

**Office of the Provost**

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DATE: March 27, 2019

TO: Department Chairs and Program Directors

FROM: Dr. Philip Rous  
Provost and Senior Vice President for Academic Affairs 

SUBJECT: Instructional Space and Scheduling Improvements Initiative

Over the course of 2018, an educational consultant worked with the Office of the Provost to engage nearly 100 faculty and staff in the assessment of current practices, policies, and procedures regarding the current allocation and scheduling of instructional spaces. This instructional space and scheduling review resulted in two reports that are available through the website of the Office of the Provost:

1. [Utilization Analysis Report](#)
2. [Key Issues and Planning Directions](#)

The reports' findings provide the foundation for the next stage which is to develop and implement recommendations that advance improvements in instructional space and scheduling to foster scholarly excellence. Continued campus engagement is essential for the success of this initiative. The Provost and Deans have proposed a process for which Vice Provost Antonio Moreira will serve as **Project Lead**. A **Steering Committee** composed of the Provost, Deans, Vice Provosts, Vice President of Information Technology, and Vice President of Administration and Finance will champion the process, review recommendations, and make decisions on future steps. A **Task Force** will review and synthesize information and make recommendations for each of the five planning directions:

- a. Scheduling Software System
- b. Scheduling Authority
- c. Scheduling Policies, Processes, and Staffing
- d. Time Grid
- e. Instructional Space Needs

Members of the Task Force will lead **Working Teams** for each planning direction to conduct research, analyze options, and present findings to the Task Force. Periodic reviews and updates with **Chairs and Scheduling Coordinators** will inform decision-making.

We anticipate that the process to develop and implement improvements in policies, processes, and procedures will require a commitment of resources over the next few years. Engagement with the academic community will be critical to ensuring success.

We request your participation in a meeting to review the proposed process and discuss membership of the Task Force and Working Teams. Our office will be scheduling three time slots during the month of April for these meetings.

Thank you.

Cc: Drs. Keith Bowman, Scott Casper, Katharine Cole, William LaCourse, Antonio Moreira,  
Yvette Mozie-Ross, Janet Rutledge, Sarah Shin, Chris Steele, Carolyn Tice  
Ms. Lynne Schaefer  
Mr. Jack Suess