

SECTION: 2.0 ACADEMIC

SUBJECT: COURSE SCHEDULING AND CANCELLATION

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**Background:** Guidance is needed to ensure the most efficient and effective use of campus classroom spaces and personnel.

**Point of Contact:** Provost

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Registrar/ Records, Instructional Deans, and Division Chairs

**Date of approval by LCSC authority:** July 2, 2019

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** N/A

**Summary of Major Changes incorporated in this revision to the policy:** New policy.

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1. Policy

- A. The purpose of this policy is to ensure on-campus, general use classrooms are assigned fairly and used appropriately to accommodate the institution's academic and instructional needs, while considering unique needs of programs.
- B. Classroom facilities at Lewis-Clark State College are primarily for use by students, faculty and staff for activities and programs that are directly related to the basic educational functions of the institution. The processes contained in this policy are designed to ensure that semester course offerings are scheduled in a manner that permits access to available offerings by the greatest number of students and that allows the best match between the specific instructional needs of the faculty, courses being offered and the existing facilities.
- C. Teaching facilities are a finite resource, and the goal of this policy is to maximize room and seat utilization as well as to apply scheduling procedures in a consistent and equitable manner. These objectives and classroom utilization expectations apply to all official classroom spaces.
- D. Classroom scheduling is a dynamic process requiring reevaluation of class size, equipment needs, and pedagogical changes each term. The assignment of a specific room at a specific time in a given term will not automatically guarantee a continuing assignment of that space, even if the room was used efficiently. Faculty members and Divisions should not expect to use the same space(s) on a continuing basis.

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2. Responsibilities

- A. All instructional divisions are responsible for determining course offerings and must adhere to course scheduling deadlines. Each division also is required to immediately notify all students enrolled in any course(s) pending cancellation and also notify the Registrar & Records Office. See Section 10 below.
- B. The Registrar & Records Office has the responsibility for scheduling official classroom space. The Registrar & Records Office will coordinate with Division Chairs, Deans, and Administrative Services to ensure all appropriate classroom space is utilized to its fullest potential.
- C. Academic Affairs is responsible for classroom spaces, and to work with administration on resources to support up-to-date and desirable teaching-learning environments.
- D. Faculty and instructors are responsible for sharing the 15 minute 'pass time' between classes.

3. Contact Hours

- A. LCSC Policy 2.127 "Course Scheduling and Cancellation" guides classroom scheduling. Per policy, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than:
  - 1. One hour (50-60 minutes) classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester (15 hours per lecture credit); or
  - 2. At least an equivalent amount of work is required for other academic activities. For more detail, see Guidelines for Establishing Credit for Common Course Types on the Office of the Provost web page.

4. Course Meeting Times

- A. Standard class meeting times are noted below, and divided into zones. Each division must distribute course offerings over all five days of the week and over the full class day [full class day is 7:30 am to 4:30 pm].
- B. Time zones are defined as a 1 hour 15- minute block of time; 50 and 60 minute courses may be scheduled in the block. In some cases, longer classes will cross time zones. In all cases, courses must adhere to standard zone start times. Zone scheduling or percentages do not apply to courses offered through the Coeur d'Alene enter or at off-campus locations for activity courses.
- C. As noted below, classes must be scheduled proportionally over the time zones. Percentages are targets based on the total number of classrooms available during a given timeslot.

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- D. To ensure students are able to attend other classes, courses using department-designated classrooms are also required to adhere to time zone scheduling. However, courses delivered in department-designated spaces are not included in the percentage requirements.
- E. Non-credit sections and special events are scheduled after all credit classes are assigned a room.

Zone	Timeframe (must adhere to class start times)	Percentage
Zone 1	7:30 am – 8:45 am 3:00 pm – 4:15 pm 4:30 pm – 5:45 pm 6:00 pm – 7:15 pm 7:30 pm – 8:45 pm	Minimum 20% all Z-1 timeslots
Zone 2	9:00 am – 10:15 am	Maximum 20%
Zone 3	10:30 am – 11:45 am	Maximum 20%
Zone 4	12:00 pm – 1:15 pm	Maximum 20%
Zone 5	1:30 pm – 2:45 pm	Maximum 20%

5. Guidelines

- A. When scheduling classrooms, every effort will be made by the Registrar & Records Office to provide the requested accommodations with the space utilization requirements of the institution as the objective.
- B. Initial scheduling priority within Zones will be given to those classes requiring specific equipment or seating configurations, or special faculty/student accommodations. Appropriate documentation is required from Student Affairs or Human Resource Services for accommodations.
- C. Assignment of classrooms will correspond with the number of students registered for any given course. When necessary, low enrolled courses will be moved to smaller classrooms based on day 10 enrollment numbers.
- D. Sections designated as tentative will be assigned rooms after all other sections have been assigned, or assigned to a Zone 1 slot.
- E. Labs and other designated space should be assigned and scheduled as the time schedule information is entered.
- F. Enrollment history or anticipated increases for a particular course will be used by the Registrar & Records Office, in collaboration with the Division Chair, to determine classroom size. Enrollment caps should be carefully reviewed and adjusted in a timely fashion.

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Divisions should base estimated enrollments on the actual enrollment during the previous corresponding term, with an estimated increase of no more than 15%.

6. Exceptions/ Resolution of Conflicts

- A. Exceptions are made on a year to year basis, and should not be viewed as approved in an ongoing fashion. Requests for exception to policy are to be submitted by the Division Chair with each first draft of class and time schedule cycle.
- B. Class size and equipment requirements will be determining factors in disputes involving instructional classes.
- C. Highest priority within Zones is given to General Education courses and to divisions which do not have designated classrooms. Divisions with dedicated classrooms are required to maximize the use of these rooms for classes and meetings, rather than request room assignments from the general pool.
- D. The Division Chair will determine division processes for managing faculty requests. Faculty will communicate all requests and needs through the Division Chair.
- E. The Registrar & Records Office will make every attempt to mediate room conflicts and develop a solution. However, in the event that conflicts cannot be resolved at this level, the Registrar/ Records office will consult with the Instructional Deans and/or Vice Presidents for resolution.
- F. Faculty and instructors are responsible for sharing the 15 minute 'pass time' between classes. Every effort should be made to vacate the classroom in a timely way, allowing the following instructor to set-up and prepare, as well as allow the finishing instructor to make final remarks and gather materials. There is no 'ownership' of this time. Students should be encouraged to meet with the instructor during office hours rather than during the "pass time." Should conflicts develop, instructors should first attempt to resolve the concerns between themselves. If the result is unsatisfactory, conflicts will be mediated by Division Chairs.

7. Classroom Accessibility

- A. Classroom assignments may be changed when a room is determined to be inaccessible for a student or an instructor. Chairs should notify the Registrar & Records Office as soon as a faculty member identifies barriers to their own or a student's access to a classroom. Every effort to relocate the class to an accessible room will be made.

8. Changes in Classroom Assignments

- A. Instructors/departments may not move a class(es) from an assigned room without prior approval from the Division Chair and Registrar & Records Office.

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- B. All schedule changes affecting class meeting time/days or classroom assignments must be requested of the Division Chair, then the Registrar & Records Office. Before submitting the request, instructors should inform students about a possible change and encourage any student whose access to the class might be impacted by a change to notify them as soon as possible.

9. Room Size and Configuration

- A. Classroom and Lab seating capacity has been determined in accordance with state and city safety regulations. Divisions are not to over-enroll students beyond the designated classroom capacity. If student demand surpasses the scheduled room, Divisions will contact the Registrar & Records Office immediately to determine if alternate space is available. Inappropriate or over-crowded student seating violates building codes and provides a poor image of the institution and its ability to manage enrollment.
- B. Furniture and equipment are not to be moved from one room to another. If a room does not contain adequate furnishings to meet the allowable capacity or equipment needs, the instructor should contact the Events & Campus Card Services, the Physical Plant, or IT for assistance.
- C. It is the responsibility of the Instructor to ensure classrooms and labs are returned to their designated configuration following each class session. Instructors and students will facilitate a clean environment for the following class.

10. Cancellation of Scheduled Courses

- A. This section applies only to cancellation of an entire scheduled course for a semester; cancellation of individual class sessions is addressed below.

Basis for Class Cancellation: Division Chairs should review the Guidelines for Cancellation of Scheduled Courses prior to deciding to cancel a course. [Provost Office web page].

B. Timeline:

1. First Day of Advanced Registration to 3 weeks prior to published first day of classes: Chair may cancel the class, in accordance with the guidelines and the actions required in this document. Complete the Course Cancellation Report prior to cancelling the course.
2. Less than 3 weeks prior to the published first day of classes: Dean approval required prior to class cancellation, along with the actions required in this document. Complete the Course Cancellation Report prior to cancelling the course.

C. Student Notification

1. The Chair must ensure that each student registered for a cancelled course is individually notified of the cancellation and directed to an alternative course selection. Students

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should, at a minimum, be contacted through their lemail account. Chairs should remind students registered for cancelled courses to contact the Financial Aid office in case the course cancellation will have an impact on the terms of their Financial Aid.

D. Division Chairs notify Learning Management Services (LMS) of course cancellation.

E. Reporting

1. By the end of the first week of classes, Division Chairs will submit a Course Cancellation Report for **all** (from Advanced Registration to start of classes) class cancellations for that semester. See Class Cancellation Report in the Guidelines for Cancellation of Scheduled Courses [Provost Office web page].

11. Cancellation of class due to instructor absence

From time to time, faculty may be absent from campus due to illness, professional development opportunities, service assignments, and out of class work with students. Faculty are encouraged to check with Student Affairs and avail themselves of the “Don’t Cancel Class” opportunities [<https://www.lcsc.edu/student-affairs/dont-cancel-class>].

- A. Faculty are responsible for promptly notifying their Division Chair/ Director of their anticipated absence from campus.
- B. Faculty, with support from their Division, will make every effort to notify students as soon as possible of a class cancellation for any reason, including posting notices in Blackboard and outside the classroom.