Time Scheduling Guidelines and Practices

The schedule of classes requires input from many different offices/employees at the university. The scheduling process involves consideration of student progress to graduation, academic program needs, faculty availability, facility inventory, finance and budget planning, and processes of the Office of the Registrar.

In the developmental years of UW Bothell, a great deal of free choice by faculty and units was allowed in time and classroom scheduling. The natural result of free choice in scheduling is that classes tended to cluster in the middle of the day and the middle of the week, since the least desirable times in general for classes are early mornings, late evenings, and weekends. Because faculty best understand the curricula and pedagogical requirements of their courses, a school/program/department's proposed schedule will always be accommodated to the greatest degree possible. However, experience reveals that inevitably not all requests can be accommodated.

These common guidelines have been developed, with goals of scheduling to maximize students' ability to plan their academic schedule and graduate, making the best possible use of our classrooms and time blocks, and having more equitable and transparent allocation of space. The dean or a designee of each school is responsible for assuring departmental conformity to the guidelines below. The Office of the Registrar will work with units to monitor compliance.

Guideline 1: Schedule courses to maximize UW Bothell students' ability to plan their academic schedules with a barrier-free path toward graduation.

Quarterly Planning

Each school proposes a quarterly schedule (including summer). This schedule will be based on major, minor, and other curricular requirements, student access needs, and faculty availability and preferences, balanced with the campus curricular needs.

UW Bothell will publish the time schedule on a quarterly basis, in advance of registration for that quarter.

Time Schedule Coordinating Committee

Each academic unit will designate one person to serve on the Time Schedule Coordinating Committee. The purpose of the time schedule coordinators is to work collaboratively and address issues related to curriculum from different schools/programs that support student majors to insure that students can meet graduation requirements. The intention is that the time schedule coordinators resolve issues and conflicts in advance as much as possible so that the time schedule construction is a smooth process. This will occur approximately six weeks before the time schedule construction deadline for the quarter (nine weeks before the time schedule is

posted online for the quarter) through two or three structured meetings per quarter. These meetings are led by the Registrar, who regularly consults with the space planning office, ensuring the most up-to-date information about space inventory and planned inventory changes.

The process will include:

1. Before the first meeting, the Registrar receives the projected FTE for each school/program/department from the Assistant Vice Chancellor for Enrollment. The Registrar uses those numbers in conjunction with historical scheduling practices to determine the space allocations by school/program/department. The Registrar places the space allocations by school/program/department on a Canvas site which serves as a common area that all Time Schedule Coordinators can access information.
2. The time schedule coordinators and Registrar meet as a group to address conflicts. Time Schedule Coordinators identify where they have needs and what time blocks they can trade or make available. (Numbers are drawn to determine queue order.)
3. The group meets a second time to review special spaces (e.g., computer labs, studios, performance spaces) and releases them when possible for other uses.
4. The group meets one final time if needed, during the week of the time schedule construction deadline to go over any last-minute details and to emphasize the importance of entering information into time schedule correctly.

Outside of the meetings, time schedule coordinators communicate with the Registrar and each other to resolve needs. Canvas charts are updated as changes are made so that information is as current as possible.

Guideline 2: Maximize space utilization of university classrooms.

Classroom Space Management and Scheduling

Classroom space management is the responsibility of the Registrar in consultation with the Office of Physical Planning and Space Management. Schools/Programs/Departments will consult with the Registrar for classroom allocation issues. With only a few exceptions, classrooms do not "belong" to particular departments. Therefore, the Registrar, at times assisted by the directors/deans, has responsibility for and authority in addressing class-scheduling priorities and problems.

Each quarter, in the construction of the initial proposed time schedule, time schedule coordinators should make note of necessary specialized spaces, such as science labs, computer labs, studio space, film and slide capable classrooms, collaborative teaching rooms, large lecture halls, etc.

Time Blocks/Class Start Times

Establishing standardized time blocks is the most effective and efficient way to ensure the maximum use of the classrooms during the week, and to facilitate scheduling. This is done while recognizing that University facilities must accommodate the needs of many academic programs serving a variety of student populations. Making use of the standard time zones offers the best possible chance for departmental schedule requests to be accommodated.

UW Bothell's official time blocks are two days/week, two hours long on Monday/Wednesday or Tuesday/Thursday or one day/week, four hours long on Friday.

The schedule is:

	Monday/Wednesday	Tuesday/Thursday	Friday
	7:10-8:30 (MWF)		7:10-8:30
T1	8:45-10:45	8:45-10:45	8:45-1:00
T2	11:00-1:00	11:00-1:00	
T3	1:15-3:15	1:15-3:15	1:15-5:30
T4	3:30-5:30	3:30-5:30	
T5	5:45-7:45	5:45-7:45	
T6	8:00-10:00	8:00-10:00	

Basic schedule principles for September - June courses:

The University of Washington does not have absolute time allotments per credit. The general guideline is one hour/week in class and two hours outside of class as required per course, thus a 1-credit course would meet in class for 10 hours per quarter. A 5-credit course would meet in class for 5 hours per week and 50 hours per quarter. There is some variety, at faculty and school/program discretion, depending on the days in a quarter, the program requirements, type of pedagogy, etc.

The critical factor of classroom scheduling is the **start** of the time block. All courses, regardless of length, must begin at the starting times indicated on the UW Bothell official timeblock schedule. This will minimize the number of standard time zones occupied by the course and will give students the greatest flexibility to take other courses during the standard times.

Fifteen-minute intervals separate the time zones to allow transition time from one class to another.

Weekend classes: Saturday classes may be scheduled during building hours, consistent with applicable University and accreditation standards.

Summer Quarter

A general principle is that a 4-week or 8-week summer course should contain approximately the same number of hours as a 10-week September - June course.

For Short ("A" and "B") term courses- (4 hours 20 minutes each)

T1	8:30 am-12:50 pm
T2	1:00 pm-5:20 pm
T3	5:30 pm -9:50 pm

For Full-Term courses (2 hours 30 minutes each)

T1	9:00 am-11:30 am
T2	11:45 am- 2:15 pm
T3	2:30 pm-5:00 pm
T4	6:00 pm-8:30 pm

Adjustments to start/end times are possible for classes earning more or less than 5 credits

Hybrid Courses

Hybrid courses are not notated in the time schedule. However, in order to maximize classroom space, professors/instructors teaching with hybrid methods should report this to the time schedule coordinator in the school/program, and suggest the dates in which the students will be on campus, using the assigned classroom. Whenever possible, other hybrid courses should be planned to use the space when the other class is not there. This way, multiple classes may use one classroom. Professors/instructors are encouraged to work together as possible to facilitate this scheduling.

Online Courses

Online courses are notated in the time schedule, but since no classrooms are assigned, they may plan without space constraint. They must fit inside the academic quarter, however, unless special permission is granted and approved by the UW Registrar.

The following is UW Bothell's current inventory of General Classroom, Computer Labs, Studios, and Science Labs:

General Classrooms- Winter 2015

Building	Room	Capacity	Description
UW1	10	48	lecture
UW1	20	48	lecture
UW1	21	48	lecture
UW1	30	48	lecture
UW1	31	30	lecture
UW1	40	48	Fixed Seating/ U-shape
UW1	41	60	Fixed Seating/ U-shape
UW1	50	48	Fixed Seating/ U-shape
UW1	51	48	Fixed Seating
UW1	60	30	lecture
UW1	102	48	lecture
UW1	110	48	lecture
UW1	202	48	lecture
UW1	210	48	U-shape
UW1	220	48	lecture
UW1	221	48	lecture
UW2	5	95	Fixed Seating
UW2	31	48	Fixed Seating/ U-shape
UW2	40	30	lecture
UW2	131	48	lecture
UW2	141	60	lecture
UW2	205	30	lecture
UW2	211	30	lecture
UW2	221	30	lecture
UW2	240	48	lecture
UW2	305	40	lecture
UW2	340	40	lecture
UWBB	205	40	lecture
UWBB	230	48	lecture
UWBB	240	48	lecture
UWBB	260	24	lecture
LBA	3	30	lecture
SSGC	101	30	lecture
DISC	61	200	Fixed seating/lecture hall
DISC	162	100	group collaborative
DISC	252	60	group collaborative

Computer Labs- Winter 2015

Building	Room Number	Seat Capacity	Description	Priority Use
UW1	120	36	Convertible ''Garage' desks	courses requiring computers
UW1	121	32	Convertible ''Garage' desks	courses requiring computers
UW2	105	32*	Convertible ''Garage' desks*	200 level GIS/CAD/Stats
UW2	121	32	Digital Media Lab	IAS
DISC	258	24	Dual monitor, high processor speeds	300 level CSS/CAD/GIS/ME/Stats
UW2	211	30	PCs at perimeter, laptop cabinet **furniture may change to be like DISC 258*	IMD

Arts Studios- Winter 2015

Building	Room Number	Capacity	Notes	Priority Use
UW2	21	16	sprung dance floor, mirrors (fitness)	dance and performance courses
UWBB	272	24	sinks, art supplies	visual arts courses
DISC	165B	30	low tech studio	IMD, IA, Media Arts, CUSP

Dedicated Labs- Winter 2015

Building	Room Number	Capacity	Notes	Priority Use
UW1	302		CSS Project Lab	CSS
UW1	310		CSS Windows Lab	CSS
UW1	320		CSS Linux Lab	CSS
UW1	321		CSS Networking/Cyber Security Lab	CSS
DISC	256	16	CSS Embedded Systems Lab	CSS
LB1	203	48	Education Lab	Education
UWBB	220	24	Electrical Engineering Lab	Electrical Engineering
UWBB	270	24	Biology Lab	Biology
CC1	302	24	Biology Lab - shared with CC	Biology
CC1	331	24	Environmental Science Lab - shared CC	Environmental Science
CC1	340	24	Chemistry Lab	Chemistry
CC2	380	24	Physics Lab - shared CC	Physics
DISC	263	24	Biology Lab	Biology
DISC	267	24	Biology Lab	Biology
DISC	463	24	Chemistry Lab	Chemistry
DISC	469	20	Organic Chemistry Lab	Chemistry
DISC	368	24	Physics Lab	Physics
DISC	369	24	General Science Lab	
DISC	362	24	Mechanical Engineering Lab	Mechanical Engineering
DISC	363	24	Mechanical Engineering Lab	Mechanical Engineering
DISC	264	24	Electrical Engineering Lab	Electrical Engineering
DISC	262	10	Electrical Engineering Device Lab	Electrical Engineering

Guideline 3: Use of scheduling history and student FTE for equitable distribution of teaching time across schools

Schedule Balance

A general principle of course scheduling is that every school/program/department should expect to spread their offerings over the entire schedule of available times. Directors/deans have the primary responsibility to work out a plan for teaching schedules each term that takes full advantage of all the possible teaching hours and spaces and best meets the needs of their majors and non-majors.

At times, there are more requests for classrooms than there are classrooms available. The time periods of highest demand are Monday – Thursday before 5:45 pm. However, such clustering of academic offerings into a limited number of time blocks or days has a significant ripple effect on the entire scheduling process. It can limit students' access to needed courses, overtax facilities and services, and restrict opportunities for student-faculty interaction.

Time blocks are allocated by School/Program/Department based on projected percentage of FTE and scheduling history.

The following is a record of how the space was allocated in the 2014-2015 academic year (Off-campus programs, i.e. Everett Nursing, Business ELC, Accounting ELC, are not included in the allocations) :

	2014-15 FTE QTR TARGET	**2014-15 percentage**
Business	600	**16%**
Interdisciplinary Arts & Sciences	1200	**29%**
Nursing and Health Studies	208	**5%**
Teacher Certification	100	
Science, Technology, Engineering & Math	1000	**24%**
University Studies	882	**20%**
Interactive Media Design	60	**1%**
GRADUATE PROGRAMS		
Business	125	
Education	100	**5%**
IAS	60	
Nursing and Health Studies	36	
FEE BASED PROGRAMS		
CSS	38	
EE	25	
Cyber Security	25	
IAS-Fine Arts	30	
AND TOTAL	**4489**	

Sample Time Block Distibution Totals for One Week- Autumn 2014

	Business	CUSP	Education	IAS	Nursing	STEM
MW	32	37	7	45	4	32
TTH	25	36	9	45	14	29
Total	57	73	16	90	18	61

Sample Time Block Distribution Monday- Autumn 2014

	Business	CUSP	Education	IAS	Nursing	STEM	Total
Time Block 1	6	10	1	9	1	9	36
8:45-10:45 AM	6	4	1	6	1	6	24
Time Block 2	6	10	1	9	1	8	35
11:00-1:00 AM	6	5	1	6	1	5	24
Time Block 3	7	7	1	9	1	10	35
1:15-3:15 PM	7	2	1	6	1	7	24
Time Block 4	6	5	2	9	1	12	35
3:30-5:30 PM	6	2	1	6	1	8	24
Time Block 5	7	5	2	9		12	35
5:45-7:45 PM	7	2	1	5		9	24

Total Rooms Assigned per Time block

Maximum Number of 48+ Capacity Classrooms

Dedicated Use Labs Information

1. Science labs attached to any courses do not count toward this constraint. If that lab section meets at a time different from the lecture time, only the lecture time is counted in determining conformity with this time constraint. Departments are encouraged to spread out these once-per-week sessions. As possible, they are encouraged to match lab times across the week into similar slots, to efficiently utilize classroom space.
2. Priority usage for computer labs and studios-based courses that have requirements for specific technoloy or space types are given priority during classroom scheduling in these rooms when possible. General classess can be assigned after priority assignments.

Room Preferences

To take advantage of the scheduling technology we use and to optimize the use of our space, time schedule coordinators can indicate faculty or school preferences for particular buildings, rooms, or room attributes.

Rather than a specific classroom, faculty can provide their time schedule coordinator their building preferences and room attributes. An example would be to request UW1 and Tiered (attribute).

Changes to the Schedule of Classes

Because of the significant disruption it causes to students, there should be **NO** changes to the schedule of classes once students begin registering, except under the following circumstances:

- Instructors of record may change
- Classrooms may be changed by request of the Registrar's Office. Programs/schools will be notified of the room change and the Time Schedule will be updated with the new classroom.
- Times may change after the quarter begins only if 100% of the students registered for the class agree to the change.
- Classes may be cancelled if there is insufficient enrollment. Enrolled students must be notified by the school/department if a class is cancelled and every effort should be made to help them enroll in a suitable alternative.
- An emergency serious enough to warrant disruption to enrolled students such as a last-minute instructor change that requires a new meeting time for the course.

If class changes are made, it is the responsibility of the program/school to contact all affected students and work with them to resolve any resulting conflicts or to find a suitable substitute class.