



## MEMORANDUM

**DATE:** February 23, 2015

**TO:** Schedule Building Group (SBG: Chairs and School or Program Coordinators)

**FROM:** Kamel Haddad  
Vice Provost, Planning and Academic Resources

**SUBJECT:** Scheduling Process Including Impossible to Place Courses

The scheduling process at CSUSM as of Spring Semester 2015 operates as follows: Units (Schools or Departments) submit a schedule request into PeopleSoft. This request consists of a list of courses, along with a set of requirements for each course, which includes time and room characteristics. Room characteristics are: Lecture Room, PC Lab, Mac lab, tables, tablet arm chairs, white boards, chalkboards, document camera, tiered seating, and flat seating. Each of these room characteristics can be requested optionally, and once requested, room characteristics are treated as needs. The PeopleSoft schedule is then inputted by the Scheduling Office into a computer program called S25, which distributes the classes onto the available rooms on campus. S25 is programmed to place courses which have the largest measure of requirements first, including number of hours in the course and seat utilization percentage, and randomly otherwise. Since demand may exceed supply, some courses will not be placed after S25 runs. An Impossible to Place Course (IPC) is defined as one which has not been placed into an academic space after S25 has run. This means that at least one of the requirements associated with the course could not be met.

### Restrictions on Room Characteristic Requests

Room characteristics are: Lecture Room, PC Lab, Mac lab, tables, tablet arm chairs, white boards, chalkboards, document camera, tiered seating, and flat seating. No other room characteristics will be considered.

Associate Deans will be asked to verify needs for PC lab, Mac lab, or tiered classrooms.

Note: A course with a large measure of parameter requests can help in securing the desired time and space since S25 will consider the course ahead of others, and it can also hurt in securing the desired time and space since a large measure of parameter requests makes it more likely that a course will end up on the IPC list.



## Pre-scheduled Courses

Some courses are pre-scheduled prior to S25: Courses capped at over 86 students require auditoria. These are pre-scheduled by the College Associate Deans. Courses which carry a requirement needed because of a disability documented by HR and courses requesting the graduate seminar room SBSB 4119 are pre-scheduled by the Scheduling Office. Courses requesting MARK 202 for active learning instruction are only accepted from faculty who have undergone active learning training and are then pre-scheduled by the Scheduling Office. All conflicts arising from pre-scheduled courses are resolved by the Associate Deans. No other courses will be pre-scheduled.

The PeopleSoft schedule is inputted by the Scheduling Office into S25 after the pre-scheduled courses are placed.

## Classroom Rush

Once S25 has run and the IPC list is set, the IPC list and the set of remaining times and spaces is made available to Chairs and School or Program Coordinators. This group will be referred to as the Schedule Building Group, or SBG. During the classroom rush period, each member of SBG will be responsible for placing their courses from the IPC list into one of the available times and spaces. Members of SBG will be assisted by their Department or School's Support Coordinator (or an appropriate substitute) who is trained in 25Live, the software used during the classroom rush. Time will be given before the classroom rush for SBG members to plan, with their affected faculty, an appropriate strategy for placing the IPCs, and for the support coordinators to input into 25Live a prepared strategy. This strategy consists of a list of alternate choices, for each IPC, from the set of available times and spaces. The classroom rush will be conducted in 4 time-periods (strata A, B, C and D), with the IPCs divided onto these periods depending on course caps, and with courses with largest caps going first.