

October 20, 2009

NEW FOR FALL 2010:
REVIEW FINAL EXAM INSERT FOR MORE INFORMATION

TO: Deans and Departmental Executive Officers

FROM: Char Maher, Classroom Scheduling, Office of the Registrar

RE: Fall 2010 Call for Course Offerings – **NEW** Classroom Scheduling Instructions

We would like to announce the addition of 200 CC, to our room pool to assist with programs displaced from the flood. This is a 30 seat classroom with table and chair seating. We invite you to check out our website at <http://classrooms.uiowa.edu/> to see room details and photos.

Enclosed are the instructional materials for requesting general assignment classrooms for fall 2010. The Call for Course Offerings indicates time, days, and classroom assignments from *last year's fall offerings*. However, reassignment of classrooms will occur based on fall 2010 course proposals for which new classroom assignments will result. Manual reassignment of the classrooms found on your copy is not necessary. In the event, a new course is added or not found on the course offerings copy, a classroom and/or building may be suggested, but will be treated as a request and not guaranteed. In this time of budget crisis we ask you to review your course enrollment figures to keep them as realistic as possible. Classroom capacities can be found on our website to help guide you with your planning.

The Initial Course Schedule Preferences web form still plays a vital role in classroom scheduling. *The web form can be used as a tool to assist in identifying appropriate individual course preferences for departmental curriculum requesting general assignment space.* In turn, completion of the web form will help to achieve best fit classroom opportunities for all courses. You will find this form on our website at <http://classrooms.uiowa.edu> under the "Forms" heading. Upon accessing the link, you will be directed to InfoBank where you will be prompted for your HawkID and password. The forms must be returned to our office via electronic submission no later than November 11, 2009. Of course, Classroom Scheduling will continue to accept course preferences by memo or spreadsheet data if either method of communication is preferred. However, departmental use of the web form will allow our office to better track need of technology in general assignment classrooms for reporting and installation purposes. Classrooms will continue to be assigned to courses based on efficient utilization, technology, and/or special needs, as well as departmental building preferences whenever possible.

Departments requesting any audio-visual technology or special classroom accommodation for instructor disability must clearly indicate this need on the call for copy, but our preferred method is the electronic preferences web form. Please indicate type of equipment needed for each course; for example, computer, VCR, DVD, slide projector, and document camera, etc. In addition, assistance in identification of co-existing courses would be appreciated.

For best utilization of all classrooms, departments should adhere closely to class-hour allocations and course meeting patterns as set out in the enclosed Scheduling Regulations, pink insert. Schedule copy will be checked for adherence to allocations and meeting times. Courses scheduled for times outside the standard meeting pattern will be scheduled *after* courses which meet the regular meeting pattern. **Copy which does not comply with regulations may cause delay in scheduling and probable loss of normal assignment priority.** All departmental classrooms should be scheduled to the extent possible before requesting general assignment classrooms.

A list of the general assignment classrooms is enclosed for your information indicating buildings, classroom numbers, and capacities. Also, note that **ALL** classrooms are now equipped with a computer and other audiovisual technology. Small amounts of portable technology such as slide projectors or standard overheads are still available for checkout through Classroom Tech Support. On-line classroom information can be found on our web site to assist with preparation of the call for copy at <http://classrooms.uiowa.edu>.

Please Note: The Registrar's Office will notify departments by email when instructor names can be entered into MAUI. The classroom scheduling program must have instructor names by date indicated on the email in order to schedule back-to-back classes and instructor preferences appropriately. Additionally, an email notification will be sent to departmental scheduling contacts requesting midterm examination data during early call for copy processes.

Room requests for weekly faculty meetings, colloquia, or special courses that do not meet the entire semester should be sent separately, in memo or email form, to my attention.

If you have any questions, please feel free to contact me at 335-0242 or at charlene-maher@uiowa.edu.

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