

MARQUETTE UNIVERSITY
Office of the Provost

TO: Deans and Department Chairs

FROM: Dr. Madeline Wake, Provost

DATE: August 21, 2007

SUBJECT: Classroom Scheduling

Current pedagogy practices require the maximum utilization and efficient scheduling of University classrooms. The usage of classroom scheduling software is now essential to ensure maximum utilization of available classrooms. All classrooms, general pool and those identified as having college/school/department priority will be scheduled using the automated classroom program beginning with spring 2008.

Classrooms identified as having priority for a particular college/school/department will be used to first schedule the courses of that college/school/department into those classrooms. The remaining available periods will be used for other classes. Restricted classrooms that are not in the general pool should be utilized for college/school/department courses prior to requesting use of a general pool classroom.

To ensure classrooms are properly assigned, departments should ensure all faculty physical/medical needs, pedagogical requirements, instructional needs and expected enrollment capacities are accurately identified during the initial scheduling process. Once the automated scheduling process for a semester is completed, classes will be moved only when growth in enrollment exceeds the room capacity. Any movement of classes will be made only by the Registrar.

cc: Ms. Georgia McRae