Instructional Space
Classroom Assignments

PURPOSE

To document the approach and action to use when assigning classrooms during the *Maintenance Phase* of *Schedule Building*. Classroom assignments are required for all classes for the safety of students, faculty and staff.

NOTES

o In the event a classroom with badge access is assigned, the instructor's department chair must notify IT to have faculty badge activated for automated access: PSB, F Building, etc.

o Students must refer to their Student Center in the my.maricopa Web page for current Class information.

- First Rights:
  o **applied** during *Schedule Building Phase**
  o **not applied** during the *Schedule Maintenance Phase**

* (see the *Schedule Phases* found on Instructional Support Services *Resources* webpage – visit: https://employees.phoenixcollege.edu/divisions/academic-affairs/resources)

- First Week of Classes:
  Department chair/program director/approved staff submit COM (change of master) to Class Scheduling to request classroom assignment change in *Facility ID* field in *SIS*

- Classes with *Facility ID* assigned as *PC TBA*:
  Classrooms are assigned by Class Scheduling based on faculty's class schedule applying this approach:
  o Assign *First Rights* classroom, if one is available
  o Assign nearest classroom based on Instructors' schedule;
      EXAMPLE: Class begins at 10 a.m. and Instructor has a 9-9:50 a.m.
      class in B123; Classrooms available in PSB, H, and E Buildings—the
      10 a.m. class is assigned to a classroom in E building
  o Assign classroom with requested *Enrollment Capacity* matching or exceeding *Room Capacity*

- Classes with *Facility ID* assigned as *PC OTHER*:
Applied to class meetings held **on** campus and not requiring a classroom such as *Independent Study*, *Special Projects*, or other classes with special circumstances, i.e., practicums or internships. Students are notified by the instructor via syllabus of class meeting date(s) and location(s). For student and faculty safety, it is strongly recommended to schedule space with Events Scheduling if a facility other than instructional space is to be used.

- Classes with *Facility ID* assigned as *OFFSITE*:
Applied to class meetings held **off** campus and not requiring a classroom such as *Independent Study*, *Special Projects*, or other classes with special circumstances, i.e., practicums or internships. Students are notified by the instructor via syllabus of class meeting date(s) and location(s). It is strongly recommended to add a *Class Note* indicating that information.

- Laboratory Classrooms:
Not assigned to classes outside of the department identified for *First Rights*
  - Laboratory classrooms are not included in searches by Class Scheduling for classes with *Facility ID* assigned as *PC TBA*

  - Laboratory classrooms requested for use by non *First Rights* department must obtain approval from the department identified as having *First Rights*.

  - Department chair/program director/approved staff submit COM to request classroom assignment change in SIS
    – Class Scheduling assumes requestor has obtained required permission before submitting COM requesting Laboratory classroom

- LEAD (Learning, Engagement, and Discover) Classroom/F206:

  NOTE
  Requires an application to be submitted to and approved by the Center for Teaching and Learning (CTL)

  Faculty follow the steps established by CTL for use of the LEAD classroom:
  - An email sent by CTL announces the call for applications

  - Application submitted to CTL by faculty
    – Period of use can be for a term, a single class, or multiple class periods/meetings

  - CTL emails approval to approved applicants

- o Department chair/program director/approved staff submit COM to request classroom assignment change in SIS
  - – Enrollment Capacity of 24 is required when scheduling a class in LEAD classroom
- o Class Scheduling assumes requestor has obtained required permission before submitting COM to assign F206

- Swapping Currently Assigned Classrooms:
  - – intra-department swaps occur within a department
  - – inter-department swaps occur between departments only after appropriate department chair approval is obtained.

  Class Scheduling assumes requestor has obtained permission from department chair for inter-departmental classroom swaps before submitting COM
  - – When submitting COM, use COMMENT field to indicate a swap is being made.

- SIS Conflict Messages:

  Class Scheduling assumes requestor knows a conflict affecting the classroom assignment will occur before submitting COM to change classroom or class or meeting pattern *Start* and or *End Date(s)* and or *Time(s)*
  - o Class Scheduling will find a classroom to assign to the changed class or set *Facility ID* to *PC TBA* when a classroom is unavailable.

- Campus Closure Dates:

  NOTE
  Classes not impacted by closure dates as currently defined by College Administration
  - – *Instruction Mode Internet*
  - – *Location PC OFFSITE*

  Class Scheduling assumes requestor has obtained permission from College Business Services to deliver class meetings held **on** campus on closure dates before submitting COM to schedule classes
  - o Department chair/program director/approved staff submits COM to request class

- Events Scheduling:
  Begins assigning non instructional events, i.e., club meetings, committee meetings, etc; into instructional space for future terms once Class Scheduling determines the appropriate date for releasing classrooms to be available for reservations by campus community.

- Recommended BOExi Report:
  - MCCD_SR_3530 Proofing Department Class Schedule using parameters for appropriate term and *Class Status Active, Tentative, Stop Further Enrollment*.