

Scheduling Criteria for the Large Facilities

Approved Fall 1996

The following criteria will be used for the scheduling of facilities with the 80+ capacity.

- A. Allocate all Lecture facilities of 80+ capacity at the college level and leave to the discretion of the college if these facilities are allocated to departments. Recommend that any departments who are allocated 80+ facilities be especially advised of this policy.
- B. All Lecture facilities of 80+ capacity will be governed by the 70% rule as well as special or lab facilities presently included in the 70% rule (Music Recital Hall, Choral Rehearsal Room, University Theatre, and the Playwrights Theatre).

Current 70% criteria and policies:

- 1. Departments may schedule large facilities only if their projected enrollment matches the room capacity and remains at that level.
 - 2. Actual enrollment must meet a minimum of 70% of the room capacity to remain scheduled in the facility.
 - 3. Courses that do not meet the above requirements, but need the facility due to equipment needs must have the Dean's approval to use the facility.
 - 4. Any other exceptions require the Dean's approval.
 - 5. Space Management will monitor and may relocate classes that are not in compliance.
- C. Space Management will monitor the 80+ Lecture facilities and the special identified lab facilities for compliance with the 70% rule.
 - D. The Deans should exert stronger control and enforcement of the 70% rule in prime time.
 - E. Capistrano 143 (no permanent seating) is dropped from the 70% rule, with the caveat that if no other facility can fill the need, then CPS 143 (Band Rehearsal Room) may be considered for large classes.
 - F. Scheduling priorities for all facilities governed by the 70% rule are as follows:
 - 1. Courses that need special or lab equipment located in the facility will be considered the highest priority. However, if such a class is scheduled in prime time with a projected enrollment less than 50% of room capacity (or 75 students, whichever is smaller), priority will be given to courses which need the facility for the capacity.
 - 2. Courses that need the facility for the capacity will be second priority.
 - 3. Courses that need the facility for the multimedia equipment and computer capabilities will be third priority.
 - 4. Next will be courses that need the facility for any other reason.

Scheduling Criteria for Lecture Facilities
With Multimedia Equipment and Computer Capabilities-Smart Rooms
Approved Fall 1996

The following criteria will be used by Space Management to resolve any scheduling conflicts in Lecture facilities with multimedia equipment and computer capabilities when no alternative space is available and the 70% rule for large facilities does not conflict. In the latter case, the 70% rule priorities would prevail.

- A. Courses that need special or lab equipment located in the facility will be considered the highest priority.
- B. Courses that need the facility for the capacity will be second priority.
- C. Courses that need the facility for the multimedia equipment and computer capabilities will be third priority.
- D. Next will be courses that need the facility for any other reason.