

May 1, 2012

Susan Gillman
Chair, Academic Senate

Dear Susan:

I would like to thank you and the Senate for your continuing support of my office's exploration of classroom utilization and ways by which we can increase classroom capacity during our decade and \$40-million (or so) wait for significant new classroom space.

I have surveyed departments and consulted with the Graduate Student Association (GSA) president and the Student Union Assembly (SUA). The department survey showed faculty (biased to social sciences) between "no, but can live with it" and "neutral" on the question of inserting a Monday-Wednesday-Friday 5:00-6:10 time slot, while staff responses were "yes, with reservations" to "neutral". Based on early comments, I introduced questions of overlapping some 2-day time slots with MWF classes, which received great enthusiasm. The combined strategy of adding a MWF time slot and overlapping MW courses was rated between "neutral" and "yes, with reservations" by faculty and staff respondents.

GSA President Green indicated that the leading issue with the May 2011 proposal was concern that reduction in class time would shift workload to teaching assistants, an issue not present with the addition of a time slot. He also expressed concern at ensuring the logistics of later room closure and cleaning could be resolved. Most graduate courses are not placed in general assignment classrooms, and are often scheduled at arbitrary times.

The SUA, by resolution approved April 17, has strongly endorsed the 5:00-6:10 time slot provided that issues of transit and childcare may be addressed. Transit director Pageler has indicated that UCSC shuttle schedules would be modified to meet any revisions, and that he would work the Metro to enhance public transit capacity. Early Educational Services' (EES') 8:30AM-5:30PM schedule covers 53% of time slots, 50% with an added slot. EES is working to fund 7:30-6:30, which would cover 75% with the 5:00-6:10 slot or 73% of the current slots.

I would greatly appreciate feedback by June 6, 2012, on the attached alternatives; additional information about classroom utilization is at <http://ue.ucsc.edu/classslots>.

Thank You,

Richard Hughey
Vice Provost & Dean, Undergraduate Education

Cc:
Senate Committee Chairs of Educational Policy, Graduate Council, and Planning & Budget
SUA President Buchanan
GSA President Green
CP/EVC Galloway

Classroom Timeslot Options

Richard Hughey

<http://ue.ucsc.edu/classslots>

1 May 2012

Option	Advantages	Disadvantages
1. Maintain the Current Schedule	Lack of change. Classes end at 8:45 on Mondays and Wednesday, and at 5:00 on Friday.	Increasing classroom impaction due to slowly growing enrollments and desire of programs to consolidate offerings. No new classroom buildings for many years. Does not increase MW slots.
2. In the 6–10 largest rooms, add MWF 5:00–6:10 , shift to MW 6:30–8:15 and 8:30–10:15. Other classrooms maintain MW 5:00–6:45, 7:00–8:45.	8 largest will increase seating capacity by 2308. Only large classrooms go to 10:15 on Monday and Wednesday.	Overlapping slots in evening will lead to more potential conflicts, though additional slot may reduce conflicts. No additional flexibility for 60+ rooms. Need to adjust transit schedules.
3. In all rooms, add MWF 5:00–6:10 , shift to MW 6:30–8:15 and 8:30–10:15.	Maximum impact on classroom availability and capacity.	Moves desirable MW 5:00 slot to 6:30.
4. Mixed schedule rooms to MWF 2:00–3:10, 3:30–4:40, 5:00–6:10, MW 6:30–8:15, 8:30–10:15 with a selection of rooms at MW 2:00–3:45, 4:00–5:45, 6:00–7:45, 8:00–9:45.	Increases MW slots. Increases large classroom scheduling availability. May distribute transit workload when classes end at different times.	May increase course conflicts. May increase confusion. Increase in Friday discussion sections. New MW slots may be restricted to 60–90 seats, currently underutilized. Reduced flexibility to adjust room sizes during enrollment period.
5. As above, but day rotations of MW, WF, MF 2-day class options.	As above, and: Greater utilization with regular classes on Fridays. Additional 2-day slots possible because rooms could be fully utilized.	Policies need to be enforced to balance WF and MF with MW use. May further increase confusion. Some classes meet in different rooms on different days.

Approach:

- Gather feedback (Senate, students, department faculty and staff, Registrar, deans).
- Develop scheduling strategy over summer with Registrar, departments, and curriculum analysts.
 - Prioritize major gateways and time-to-degree for classrooms.
 - Review unit and division overlap strategies (if part of the approach) to attempt to reduce scheduling conflicts for students.
 - Consider expanding the use of automatic scheduling above 50-seat rooms.
- If overlapping is part of the approach, possibly phase in Winter 2013.
- Full implementation in Spring 2013.