

Classroom Space Management Guidelines

Estrella Mountain Community College Instructional Services/Academic Affairs, Last revised by D. Sheldon 10/28/2011
Approved by AIT Committee 10/19/2011

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Fall 2011 New Schedule Format (per January 18, 2011 EMCC Campus Updates)

Starting fall 2011, Estrella Mountain will implement a new schedule format. The new format will allow the college to be consistent in its scheduling process, increase opportunities for a wider variety of class formats, and reduce potential scheduling conflicts for students. The new schedule format will consist of the following elements:

- The official start time for classes is 7:00 a.m.
- Status quo until noon – five day traditional schedule
- All classes starting after 12:00 p.m. convert to a four day schedule (MW, TR, 75 minutes) **OR to Monday or Wednesday only classes meeting 150 minutes/day. One day per week afternoon classes must balance each other in the same classroom to efficiently utilized campus space.** (See May 2011 AIT/AIT Sub changes at end of this document).
- Science, Culinary (KOM C 109), Nursing and Labs remain unchanged
- Hybrid and five, eight, and ten week guaranteed classes remain unchanged

Overview of Scheduling Guidelines

1. Classes during daytime prime times will use the traditional MWF/TR scheduling options noted above.
2. Guaranteed Schedule classes are short-term top 20 classes that will not be cancelled and should be scheduled in conjunction with the Instructional Services staff. Most Guaranteed Schedule classes are assigned to these Mariposa Hall classrooms:
 - a. MAR 133 used for 5-week sessions
 - b. MAR 134 used for 8-week sessions
 - c. MAR 135 used for 5-week & 10-week sessions (Pilot beginning Fall 2011)
3. Beginning in **Spring 2012** all short term classes will start in 10-weeks, 8-weeks or 5-weeks sessions and no other short-term options will be available in order to support the elimination of late registration to improve learning.
4. All Hybrid classes should have a balanced room schedule (i.e. for every Tuesday Hybrid there's a Thursday Hybrid).
5. All Short-term classes should have a balanced room schedule (i.e. 1st 8-week class is followed by a 2nd 8-week class or 5-weeks followed by 10 weeks, etc).

The following college classroom space management policies and procedures are used to enhance our ability to utilize classroom spaces more effectively.

Stewardship of Space, Rooms & Scheduling: All EMCC facilities may be assigned and reassigned to serve the institution's overall priorities and needs to efficiently use space. Divisions are allocated preferred classrooms because some courses require specialized equipment, layouts or technology/software (i.e. Labs, Art). Divisions should only schedule within these assigned rooms during their schedule building time period of a specific semester. Divisions should schedule all classes into the priority rooms. No classes should be left without a room during the schedule building time period. After the Instructional Services department formally closes the SIS schedule building to the Divisions, the Instructional Services staff is responsible for assigning

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classes and events to any and all open, available classroom spaces on campus (except for the Nursing & SWSC classrooms).

Space Classification: The College has space classification standards to determine the primary academic use of each classroom space which largely determines how a space is scheduled. The college has the following types of facility space available in Spring 2010:

- **Restricted Space:** 24 classrooms (includes classrooms with expensive equipment, special schedules, and set ups that are designed for select group of disciplines. General policy is to not schedule other disciplines in these rooms. Examples include Biology & Chemistry labs, some technology labs, Nursing, and Culinary classroom/kitchen).
- **Specialized Space:** 15 classrooms (includes classrooms with specialized equipment and/or setups for selected disciplines. Other disciplines can be scheduled in these spaces after the primary disciplines are scheduled. These spaces may not be optimum for all disciplines due to the room setup and number of seats).
- **General Purpose:** 38 classrooms (can be scheduled for most any discipline and some spaces include a computer for each student).

Room Usage Priority: The following have priority over other types of room usage (e.g. non-credit courses, library use, various events, meetings, etc):

- Credit classes
- Scheduled labs (specific times courses meet)
- Scheduled open labs (these are open labs with published times and dates for student use- other uses –including credit courses- can't intrude on this lab time)
- Lab Prep Time (setup and tear down) (e.g. science labs, culinary, etc.)

Prime Time: The peak morning (8:00 a.m.-1:00 p.m.) and evening (6:00 p.m. – 9:00 p.m.) time frames when most students attend classes. *(Note: Class sections that start after 4:00 p.m. or are offered on Saturday are considered evening classes.)*

Approved Day and Time Sequences: Conforming to standard day and time procedures is recommended whenever possible when using either a general purpose or specialized classroom space. The time a class meets depends on how many periods are listed in the District course bank for that class not the number of credits. "Contact hours" is synonymous with periods and is defined as "the period of time of at least fifty (50) minutes in duration, that students are actually in a learning setting supervised by an instructor". The majority of three (3) credit classes are required to meet for three (3) 50-minute periods per week for a course offered during a standard 16-week semester. The **Required Time Class Must Meet** online charts can be used for determining the required contact time of any course and are accessible at <http://www2.estrellamountain.edu/instructservices/AcademicSchResource.html>.

The standard day and time options that three (3) period courses should use are 50 minutes per day sessions on Monday, Wednesday, and Friday (MWF), and 75 minutes per day sessions on

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Tuesday and Thursday (TR). When other scheduling combinations are used, they conflict with standard times thus increasing student scheduling conflicts and compromising maximum use of classroom space.

Time Sequences Table for In-Person Daytime Fall & Spring 16-Weeks: This lists the recommended day and time combinations for three (3) periods 16 week daytime course scheduling in each classroom:

MWF Only (Each class meets 3 days per week for 50 minutes per day until 1:00pm)	TR Only (Each class meets 2 days per week for 75 minutes per day)	Saturday Only (Each class meets 1 day per week for 150 minutes per day & includes a 10 minute break)
7:00 a.m. - 7:50 a.m.	7:00 a.m. - 8:15 a.m.	9:00 a.m. - 11:40 a.m.
8:00 a.m. - 8:50 a.m.	8:30 a.m. - 9:45 a.m.	12:00 p.m. - 2:40 p.m.
9:00 a.m. - 9:50 a.m.	10:00 a.m. - 11:15 a.m.	
10:00 a.m. - 10:50 a.m.	11:30 a.m. - 12:45 p.m.	
11:00 a.m. - 11:50 a.m.		
12:00 p.m. - 12:50 p.m.		

MW (Afternoons) (Each class meets 2 days per week for 75 minutes per day)	TR (Afternoons) (Each class meets 2 days per week for 75 minutes per day)	OR	M, W or T, R (Afternoons) (Each class meets 1 day per week for 150 minutes per day & includes a 10 minute break)
1:00 p.m. - 2:15 p.m.	1:00 p.m. - 2:15 p.m.		1:00 p.m. - 3:40 p.m.
2:30 p.m. - 3:45 p.m.	2:30 p.m. - 3:45 p.m.		
<i>Afternoon classes are to convert to a four day schedule (MW, TR, 75 minutes) OR to Monday or Wednesday only classes OR to Tuesday or Thursday only classes meeting 150 minutes/day. One day per week afternoon classes must balance each other in the same classroom to efficiently utilized campus space.</i>			

Time Sequences Table for In-Person Evening Fall & Spring 16-Weeks: This lists the recommended day and time combinations for three (3) periods 16 week evening course scheduling in each classroom:

MW (Evenings) (Each class meets 2 days per week for 75 minutes per day)	TR (Evenings) (Each class meets 2 days per week for 75 minutes per day)	M, T, W, R (Evenings) (Each class meets 1 day per week for 150 minutes per day & includes a 10 minute break)
4:15 p.m. - 5:30 p.m.	4:15 p.m. - 5:30 p.m.	
5:45 p.m. - 7:00 p.m.	5:45 p.m. - 7:00 p.m.	6:00 p.m. - 8:40 p.m.
7:15 p.m. - 8:30 p.m.	7:15 p.m. - 8:30 p.m.	
8:45 p.m. - 10:00 p.m.	8:45 p.m. - 10:00 p.m.	

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Time Sequences Table for In-Person Summer Sessions: This lists the recommended day and time combinations for three (3) period course scheduling in each classroom:

Daytime 5-Week Session (Summer) MTWR (Each class meets 4 days per week for 120 minutes per day)	Evening 8-Week Session (Summer) MW or TR (Each class meets 2 days per week for 150 minutes per day & includes a 10 minute break)
7:30 a.m. - 9:30 a.m.	
10:00 a.m. - 12:00 p.m.	
12:30 p.m. - 2:30 p.m.	
3:00 p.m. - 5:00 p.m.	6:00 p.m. - 8:40 p.m.

Hybrid Class Scheduling: Hybrid courses are a blend of face-to-face instruction with online learning. Hybrid courses are scheduled for half of the required class meeting time in-person in a classroom, and the remaining half of the required class time is online. It is recommend that division's schedule all Hybrids on Tuesdays and on Thursdays to balance the use of classrooms and those hybrids are all scheduled together in the same classroom spaces. *Afternoon Hybrid classes can be offered on a Monday that's balanced with a Wednesday because they would meet for 75 minutes thus fitting with other four day schedule afternoon offerings.*

Short-Term Class Scheduling: These are recommends to efficiently utilized space:

- 1st 8-week class is followed by a 2nd 8-week class during same times and in the same classroom.
- Three (3) 5-week session classes are scheduled during same times and in the same classroom.
- A 1st 5-week class is followed by a 10-week class in the same classroom.

Non-Standard Time Sequences: Failure to schedule within approved time sequences results in inefficient use of extremely limited classroom resources and complications for students trying to put a schedule together. Non-standard time sequences and independent study classes must be approved by the appropriate Vice President/Dean. Whenever possible the time selection should be done in a way that will accommodate student schedules, adhere to standard start times, and create the most efficient use of classroom space.

Passing Time between Classes: A classroom is shared during the 10 minute passing time between classes. For example, if a class finishes at 8:50 a.m. the next 10 minutes are shared in getting students and faculty from the first class out of the room and the students and faculty for the next class into the room. The Time Sequence Table is a listing of acceptable day and time combinations. These are the times assigned to classes, so if a class is offered MWF 8:00-8:50 a.m. that is the amount of time allowed for the class meeting. The lecture cannot go

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beyond this 50 minute time period because it is then cutting into the passing time, which will cause problems for students who need to get to a 9:00 a.m. class and will not allow the next class to start on time. To confirm the time of your class and determine the passing time you are sharing, please refer to the Schedule of Classes. Conforming to this procedure is required to allow enough time for classes to move in and out of rooms in a timely manner.

Combined Sections: Combining sections allows the linking of two or more separate classes that are being offered as one class meeting- they are held in the same facility (room), at the same time, with the same instructor. Students are only able to register for one section when the classes are combined.

MCCCD Academic Calendar: Dates related to instruction during the traditional academic year which are used by most courses offered each semester and viewable online at <http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2.php>

AIT & AIT Scheduling Subcommittee Approved Credit Class Scheduling Recommendations

May 2011

The group decided to make the following change to the Classroom Space Management Guidelines, which will be effective for Spring 2011:

Afternoon classes are to convert to a four day schedule (MW, TR, 75 minutes) **OR to Monday or Wednesday only classes meeting 150 minutes/day. One day per week afternoon classes must balance each other in the same classroom to efficiently utilized campus space.** (For example, when scheduling a Monday from 1:00 p.m. to 3:40 p.m., also schedule a Wednesday from 1:00 p.m. to 3:40 p.m. Note: these times include 10 minutes for "break time).

The main reason for this change is that some instructors need longer blocks of time for deeper student learning to occur in some courses. (i.e. AJS, EDU, etc.).

April 2011

Some scheduling building practices clarified at this meeting included:

- Afternoon classes are to convert to a four day schedule (MW, TR, 75 minutes)- no Monday or Wednesday only (150 minutes).

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- Afternoon Hybrid classes can be offered on a Monday that's balanced with a Wednesday because they would meet for 75 minutes thus fitting with other four day schedule afternoon offerings.
- The guaranteed classes will continue to use the traditional MWF/TR scheduling options.
- Spring 2012 APS offerings will move from EMCC to new EMCC/Buckeye Center site.
- We will no longer hold reserved seats for MAT082, MAT091, & MAT121.

December 2010

Beginning for **Fall 2011** all Guaranteed Schedule classes will start during the first week of classes instead of one week later. Guaranteed Schedule classes are any short-term (10-week, 8-week or 5-week), top 20 (based on enrollments) daytime courses assigned to the dedicated classrooms (MAR 133, 134 & 135), but they could also be scheduled outside of these classrooms. For Fall 2011 some 15-week and 14-week classes will still be offered.

Beginning for **Spring 2012** all short term classes will be in 10-week, 8-week or 5-week formats. There will no longer be any one or two week late starts (15-week or 14-week) classes offered in order to support the elimination of late registration to improve learning.

Beginning **Fall 2011** the draft schedule will be made available to the AIT Subcommittee for schedule review prior to schedule building and schedules sent to print. Classes will be viewed for room utilization, sequencing, and appropriate offerings for students.

November 2010

Additional 5 and 10 week classes will be built into the Fall 2011 schedule. These classes will come from the top 20 plus (based on enrollments) academic and occupational courses. These will become additions to the guaranteed schedule.

October 2009

The Guaranteed Schedule piloted in Spring 2010 with thirty-one (31) sections of specific classes that will NOT be cancelled. The faculty, division chairs, Deans and Vice Presidents will meet to discuss arrangements if a class enrollment is under five students. Two of Mariposa Hall classrooms were used:

- One classroom had three 5-week sessions and the other classroom had two 8-week sessions.

March 2009

The college will only roll classes that "made" to the future semester. Note: Spring 2010 Rollover did not include cancelled, tentative or stop enrollment classes from the previous semester.

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September 2008

- All divisions will begin scheduling MWF/TR for Fall 2009 Classes will be 50 minutes on MWF and 75 minutes on TR for 3 credit/3 period classes. For those courses that are beyond 3 periods or 3 load hours, or are in laboratory format, Division Chairs will schedule in a format as to allow students as much flexibility as possible in scheduling classes to minimize trips to campus and to minimize students being blocked from other prime time classes.
- Hybrid and online classes will continue to be offered in those disciplines where they have been found to be effective. They will be scheduled in such a way as to use rooms efficiently such as a hybrid on T and a different hybrid class on R in the same time slot in a particular room.
- After 1 PM Division Chairs may schedule in more customized ways as necessary to meet demand.
- For evenings, Division Chairs agree that all classes will begin at 5:30 or 5:45, but will end by 7:10PM in time for students to take classes at 7:15 which is the second start time for non science lab classes.
- All one night evening classes will begin at 7:15 for the reasons stated in #4.