

Centennial Hall Classroom Scheduling Policy

In the summer of 2010, an *ad hoc* committee was formed to develop guidelines for scheduling classes in Centennial Hall to be used in conjunction with the campus-wide scheduling software Ad-Astra. The committee had representation from all colleges and included faculty, department chairs, academic department associates, non-instructional staff representing offices that will reside in Centennial Hall, the registrar, the vice chancellor for finance and administration, and deans/associate deans.

This policy is intended to meet the instructional needs of our faculty while maximizing the use of our new classroom facility. To assist the Office of Records and Registration with room scheduling for Centennial Hall, the committee established the following priority considerations:

- Instructors needing disability accommodations
- Courses that have been displaced, with enrollments close to room capacities (for example, courses from Type B rooms or other rooms that are being renovated)
- Courses that meet 4-5 days/week, with enrollments close to room capacities
- Centennial Hall building residents, with enrollments close to room capacities
- Large multiple section classes, with enrollments close to room capacities
- Instructors teaching courses back to back, with enrollments close to room capacities
- Departments that, in the past, have had to work with Records and Registration to obtain additional classrooms beyond those for which they had priority, with enrollments close to room capacities
- Depts/programs with no other classroom priority, with enrollments close to room capacities

Requests from classes with **smaller enrollments will be accommodated as space allows, but classes that have enrollments close to Centennial Hall room capacities will have priority in Centennial Hall.**

Below is a listing of classroom space available in Centennial Hall that will be scheduled through the Records Office:

| <u>Room Type</u> | <u>#of Rooms</u> | <u>Max Room Capacity</u> |
|--------------------------------|------------------|--------------------------|
| Large lecture Halls | 2 | 250 seats |
| Classroom | 4 | 70 seats |
| Classroom | 13 | 64 seats |
| Classroom | 16 | 48/50 seats |
| Classroom | 3 | 40 seat |
| Case Room (U-shaped tables) | 2 | 45/55 seats |
| Innovation Room (round tables) | 2 | 35/55 seats |

An additional four 40 seat classrooms that have special technology configurations for Communication Studies courses will be used by that department.

Below is a listing of spaces available in Centennial Hall that will be scheduled through University Reservations:

| <u>Room Type</u> | <u>#of Rooms</u> | <u>Max Room Capacity</u> |
|--------------------------|------------------|--------------------------|
| Conference/Meeting rooms | 3 | 12 seats |
| Hall of Nations | 1 | |

There are six Study Rooms in Centennial Hall that will be used on a first come, first served basis for students wishing to study in the building. When necessary, one of these rooms may be used for test taking. Conference rooms, seminar rooms and other meeting spaces that are located within individual departments or units will be used primarily by those areas, although others may request occasional use of the space through the appropriate department/unit.