



RCS News

Important Updates from Room & Course Scheduling

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ANNOUNCEMENTS

Open Scheduling Underway!

Open Scheduling in UAccess began on **May 1 and continues through July 31**. With the start of Open Scheduling, the terms will "roll over" from Winter 2022 and Spring 2023 to create the Winter 2023 and Spring 2024 terms. Open scheduling is the first opportunity for department schedulers to add, change, or cancel class sections to be delivered differently than in the past.

If you missed our Open Scheduling Kickoff webinar last month, the [**posted presentation deck and recording**](#) is available so you can review the featured topics of contact minute compliance and new course attributes— as well as go over the basics to refresh your scheduling skills.

Priority Scheduling Request Review Process

Now through July 1, departments may [**request priority scheduling**](#) for a class section. There are

specific criteria in place to determine [qualifications for priority scheduling](#), such as an instructor with a disability or when the requesting department provided financial support for the equipment or renovation of a centrally scheduled classroom.

New to the priority scheduling request process is a **request review cycle**. After July 1, the RCS team will review priority scheduling requests and connect with department schedulers to review the requests to ensure alignment to the Class Setup Data submitted in UAccess. Adding this layer of collaboration will increase accuracy of the priority request room assignment process.

If the request is approved, the Facility ID is assigned to the section before room optimization. Class section setup data should still be entered during Open Scheduling, with the application considered a supplement to the information supplied in the Schedule of Classes in UAccess.

To request priority scheduling, please complete the [Priority Scheduling Request Application](#) form for each open scheduling cycle. Please note that the application requires the Department Head's approval. If you have questions about the criteria or have other special circumstances that should be considered for priority scheduling, please contact the [RCS team](#).

Review the [Priority Scheduling Resource Guide](#) to determine if your section meets the criteria and for directions on submitting the request application.

New Process for Updating the Instructor/Advisor Table

When an instructor is no longer employed by the university, currently they can remain as an active instructor in UAccess. The department has previously been tasked to update the table to inactivate instructors as necessary (i.e., separation from institution, etc.). For various reasons such as committee appointments or retirement, some instructors or advisors have remained active on the table even after departing the university.

An inadvertent active status can lead to an inactive employee being assigned to instruct classes — causing issues with the schedule of classes or with getting important communications to students. The Office of the Registrar is implementing solutions to create the most accurate instructor table information in UAccess by using Human Resources data to confirm when an instructor's status should change from active to inactive and then processing that change.

There are three likely scenarios where an instructor is inactive according to HR and remains active according to the department; in these cases the following solutions will be used:

- Inactive Instructors who have no active classes
 - *Action:* RCS will set instructor to inactive in the Instructor/Advisor Table so they can no

longer be assigned to a class.

- Inactive Instructors who are on the schedule but have no student enrollment.
 - *Action:* RCS will mark the class as tentative, remove the instructor, update their status to inactive in the Instructor/Advisor Table and notify the department.
- Inactive instructors who are on the schedule and that have student enrollment.
 - *Action:* RCS will verify with the department which instructor will teach the class or if a Designated Campus Colleague (DCC) will teach. The class will be updated, and the instructor will be set to inactive in the Instructor/Advisor Table.

Because the query is run based on instructor type, additional coordination with Human Resources will be considered to ensure that departments categorize their active employees in the correct category, and then maintain that categorization if the employee changes status (i.e., in the case of an emeritus faculty who may teach on occasion).

Scheduling Courses for Arizona Online

Arizona Online is a dynamic online learning opportunity offered by the University of Arizona as a 100% online alternative to Main or Distance campuses. Arizona Online provides students with a flexible and engaging educational experience, allowing them to pursue their academic goals from anywhere in the world. To provide this flexibility, Arizona Online courses are offered via asynchronous online modality and in 7.5-week sessions.

When scheduling Arizona Online courses and sections, please remember:

- Campus=ONLN
- Location=Online
- Session=Seven Week-First or Seven Week-Second
- Facility=ONLINE
- Mode=FullOnline

In the ongoing effort to make the student experience more consistent and transparent, Arizona Online will be closely monitoring the course length to ensure that courses align with our 7.5-week format. If you have any questions about the 7.5-week format, please contact **Caleb Simmons**, Arizona Online Executive Director (calebsimmons@arizona.edu).

More information about the Arizona Online student experience can be found at this link:

ARIZONA ONLINE STUDENT EXPERIENCE

SCHEDULING TIP

Requesting Collaborative Learning Spaces

Collaborative Learning Spaces (CLS) are reimagined classrooms that support a model of active learning by providing flexible furniture arrangements, multiple screens, tabletop whiteboards, augmented acoustics, and enhanced networks to encourage the use of technology. **Some class sections will naturally benefit** from the innovations available in the collaborative learning spaces, while other class sections are best suited for traditional classrooms. As the department scheduler, it is important to know the options available and how to guide faculty in accessing these instructional resources.

Instructors are responsible for submitting and maintaining their CLS Preferred Instructor applications to qualify for the CLS Preferred Instructor list. During room scheduling, sections requesting a CLS are reviewed to confirm an eligible instructor is listed. Contact **Jenna Childers** to determine if your instructor is approved.

Please note that a request for a Collaborative Learning Space cannot be guaranteed. There are sixty-one rooms and each semester the demand for a CLS grows. It is best to have a backup, non-prime time meeting pattern ready. If a CLS is not available at the requested time another Centrally Scheduled Classroom will be assigned during the Optimization process.

Open scheduling is the ideal time to request a Collaborative Learning Space. Follow the actions outlined below in the Scheduling a Collaborative Learning Space Resource Guide.

RESOURCE GUIDE: COLLABORATIVE LEARNING SPACES

VIEW ALL RCS SCHEDULING TIPS

STAFF SPOTLIGHT

Jenna Childers

Start Date: April 2023

Position: Central Classroom Services Coordinator

Job Duties: I work on in-person support for classroom needs and processing event requests. I also support the Schedule of Classes and Collaborative Learning Space classroom assignments.

Favorite Part of the Job: Being able to solve classroom issues to ensure students have the best learning environment.

Fun Fact: When I was younger, I thought if I became a marine biologist, I would get to pet dolphins every day.



UPCOMING SCHEDULING DATES & DEADLINES

July
1

Priority Scheduling & CLS Requests Due

July
31

Open Scheduling Ends for Winter 2023 & Spring 2024

August
1

Closed Scheduling Begins for Winter 2023 & Spring 2024

[View All Scheduling Dates & Deadlines](#)

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Land Acknowledgment

We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O'odham and the Yaqui. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.