

Starting Fall 2019

Lecture Hall Scheduling Guidelines

01. PURPOSE STATEMENT

The university must identify those classes that can be taught effectively in larger settings and provide the appropriate facilities and support systems for these classes. To this end, the university has built and equipped a number of large lecture halls that are available to every department on a priority basis.

This document outlines guidelines related to the use of the University's large lecture classrooms: AB4; CHSS C070, C090; CJC A190, A290; LDB 214; SHB 128, 186.

02. PROCEDURES FOR SCHEDULING OF LECTURE HALLS

02.01 The Lecture Hall Scheduling Committee (LHSC) is responsible for general coordination and oversight of SHSU's lecture halls. LHSC members are appointed by the Provost and Vice President for Academic Affairs by September 1 of each year in accordance with the following membership guidelines: university registrar, campus space planner, three associate deans, and four school/department chairs (three-year term).

02.02 The LHSC will assign classes to the lecture halls in accordance with the following general guidelines:

- a. Classes must maintain a 75% fill rate, unless the classroom and time slot are unfilled. Classes that fill at 75% for fall, but only 50% (e.g.) for spring, will not automatically lose priority.
- d. The committee recognizes that most faculty and students prefer classes falling between 9:00-3:00. Therefore, to the extent possible courses will rotate or readjust on an annual basis to provide different departments the chance to schedule classes in prime-time.
- c. Requests to add a new course (i.e. one not currently in the scheduling rotation) are considered on a case-by-case basis. Decisions are based on stated guidelines and priorities, including the department's enrollment estimate.
- d. In all cases, primary emphasis for assignment to lecture hall space is given to course sections that make effective use of the available seating capacity of these lecture halls.
- e. All courses utilizing lecture halls must adhere to the standardized class scheduling guidelines.