2017 Scheduling Conference
Success Starts Here!

Presented by:
The Office of The Registrar
The Office of the Provost
Welcome

• Arturo Torres, Assistant Registrar for Operations
• Valerie Schaefer, Scheduling Coordinator
• Dr. Katie Humphreys, Registrar
• Dr. Rainier Spencer, Vice Provost for Academic Programs
State of Scheduling
Flash back to 1957
Scheduling Today

• In 1957 we offered 87 courses
• For Fall 2017 we currently have 7482 course scheduled
  • 4653 of those are on campus and need classrooms
• In Fall 2009 we offered 4973 courses
  • 3142 of those were in classrooms.
# 2014-2016 Class Distribution

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>M - TH Before 10am or After 4pm</th>
<th>M - TH 10:00 AM - 1:00 PM</th>
<th>M - TH 1:00PM - 4:00 PM</th>
<th>F/Sa</th>
<th>Total Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aim For 30%</td>
<td>Up to 35%</td>
<td>Up to 35%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2014</td>
<td>23.55%</td>
<td>28.99%</td>
<td>30.84%</td>
<td>16.62%</td>
<td>3466</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>26.51%</td>
<td>28.86%</td>
<td>29.19%</td>
<td>15.44%</td>
<td>3479</td>
</tr>
<tr>
<td>Fall 2016</td>
<td>33.51%</td>
<td>24.88%</td>
<td>27.08%</td>
<td>14.53%</td>
<td>3963</td>
</tr>
</tbody>
</table>
Classroom Utilization
2014-2016 Percentage of General Purpose Classrooms in Use MW
2014-2016 Percentage of General Purpose Classrooms in Use TR

UNLV Office of THE REGISTRAR
2014-2016 Percentage of General Purpose Classrooms in Use FS

![Bar chart showing percentage of general purpose classrooms in use from 2014 to 2016, with specific times and percentages listed for each year.]
Seat Utilization
2014-2016 Percentage of General Purpose Seats in Use MW

Fall 2014
Fall 2015
Fall 2016
2014-2016 Percentage of General Purpose Seats in Use TR
2014-2016 Percentage of General Purpose Seats in Use FS

[Bar chart showing percentage of general purpose seats in use for different times and years: Fall 2014, Fall 2015, Fall 2016.]
What does this mean?
## UNLV Fall 2016 compared to HESI Benchmarks

<table>
<thead>
<tr>
<th></th>
<th>HESI</th>
<th>UNLV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Utilization Standard Week</td>
<td>49%</td>
<td>79% or 67%</td>
</tr>
<tr>
<td>Classroom Utilization Primetime</td>
<td>70%</td>
<td>92%</td>
</tr>
<tr>
<td>Seat Fill Utilization - Enrollment</td>
<td>62%</td>
<td>72%</td>
</tr>
</tbody>
</table>
## Fall 2017 Impossible to Place Classes

<table>
<thead>
<tr>
<th>Day</th>
<th>7:00 – 8:15</th>
<th>8:30 – 9:45</th>
<th>10:00 – 11:15</th>
<th>11:30 – 12:45</th>
<th>1:00 – 2:15</th>
<th>2:30 – 3:45</th>
<th>4:00 – 5:15</th>
<th>5:30 – 6:45</th>
<th>7:00 – 8:15</th>
<th>8:30 – 9:45</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>0</td>
<td>0</td>
<td>26</td>
<td>20</td>
<td>25</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tuesday</td>
<td>0</td>
<td>0</td>
<td>21</td>
<td>27</td>
<td>6</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wednesday</td>
<td>0</td>
<td>0</td>
<td>17</td>
<td>6</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Thursday</td>
<td>0</td>
<td>0</td>
<td>24</td>
<td>27</td>
<td>10</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
# Current GP Room Inventory

<table>
<thead>
<tr>
<th>Seat Count</th>
<th>Total # of Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-19</td>
<td>11</td>
</tr>
<tr>
<td>20-29</td>
<td>31</td>
</tr>
<tr>
<td>30-39</td>
<td>39</td>
</tr>
<tr>
<td>40-49</td>
<td>25</td>
</tr>
<tr>
<td>50-59</td>
<td>14</td>
</tr>
<tr>
<td>60-69</td>
<td>28</td>
</tr>
<tr>
<td>70-99</td>
<td>2</td>
</tr>
<tr>
<td>100-199</td>
<td>7</td>
</tr>
<tr>
<td>200+</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>163</td>
</tr>
</tbody>
</table>
Future GP Room Inventory

• New build.
  • Hospitality Hall will add classrooms to the General Purpose pool.
  • Cannot rely on building construction

• Need to focus on efficient and innovative scheduling
What We’ve Done

• Department List/Accountability List
• Annual Training Refresher
• Associate Dean’s Council
• 2015 Scheduling Forum
• Monitoring required courses / notifications
• Monitoring cancelled courses
What We’ve Done (cont.)

• New clean-up queries
• EBO
• Distribution Goals
• Resetting the schedule (schedule roll)
• Annual Cap Increase Initiative
What We’re Working On

• Action items from report to Regents
• Formalizing Hybrid Meeting patterns
• Working to streamline and improve the scheduling process.
  • Request Forms
  • Standardized procedures
  • More access for Department Schedulers
What We’re Working On

• New Distribution Goals along w/Compliance Reviews
• 25Live Campus-wide
• Capacity Study
## New Distribution Goals

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<tr>
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<th>M - TH Before 10am or After 4pm</th>
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</thead>
<tbody>
<tr>
<td><strong>Old Guidelines</strong></td>
<td>Aim For 30%</td>
<td>Up to 35%</td>
<td>Up to 35%</td>
<td>Aim For 20%</td>
</tr>
<tr>
<td><strong>New Guidelines</strong></td>
<td>At Least 27%</td>
<td>No More Than 27%</td>
<td>No More Than 27%</td>
<td>At Least 19%</td>
</tr>
</tbody>
</table>
Other Possible Initiatives

- Return to MWF meeting pattern
- Increased use of F/S
- Stretch Classes
- Mini-Mesters & Intersession
- Curricular Cohesion Initiative
- Review of Dept.-Owned Space
- Continuing to increase online offerings
The Future at UNLV

• Increases in enrollment = increasingly creative with space use

AND YOU THOUGHT TETRIS WAS JUST A GAME