academic requests (workshops, meetings, teleconferencing, etc) for the use of distance education facilities are made through the Scheduling Center or University Center Administration Office. To submit a request, use the electronic form located at <http://www.cwu.edu/~schedule/addevent.html>. In the Description Field, note what distance education needs the event has.

#### **E-Learning**

Faculty use Blackboard to enhance their traditional courses with online components, while others provide full online instruction. Training is available through MTIS. You can access Blackboard training information online at [www.cwu.edu/~media/cwuonline/getstarted\\_fac.html](http://www.cwu.edu/~media/cwuonline/getstarted_fac.html).

**If a course is provided via Blackboard, it is imperative that the students understand that they not only have to register via Safari to be "officially enrolled" for the course, but they also have to enroll via Blackboard. It is the instructor's responsibility to ensure the students are registered on both systems.**

**Faculty who are teaching courses fully online or with online components in which one student credit hour per week is replaced by online learning activities need to report web based components when the course is submitted to Registrar Services.**

## CONTACTS

OFFICE	CONTACT	PHONE #	EMAIL
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CWU – Yakima	Melanie Palm	3710	palmm@cwu.edu
<b>Scheduling Center</b> (non-academic events)	Scheduling Center	1321	schedule@cwu.edu
<b>Multimedia Technology and Instructional Support</b> (non-credit DE courses, DE equipment training)	Karen Allen	1221	allenka@cwu.edu
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<b>Instructional Media Designer</b> (Blackboard)	Jane Chinn	1224	chinn@cwu.edu
<b>Scheduling Committee Chair</b>	Tracy Terrell	3076	terrell@cwu.edu
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