

APPENDIX AA

California State University, Stanislaus

6-AS-05-UEPC

Procedures for Scheduling Television Classrooms

A dynamic, interactive process between faculty and academic departments who offer the courses students need and the course schedulers should result in televised course schedules that meet the needs of receive site students as prioritized in the Criteria below. Academic departments will be responsible for providing the Director of the Office of Mediated and Distance Learning, who is responsible for televised room scheduling, with a priority list of courses requested for delivery by television, along with preferred rooms and time periods, and the criteria (from the list below) appropriate for all courses requested. This information should be submitted simultaneously to the Director of Mediated and Distance Learning and the college deans at the time course requests are required at the college dean's level. This scheduling information can then be coordinated with Enrollment Services.

Criteria for Scheduling Television Classroom. Listed in Order of Importance

I. Courses offered on Television will be assigned rooms based on the following criteria

(Criteria A and B have priority):

- A. Courses that support degree, credential, concentration, or emphases programs at receive sites.
- B. Upper division general education courses.
- C. Courses that will meet on campus and will generate additional enrollments off-campus, based on course history and changes in program offerings or requirements.
- D. Courses that use blended/hybrid instructional methods to reduce seat time in television-equipped classrooms, thus allowing for more courses to be offered.
- E. Class meeting times aligned with traditional class time periods to maximize use of rooms.
- F. Courses meeting the following criteria will be assigned to television classrooms during the final day of course scheduling, on a space available basis:
 - o courses to be televised but whose enrollment caps may deny access to reasonable numbers of remote site students,
 - o courses with special needs whose expense may be greater than the anticipated benefit,
 - o courses that do not meet the Criteria A through E listed above.

I. Television origination classrooms not scheduled for television course delivery will be available for room assignment to non-televised courses under the following conditions:

- A. When, after initial television room assignments have been made and the schedule is sent to Enrollment Services for on-campus room assignments, faculty members and department chairs have agreed to open a section in Stockton, **or**
- B. When, after initial television room assignments have been made and the schedule is sent to Enrollment Services for on-campus room assignments, there are no other classrooms on campus available at that time **and**
 1. For DBH 164 and 165, operator assistance is provided only when an operator is assigned at that time to the other room (either 164 or 165). If no operator has been assigned to that time, faculty members agree to operate the classes with no media support, unless they supply their own data projector.
 2. For DBH 146, classes must end at least thirty minutes prior to the start of the next televised class in that room and faculty members agree to operate the VCE and Elmo themselves. Faculty using a data projector must supply their own data projector.