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 University – College Station

Internal Needs for Classrooms

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 2006
Objectives

**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

Recommendations

**Classroom Scheduling Task Force**

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

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

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
Implementation of Recommendations:

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

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