

Procedure for Centralized Classroom and Event Scheduling in Academic Space Effective Spring 2018

Introduction: The University of West Georgia adopted the use of a centralized scheduling concept through Reserve West effective for Spring 2018. The following information outlines the current process for scheduling space in academic classrooms.

I. Academic Course Scheduling

- A. **Course Editing/Building Period:** The Registrar's Office will roll the semester from the previous like semester. Banner access is given to college/departments to make edits, delete courses, or add courses. No rooms assignments should be made in Banner with the exception of pre-designated rooms listed below.
- B. **Preference Period:** College-level CPI users will have one week to set preferences in the Campus Planning Interface.
- C. **Blackout Period:** NO changes to course sections can be made during this time. The Academic Scheduler will spend approximately one month synchronizing courses into Reserve West to begin room assignments for a particular semester. The Academic Scheduler will work with each college and/or departmental to review room assignments.
- D. **Prioritization of Scheduling:** Scheduling priority for academic buildings will in the following rank order:
 1. Priority 1: Credit-bearing courses, their tests, and required class meetings
 2. Priority 2: Academic or non-academic events for faculty and Supplemental Instruction Courses
 3. Priority 3: Recurring and nonrecurring events for student organizations
 4. Priority 4: Events extensively for the use of non-UWG affiliated entities

- II. **Rooms Available for Centralized Course Scheduling:** All *academic* rooms, officially designated for instruction, will be available to schedule in Reserve West for centralized scheduling and optimization. Conference rooms that are not designated for instruction (i.e. Dean's Office or departmental conference rooms) are not included in this process. Restricted rooms are also not included in this process.

- A. **Pre-designated/Restricted Rooms:** The following courses may have rooms assigned in Banner due to the limited/restricted spaces available for these types of courses:
 1. Science Labs
 2. Computer Labs
 3. Speech Labs
 4. Music Practice Rooms
 5. Studio Art
 6. Exercise Labs (Yoga, Weightlifting)
 7. Non-academic spaces (i.e. The Oaks, Center Pointe Suites)
 8. Theater Courses
 9. ADA Requests

- B. **Appeals:** All requests for special consideration in room scheduling not already addressed should be forward to David Jenks (djenks@westga.edu). We will assess the situation and come to a resolution that best serves students, faculty, and staff.
- III. **Academic Scheduler:** The Academic Scheduler will:
- A. Keep academic room information in Reserve West current and detailed so that all end-users are aware of room specifications, its capabilities and contents.
 - B. Advise the Associate Vice President for Academic Affairs of special needs or requests that may arise.
 - C. Synchronize and optimize course sections into Reserve West to determine room locations.
 - D. Review and approve reservation requests for academic classrooms.
- IV. **Campus Planning Interface Users:** Each college will have one representative who will have access to the CPI. The designee will work with departments within the college to set preferences for courses within the CPI.
- A. Richard's College of Business: Karen O'Connor
 - B. College of Arts and Humanities: Arielle Vaughan
 - C. College of Education: Yolanda Kelley
 - D. College of Science and Mathematics: Angelika Ozier
 - E. College of Social Sciences: Melanie McLean
 - F. School of Nursing: Karen Duke
- V. **Room Requests for Academic Space (Non-course related)**
- A. Academic classrooms are available for use by UWG departments, registered student organizations, and governmental agencies.
 - B. Timeline for Requests: Requests submitted after these time periods may be declined.
 - 1. Basic meetings or events should be made at least 3 days prior to the event. We understand that some meetings will be scheduled under a shorter time frame, but long-term planning will be prioritized.
 - 2. Requests for meetings requiring the use of UWG resources (Public Safety, Auxiliary Services, etc.) should be submitted at least 5 days prior to the event.
 - 3. Specific Dates for Requests: Please refer to the semester timelines on the Campus Reservations webpage for specific dates of priority requests.
 - C. Procedure for Requests:
 - 1. User submits request via Reserve West web app - <https://westga.emscloudservice.com/webapp/>
 - 2. Request is reviewed by Academic Scheduler in Reserve West
 - 3. Confirmation Email from Academic Scheduler