

Policies for General Assignment Classrooms
Accepted by the Classroom Review Board, May 13, 2015

General Assignment (GA) classrooms are centrally managed facilities designed to support the educational mission of the University. Oversight of the GA classroom pool is provided by the Classroom Review Board (see <http://thecrb.colostate.edu>), scheduling is managed by the Academic and Classroom Scheduling department within the Registrar's Office and support for technology provided by Classroom Support Services, a part of Academic Computing and Networking Services. GA classrooms are available to the campus at large and intended to be used to teach a wide variety disciplines, and therefore configured to provide a similar and consistent experience to instructors, to the extent practicable.

General policies related to use of GA rooms include:

1. **Seat Utilization** in GA classrooms should meet or exceed the University standard of 67%.
2. Classes must be scheduled in compliance with the **Standard Class Times** (see <http://registrar.colostate.edu/forms/mis/>).
3. Sections should be **scheduled evenly** throughout the day (8am to 5pm) and the days of the week (Monday through Friday).
4. **Priority of assignment** will be made based on the following criteria:
 - a. Class Size (capacity proposed by the department, unless it differs greatly from historical records of enrollments for the course).
 - b. Special class requirements (specialized equipment or technology, flipped classroom, etc.).
 - c. Scheduling needs to accommodate timely flows of students between and among classrooms.
 - d. Accommodations for students and teachers with ADA or other special needs/disabilities.
5. Classrooms with **First Preference** (see below) shall have priority in scheduling during the first draft phase of the schedule build for each semester.
6. Any and all **modifications** made to the rooms that impact the teaching and learning experience must be approved by the CRB.
7. **Specialized equipment** may be needed in some cases for instructional purposes. In these cases;
 - a. Installation and ongoing maintenance and replacement plan must be approved by the CRB.
 - b. The equipment will be made available to any and all classes scheduled in that room.
 - c. The equipment will be deemed property of the University and fall under the oversight of the CRB.

First Preference Designation:

The First Preference (FP) designation for General Assignment classrooms is intended to support the instructional programs of the University by allowing scheduling priority during the first draft of the scheduling process when unique instructional needs are required. First preference can be assigned to a program, department, or College, and must be approved by the Classroom Review Board (CRB).

Justification for First Preference is based on **unique or specialized teaching components** associated with a classroom such as ceiling cameras for dissection, specialized displays such as periodic tables, specialized writing surfaces, etc.

Process:

1. Requests for first preference should be sent to the Chair of the CRB and should include;
 - a. Name of requesting entity.
 - b. Sponsor contact information (Dean, Department Head, Director).
 - c. Justification for FP designation.
2. The CRB will make its determination at regularly scheduled meetings which occur approximately monthly during the academic year.
3. FP designation is in effect only during the first draft of the schedule construction process, approximately 9 months prior to the start of the term. After the first draft, classrooms will be made available for general scheduling.
4. FP designations are temporary, with justifications that units must renew at the request of the CRB, will be reviewed periodically by a subcommittee of the CRB, and may be revoked if the justification for continuance is insufficient.