

# Department First Preference (DFP) review for CRB

November 19, 2014

# DFP overview

- Policy created in 1997, updated in 2007
- Intended to support a dept's instructional program
- Allows first preference in scheduling classes in a GA room
  - During 'first draft' only
- Appropriate when a dept has unique instructional needs not satisfied by the larger pool of other GA classrooms
- Distance from instructor's office or instructor's personal convenience is not sufficient justification

# DFP requirements (current policy)

- Comply with CDHE's utilization standards (67%)
- At least one undergrad level course that meets at either
  - 8am, MWF
  - 4pm, TR
- Specialized equipment
  - Acquisition requires CRB approval
  - If purchased by the dept, it becomes property of the University under the control of the CRB
  - Will be available for use by all classes scheduled in the room
- Any changes (furniture, technology) require CRB approval

# DFP requirements, cont'

- DFP rooms are open to all, scheduled by Room Scheduling (RO) when not scheduled by dept
- Designation is temporary
  - If conditions for DFP no longer exist, DFP will be rescinded
  - CRB will conduct periodic reviews

# DFP Scope

- [GA Classroom Information Sheet](#)
- Summary:
  - 164 total GA Rooms
  - 74 DFP Rooms

# DFP Issues

- All GA rooms are ‘smart’ (technology-equipped), thus;
  - The ‘unique instructional needs not met by the larger pool of general assignment rooms’ criterion is harder to rationalize
- DFP policy may not be known in all departments and is not well communicated
- Periodic reviews have not occurred and therefore some DFP designations may no longer be valid

# DFP Issues, cont'

- Depts not complying with the 8am/4pm requirement
- Significant differences between estimated and actual enrollment
- Depts are not filling seats to 67% capacity. Average seat fill in 65 DFP rooms based on actual enrollment is 46.82%
  - Starting to look at historical enrollments but this is a considerable effort with 2000+ sections in GA rooms

# Help is on the way, EMS

- Optimization capability takes into account a wide variety of factors (class size, room capacity, room feature requirements, instructor preferences, etc.) when creating a class schedule
- Currently working to implement “campus planning interface” which is an online tool depts will use to build their class schedule.
  - Allows scheduler to enter room preferences and/or requirements
  - EMS will then take these preferences/requirements into account when placing sections
- Tentative go live date of Fall 2016



# Questions to ponder

- Should DFP (the concept) continue?
- If so,
  - Are the current criteria sufficient?
  - If not, what should be considered?
  - Student convenience/proximity?

# Discussion!