

## OFFICIAL

Policy and Procedure Statement 4.12  
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Reviewer: Associate Vice President for Enrollment  
Management and Marketing

Classroom and Teaching  
Theater Scheduling  
(22 paragraphs)

## BACKGROUND

1. Texas State University-San Marcos is committed to delivering instruction in the most effective and efficient manner possible. To maximize the opportunity for students to access classes and graduate in a timely fashion, the university has developed a uniform class scheduling system.
2. The university also must identify those classes that can be taught effectively in larger settings and provide the appropriate facilities and support systems for these classes. To this end, the university has built and equipped a number of teaching theaters that are available to every department on a priority basis. These teaching theaters can serve relatively large classes, and the university has provided extensive media to support the instructional process in each.

## PURPOSE

3. This PPS outlines policies and procedures related to the uniform class scheduling system and the use of the university's classrooms and teaching theaters (Alkek Library, Centennial Hall (CENT), and LBJ Student Center).

## COORDINATION AND OVERSIGHT OF CLASSROOM SCHEDULING AND TEACHING THEATERS

4. The **Classroom Scheduling Committee (CSC)** is responsible for general coordination and oversight of the Texas State's class schedule, first-call classrooms and teaching theaters. CSC members are appointed by the Provost and Vice President for Academic Affairs by September 1 of each year in accordance with the following membership guidelines:
  - a. Chair:  
Associate Vice President for Enrollment Management and Marketing
  - b. Members:

University Registrar  
Dean, University College  
One School or Department Chair (3 Yr. Term)  
Associate Vice President for Finance & Support Services  
Faculty Member (3 Yr. Term)

- c. Ex-officio:  
Provost and Vice President for Academic Affairs

5. Within context of the Uniform Class Scheduling Policy the role of the committee is to monitor and oversee classroom and teaching theater scheduling to ensure schedule coherence and course accessibility, and also aid in efficient classroom utilization. Ideally, the work of the committee will:
- a. optimize student access to courses required by the university, its college, schools, and majors;
  - b. ensure students reasonable opportunities to explore elective courses to enrich their educational experience; and
  - c. provide adequate opportunity in scheduling for faculty to remain current and active in their research pursuits.

#### **UNIFORM CLASS SCHEDULING POLICY**

6. A uniform class scheduling policy was approved beginning Spring 2009 and is described as follows:
- a. MWF morning classes begin at 8:00 am, 9:00 am, 10:00 am and 11:00 am for 50 minutes plus 10 minute passing time.
  - b. MW classes begin at 12:30 pm, 2:00 pm, 3:30 pm, 5:00 pm,, 6:30 pm, and 8:00 pm. MW morning lectures are allowed if Friday is used for lab and utilized the same room. Departments are allowed to teach up to 10% of their classes MW, from 11:00 am until 12:20 pm.
  - c. With the Dean and Provost approvals, some classes may be offered at 11:00 am MWF and conclude earlier in the semester.
  - d. TH classes begin at 8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2:00 pm,3:30 pm, 5:00 pm, 6:30 pm, and 8:00 pm.
  - e. No one-day a week morning classes allowed. 1 day-a-week classes are allowed 12:30 pm and later, if they begin at standard times.
  - f. All classes must end no less than 10 minutes prior to the next scheduled class time.
  - g. Graduate courses are exempt if not affecting first call room utilization.

- h. Any exception to these rules must be reviewed and accepted by the Class Scheduling Committee (CSC) whose membership shall be the Associate Vice President for Enrollment Management and Marketing (committee chair), the University Registrar, the Dean of University College, a school director or departmental chair, and the Associate Vice President for Finance and Support Services.
7. First call classrooms. Department chairs are responsible for assigning classroom and other instructional space under their control including first-call classrooms. The Office of the University Registrar and the CSC are responsible for allocating unreserved first-call classrooms as needed after the published deadline for reserving first-call classroom space has passed.
8. Teaching Theaters. The CSC shall delegate responsibility for assigning the teaching theaters to a Teaching Theater Subcommittee [TTS]. This subcommittee shall be composed of the chair of the Council of Chairs and chairs of departments with a current stake in the allocation of space and time in the teaching theaters, typically the chairs of departments that have offered courses in the teaching theaters during the preceding academic year. The TTS will meet every summer (or at least eight weeks prior to the due date for submission of the Fall schedules) to create and update a two-year schedule for the teaching theaters.
9. The TTS will assign classes to the teaching theaters in accordance with the following general guidelines:
  - a. Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., all three teaching theaters are available for classroom use.
  - b. Monday through Friday, from 5:00 p.m. to 9:00 p.m., the CENT Teaching Theater is available for classroom use.
  - c. At other times, the LBJ Student Center Teaching Theaters is reserved for student activities, and the Alkek Teaching Theater is reserved for special events, administrative activities, and academic activities, unless otherwise negotiated with the CSC.
  - d. During both the first and second summer session, the Student Center Teaching Theater is reserved for Orientation.
  - e. During the week before classes begin in the Fall Semester and the Friday before classes begin in the Spring Semester, the Student Center Teaching Theater is reserved for BOBCAT Preview, the just-in-time program for new freshmen. Also in August on the Friday, Saturday and Sunday before classes begin, the Alkek and Centennial Hall Teaching Theaters will be reserved for BOBCAT Preview.

10. Between terms, on non-assigned evenings, and on weekends, the responsibility for scheduling teaching theaters for non-classroom functions is assigned as follows:
  - a. Alkek Teaching Theaters-Instructional Technologies Support, 245-2319
  - b. LBJ Student Center Teaching Theater—Student Center Director, 245-2264
  - c. CENT Teaching Theater—Instructional Technologies Support, 245-2319
11. In all cases, primary emphasis for assignment to teaching theater space will be given to course sections that make effective use of the available seating capacity of these classrooms.
12. When two or more courses have similar needs for teaching theaters based upon these criteria, the TTS will utilize the following priority system to guide assignment decisions:
  - a. First priority—single courses that fulfill requirements within the General Education Core Curriculum (for example, Comm 1310).
  - b. Second priority—courses that offer options for fulfilling a requirement within the General Education Core (for example, Phil 1305 or Phil 1320)
  - c. Third priority—other high demand courses that are not required by the General Education Core
13. Information Technology will manage the technological support functions for the teaching theaters and will provide an assistant for all courses, except in cases where departments need to use their own assistants because of course content. If a department elects to use its own assistant(s), the department is responsible for paying the cost of the assistant(s).
14. The TTS and/or the CSC may adopt specific standards for judging the effectiveness of the use of available seating capacity in the teaching theaters, subject to the approval of the Provost.
15. Selection of courses appropriate to be offered in the teaching theaters and of faculty for these courses will be determined by individual departments.
16. The Director of Academic Development and Assessment will develop a training program for faculty members interested in developing the

special skills required to teach effectively in a teaching theater. Periodically, these Directors will invite faculty member's interested developing expertise in the use of teaching theaters to attend special training. Faculty members who teach classes that utilize the teaching theaters are expected to participate in these training programs.

17. Assignment of workload credits for courses taught in teaching theaters is at the discretion of the department chair and college dean in accordance with the University's Faculty Workload Policy.

## **PROCEDURES**

18. Approximately eight weeks before the first draft of the fall schedule is due, the Chair of CSC will invite the TTS to submit a draft schedule of the teaching theaters for review. This draft shall cover teaching theater utilization for the next two academic years.
19. In the case of exceptions or emergency situations requiring a change in established schedule of room assignments, the TTS, in consultation with the Office of the University Registrar, will make every effort to minimize the disruption caused by the schedule change.
20. Rules concerning the physical care of the theaters may be established by the CSC. As part of its responsibility of establishing rules for use of the teaching theaters, the Office of the University Registrar will work with the Director of Custodial Services to assure that the custodial staff gives special attention to the theaters from 5:30 to 6:30 p.m. on days before it is to be used in the evening and again by that staff after evening usage before the 8:00 a.m. class the next morning.
21. By July 15 each year, the CSC will submit a report to the Provost via the Associate Vice President for Enrollment Management and Marketing summarizing the use of the teaching theaters during the previous fall and spring semesters. This report will include, but not necessarily be limited to:
  - a. Utilization data (number and identity of classes and enrollment in each)
  - b. Student success data (D, F, W rates for each teaching theater section, plus data comparing the performance of students in teaching theater sections with students in other sections, where common examination data are available)
  - c. Action taken during the year to increase and facilitate use of the teaching theaters
  - d. Plans for action to be taken during the coming year to increase and facilitate use of the teaching theaters

## ALLOCATION OF TEACHING THEATER COSTS

22. Since the appropriate use of teaching theaters for instruction permits every department to offer more small classes, no direct charge will be made to departments using the teaching theaters. Instead, these facilities will be treated as institutional resources, and the Provost will support the costs of the teaching theaters from the general academic budget.

## CERTIFICATION STATEMENT

23. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: \_\_\_\_\_ Review Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

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