




May 21, 2018

To: Dylan Rodriguez, Chair
Riverside Division

From: Richard Seto 
Committee on Physical Resources Planning

Re: [Campus Review] Course Scheduling Policy Workgroup Report

The Committee on Physical Resources Planning reviewed the [Campus Review] Course Scheduling Policy Workgroup Report at their May 7, 2018 committee meeting. The report by the Course Scheduling Policy Workgroup was in response to the demand for classrooms during the prime time between 9AM and 3PM. The committee was generally supportive of the plan as proposed. It was pointed out that one of the important outcomes of a more organized scheduling process is the identification of errors before the quarter starts. To this end the availability of a proposed schedule, a reasonable time before the quarter begins would be important. The proposal to plan schedules for the entire year, instead of quarter by quarter would do much in this regard. There were two other minor issues of concern. The first was a desire on the part of the faculty that advance warning be given to instructors when canceling classes - though this may be a function of the timing of student registration. The second was a lack of staffing which leads to errors - in particular when one person is assigned to several departments. This problem is alluded to, as the report acknowledged that scheduling is an enormous effort, requiring the full attention of several staff for a month during times of peak workload.