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**DATE:** May 24, 2011  
**FROM:** Rodney A. Erickson

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**SUBJECT:** Instructional Space Task Force

In 2009-10, two committees worked to examine policies and procedures related to the allocation and assignment of our classroom spaces. The first committee looked specifically at current scheduling policies, procedures and processes for general-purpose classrooms, class laboratories and other regularly scheduled instructional spaces at University Park and the Commonwealth Campuses. The second committee examined current ISIS scheduling screens and reports and recommended changes or modifications to support improvements in the utilization of all instructional spaces, the usability of the scheduling process, equity in the assignment of spaces, collection of accurate scheduling information, flexibility in scheduling sequences and the elimination of "game playing" in the process.

From the reports of these committees, it is clear that we need to develop and communicate a shared set of norms and expectations for scheduling classes. These should serve students, meet the needs of faculty, and make effective use of our classroom facilities. Once these norms and expectations are developed, we need a consistent set of policies and procedures for assigning classroom space. I invite you to participate in a task force being formed to accomplish this important goal. Yvonne Gaudelius, Assistant Vice President and Associate Dean for Undergraduate Education, and Karen Schultz, University Registrar, have agreed to co-chair the task force.

In addition to developing and communicating shared norms and expectations, the task force should address the following challenges:

- creation of a course schedule that facilitates students' timely progress toward degree completion

- flexibility to accommodate 21<sup>st</sup> century teaching and learning models such as hybrid courses and collaborative learning spaces
- balance and fairness in access to instructional facilities
- balance between centrally and departmentally managed spaces
- effective utilization of instructional facilities
- creation of a balanced schedule that distributes courses throughout the day and across the week

The task force is being formed with a broad cross-section of members, including faculty, staff, and administrators, in order to provide a range of perspectives. Since the charge to the task force is substantial, I am asking the members to commit sufficient time to enable final recommendations to be delivered by January 6, 2012.

Please respond to Lois Rice @ [lrice@psu.edu](mailto:lrice@psu.edu) by June 3 regarding your willingness and availability to serve. I am hoping you are able to participate in this important initiative.

cc: Robert N. Pangborn