

# Instructional Space and Scheduling Work Group Charges

Revised (10/4/19)

## 1) Scheduling Authority Team

Co-Chairs: Sarah Shin, Michel de Jocas

Charge: Evaluate scheduling authority models (centralized, decentralized, or hybrid) and recommend the most effective model.

Topics for Consideration:

- Strengths and challenges of UMBC's current scheduling authority model
- Pros and cons of other scheduling models

## 2) Policies, Processes, and Staffing Team

Co-Chairs: Pam Hawley, Steve Young

Charge: Evaluate UMBC's current policies, processes, and staffing levels and recommend changes to produce a quality schedule.

Topics for Consideration:

- Timeline for semester schedule builds and term rolls
- Policy on percentage of classes offered at certain times
- Accommodating hybrid and non-traditional courses
- Prioritization of considerations in room assignment:
  - course demand
  - pedagogical requirements
  - overall placed/unplaced courses within department
  - availability of department-controlled space

## 3) Scheduling Software Team

Co-Chairs: Nate Czarnota, Arnold Foelster

Charge: Evaluate classroom scheduling systems and recommend how to better utilize current system or implement new scheduling software system.

Topics for Consideration:

- Features and functionality of 25 Live/R25

- Other scheduling software systems
- Options available in other software systems
- Data needed for room optimization
- Timeline and scope for recommended changes

#### **4) Time Grid Team**

Co-Chairs: Drema Wentz, Dennis Cuddy

Charge: Evaluate scheduling time grid options and recommend a time grid to increase course availability and improve classroom utilization.

Topics for Consideration:

- Friday class offerings
- Early morning class offerings
- Increasing options for 1 and 2 times per week class meeting patterns
- Free hour

#### **5) Space Needs Team**

Co-Chairs: Julianne Simpson, Mohamed Younis

Charge: Determine optimal distribution of room types and capacities to support pedagogy and satisfy scheduling demands.

Topics for Consideration:

- Key room features and qualities
- Learning delivery modes
- Innovation in pedagogy
- Room capacities to support ideal section sizes
- Current and future demand