




Texas A&M University

# Classroom Scheduling Task Force Recommendations

Office of Executive Vice President and Provost  
Office of Admissions and Records  
Office of Facilities Coordination  
January 13, 2009

• Texas A&M

•  **Inter** **rooms**

Page 1 of 2

*SWAT*

**Perry, Bill L**

**From:** Perry, Bill L  
**Sent:** Tuesday, December 05, 2008 4:05 PM  
**To:** Johnson, Charles  
**Cc:** Perry, Bill L  
**Subject:** RE: Classrooms

Charlie,  
 Thanks for the note. I will develop a plan.

- ... I am writing at the behest of my department heads regarding classrooms.
- At a recent meeting ... [they] became quite animated about the availability of classrooms ...
- Many indicated ... classrooms were occasionally not available at any time.
- ... There is a sense that the process is uneven and  
 ... proves quite frustrating for departments with few or no classrooms ...
- I know these are regular problems, and don't have much of a solution

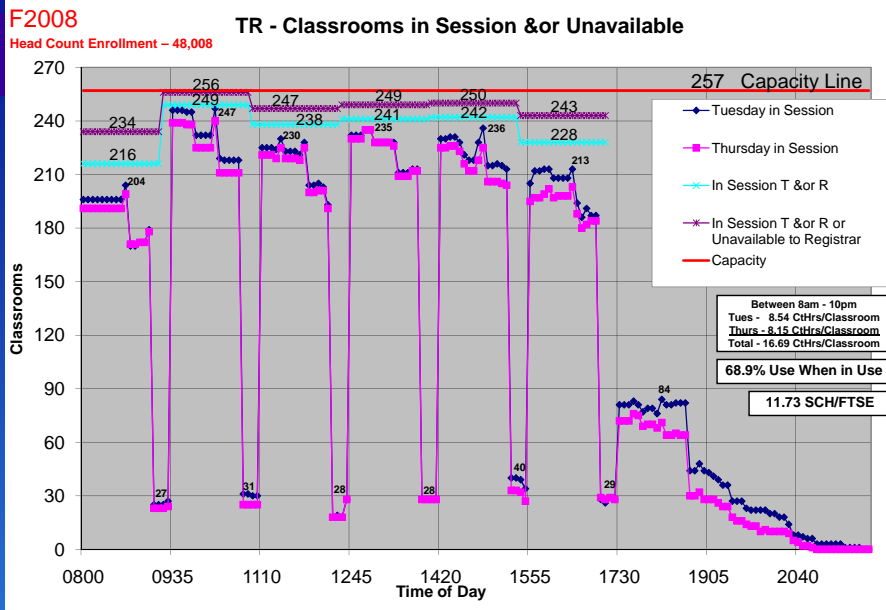
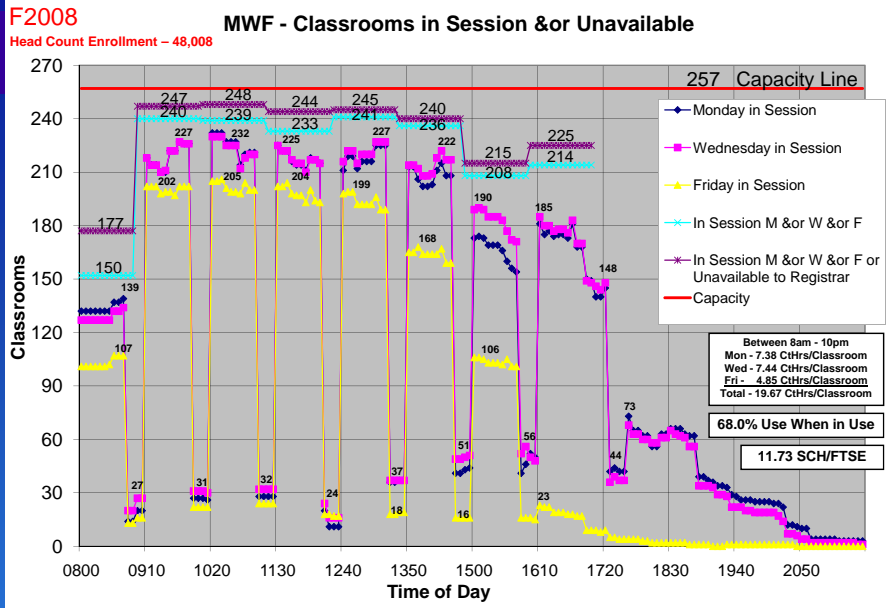
**I think the classroom matter still constrains how we deliver instruction on campus**

Dean Charles A. Johnson  
 College of Liberal Arts  
 December 2008

Thanks,  
 Charlie

Charles A. Johnson  
 Dean and Professor of Political Science  
 College of Liberal Arts  
 12/4/2008

Office of Facilities Coordination





## **Classroom Scheduling Task Force**

### **Develop a recommendation on scheduling and use of the University's classrooms.**

- Evaluate the current classroom scheduling system
- Discuss & draw conclusions on optimal methods to provide a classroom inventory which will be:
  - Scheduled as efficiently as possible
  - Appropriately sized
  - Properly designated
  - Technologically outfitted
  - Well maintained



## **Classroom Scheduling Task Force**

- **Three types of comprehensive solutions to scheduling needs:**
  - Foundational
  - Operational
  - Planning



## Classroom Scheduling Task Force

### • **Foundational Recommendations:**

- Centralized scheduling by the Office of Admissions and Records
- Equitable redistribution of classroom priorities
- Purchase and implementation of computer-based scheduling system
- Timeline for gaining departmental feedback and support and implementing changes



## Classroom Scheduling Task Force

### • **Timeline**

- Administrative Approval: Summer 2008
- Software: Acquisition & Implementation
  - Staff Training
  - Departmental Feedback
  - Review Priorities & Scheduling Parameters
- Parallel Scheduling: **Fall Semester 2009**
  - February '09
- Software Only Schedule: **Spring Semester 2010**
  - September '09
- Evaluate & Refine: 2010 -- 2013



## **Classroom Scheduling Task Force**

- **Operational Recommendations:**
  - Re-evaluation of scheduling patterns to fit the University's needs
  - Strict application of scheduling patterns in all classrooms across campus



## **Classroom Scheduling Task Force**

- **Planning Recommendations**
  - Periodic re-evaluation of classroom inventory needs
  - New and renovated classroom construction evaluated by the Office of the Executive Vice President and Provost for recommendation to the Council on the Built Environment



## **Classroom Scheduling Task Force**

### **Implementation of Recommendations:**

- **Approval of Recommendations by President Murano**
- **Interaction with College and Department Schedulers**



## **Classroom Scheduling Task Force**

### **Actionable Steps:**

- **Consolidate Room Scheduling at OAR**
- **Purchase Scheduling Software**
- **Priority use Review**
  - Better Fit to Changing Needs
  - Clean Slate?
- **Scheduling Pattern Review**
  - Adjust Patterns to Fit Needs
  - Adhere to Standardized Patterns
- **Review of Space Inventory**
  - Classroom Review: Classification, Quality, Location, Technology



## **Classroom Scheduling Task Force**

### **Next Steps:**

- **Establish Points of Contact**
- **Begin Priority Review – OAR**
- **Space Inventory Verification - FCOR**