

## Principles and Procedures for Scheduling Large Lecture Classes (Enrollment Capacity $\geq$ 72)

California State Polytechnic University, Pomona  
For implementation in the semester environment (Fall 2018 and later)

The purpose of the following set of procedures is to optimize the use of large classrooms at Cal Poly Pomona. The procedures outlined below are only for scheduling large lecture classes (enrollment capacity  $\geq$  72) in appropriately-sized instructional spaces. Large lecture rooms are defined as instructional spaces with a seating capacity of 72 or higher. Lecture rooms that fall under this category are listed in the table shown below.

Building	Room	Capacity	Scheduling Priority
162	1001	200	Business Administration
162	1002	120	Business Administration
15	1807	116	Science
66	202	115	Letters, Arts and Social Sciences
3	2137	111	Science
3	2870	111	Shared (Science; Environmental Design)
24C	1228	90	Shared (Science; Letters, Arts and Social Sciences)
163	1005	82	Business Administration
163	1015	82	Business Administration
163	1029	82	Business Administration
163	2005	82	Business Administration
163	2015	82	Business Administration
79A	1263	80	Hospitality Management
1	109	78	Shared (Agriculture; Environmental Design)
6	113	78	Science
9	247	73	Letters, Arts and Social Sciences
1	309	72	Letters, Arts and Social Sciences

As the campus builds additional large lecture spaces, those instructional spaces will be added to this list. Please note that special-purpose, high-capacity spaces (e.g., University Theatre) are not covered by the procedures outlined in this document.

1. Early in the [schedule building timeline](#) for any term, departments and colleges should schedule large lecture classes in PeopleSoft (including meeting days/times) as they schedule all their classes, but the large classes should not be placed in any room. Therefore, the

Facility ID field should be left blank in PeopleSoft. However, the meeting days, meeting times, and meeting start/end dates should be entered. Please see below for a screen shot of the “Meetings” tab in PeopleSoft class scheduling module.

The screenshot displays the 'Meetings' tab in the PeopleSoft class scheduling module. The 'Facility ID' field is circled in red. The 'Meeting Pattern' section shows meeting times from 12:00PM to 12:50PM on M, T, W, F, S, S days, with start and end dates of 03/26/2018 and 06/01/2018. The 'Instructors For Meeting Pattern' table shows one instructor with a role of 'Prim In'.

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Prim In	<input checked="" type="checkbox"/>			0	

Screen shot of the “Meetings” tab in PeopleSoft class scheduling module. For lecture classes with enrollment capacity of 72 or higher, the “Facility ID” field in PeopleSoft should be left empty. However, the meeting days, meeting times, and meeting start/end dates should be entered. The Office of Academic Planning will place these classes in appropriate rooms prior to the start of the Inner-College Scheduling period.

- For any lecture section, an enrollment capacity equal or greater than 72 signals the need to be in a large classroom. The Office of Academic Planning takes on the responsibility of finding appropriate rooms for these classes.

3. The Office of Academic Planning will collect additional information from departments/colleges regarding special pedagogy needs of the scheduled large lecture classes in order to ensure that these classes are placed in appropriate instructional spaces.
4. The Office of Academic Planning will allocate instructional spaces based on scheduled classroom fill rate, projected enrollment/FTES, and historical trends for course fill rate.
5. After the metrics noted above are taken into account, priority for any given instructional space is given to departments/colleges that have scheduling priority in the space under consideration (see table of large lecture rooms above). Moreover, as much as possible, classes will be placed in large lecture rooms that are near (i.e., physical distance) the department/college.
6. If no classroom is available during the scheduled day/time, the Office of Academic Planning will work with the department/college to find an alternative suitable day/time.
7. Every effort will be made to complete the placement of large lecture classes prior to the start of the Inner-College Scheduling period. Please see the [schedule building timeline](#).
8. Later in the [schedule building timeline](#), rooms may be swapped as appropriate to accommodate classes with large waitlists (when the department wishes to increase enrollment capacity).
9. Off-module courses cannot be scheduled in large classrooms.
10. Tentative sections will have the lowest priority for placement in large lecture rooms.
11. Strong justification and endorsements of the chair and dean will be needed for scheduling courses with high rates of D/W/F letter grades in large classrooms.
12. For classes lower than 72 enrollment capacity (lecture, seminar, laboratory, activity, etc.), or for instructional spaces not listed in the table above, departments/colleges should follow existing practices.