Academic and Event Scheduling

Approved by the Provost; August 15, 2023
Implemented by the Space Use Advisory Committee and the Scheduling Executive Committee

POLICY PURPOSE

Access to classroom and event space is provided to support mission-driven activities of the institution. This policy:

- Implements the faculty's goal of ensuring that students have as much flexibility as possible in developing their schedules so that they can access the full range of educational opportunities offered by the university.

- Aims to reduce barriers associated with meeting pattern and time-of-day conflicts.
- Seeks to distribute classes evenly throughout the day, thus providing the greatest possible number of non-conflicting time patterns.
- Promotes fair and efficient stewardship of institutional resources, including classroom facilities, equipment, technical support staff, and administrative staff associated with room scheduling activities.

This policy also promotes more efficient use of campus space in accordance with the Cornell University *Space Management Principles* approved by the Capital Funding and Priorities Committee on April 24, 2012. As with all space, instructional space belongs to the University and is a resource that should be actively managed to provide optimal value.

CENTRAL SCHEDULING TOOLS

Intention and Summary

This policy section is intended to promote the use of centrally supported space and event scheduling tools to provide a consistent end user experience, enhance operational efficiencies and technical support, and gain further understanding of space utilization.

This section addresses the tool by which a space is scheduled. It is not the intent of this section to address parameters related to scheduling workflows, especially in terms of unit roles or approvals of space use.

Givens
- University Policy 2.7, Reporting the Use of Facilities, defines room types by name and by room type code. The room types follow from the Postsecondary Education Facilities Inventory and Classification Manual (FICM) (May 2006) and are consistent across higher education in the United States.
- Policy 2.7 assigns the responsibility for an accurate physical space inventory to the units occupying the space.
- The physical space inventory is recorded in the Facilities Inventory System (FIS) maintained by Facilities and Campus Services.
- The University provides and maintains central scheduling tools:
  - Scheduling@Cornell for classes and events, and
  - Microsoft® Outlook for meetings. Simply defined, meetings are events with an invited list of known attendees. Meetings often occur in conference rooms.

Spaces Included in Scheduling@Cornell

The following spaces, collectively identified as *instructional and event spaces*, shall be included in Scheduling@Cornell:
1. Main campus[1] institutional outdoor spaces on a list vetted by institutional risk, security, and event staff as appropriate venues for events.

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[1] The main campus of Cornell University is in Ithaca, New York and includes Cornell owned and occupied land and buildings between Hanshaw Road to the north and Snyder Hill Road to the south and University Avenue to the west and Game Farm Road to the east. Facilities and land along Freese Road immediately south of Hanshaw Road are included within the main campus. In the Facilities Inventory System, this main campus is captured in Precinct 29.

2. Main campus rooms that meet the Policy 2.7 definition for:
   a. Classroom facilities (room type code 110),
   b. Assembly (room type code 610), or
   c. Meeting room[2] (room type code 680).
3. Any location with more than one lecture (LEC), seminar (SEM), discussion (DIS) and/or Design Studio (DES) sections a semester, when the space is clearly of a character intended for general purpose instruction, no matter how classified in the FIS.

   See the Exceptions section for further details regarding locations that host general-purpose type classes but are clearly of a character to support a primary purpose of more specialized instruction.
4. Event venues: Spaces not otherwise identified by 1-3 above at any Cornell site that host events that require registration based on risk analysis.

Locations identified in categories 1-3 will be fully scheduled in Scheduling@Cornell.

For locations identified in #4, use of these event venues for registered events must be recorded in Scheduling@Cornell. All other uses of event venues are optionally scheduled in Scheduling@Cornell.

New required locations, created by renovations or construction projects, must be added to the system when the location receives a certificate of occupancy. General-purpose type instructional spaces identified under 2 and 3 above should be fully loaded with features for the semester immediately following legal occupancy.

Operational considerations related to viewing, requesting and approving locations requests are identified in Appendix CST.1.

Location Inclusion in the Optimizer

For purposes of identifying locations for classes that do not require specialized furnishings or equipment, all locations identified under 2(a),(b),(c) and 3 above will be identified in 25Live® as "general-purpose" instructional spaces and will be automatically included in the 25Live® optimizer, S25.

Spaces Optionally Scheduled in Scheduling@Cornell

Conference rooms (room type code 350), defined as those rooms serving an office complex (i.e., considered by organization (a department or unit) or by physical grouping (a group of related office workspaces)) and used primarily for meetings and unit activities that are not directly related to instruction and with known attendees, are not required to be scheduled in Scheduling@Cornell. Conference rooms are typically scheduled in Microsoft® Outlook, the University's calendaring tool. Conference rooms can be scheduled through Scheduling@Cornell if that is the stewarding unit's preference.

Units may choose to add locations to Scheduling@Cornell that are not required under 1-4 above.

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[2] Meeting rooms are often confused with conference rooms. Although a meeting room may be assigned to a specific organizational unit, it is more available and open to various groups and generally functions in more configurations than a conference room. Meeting rooms are also used more frequently for events with both invited and public attendees. Often, the events held in conference rooms include known lists of invitees. Meeting rooms may be configured like classrooms (i.e., with participant focus to the front of the room) and may be equipped with a variety of furniture types. Department seminars are often held in meeting rooms.

More flexibility regarding viewing and requesting these locations is provided to units for these optional locations.

Units may choose to schedule rooms other than instructional and event spaces and conference rooms with Scheduling@Cornell, Outlook®, or by other means suitable to the unit.

Exceptions to Inclusion in 25Live® and S25

In 2023, the Scheduling Executive Committee reviewed all locations with general purpose classes and identified acceptable exceptions to inclusion in 25Live® and S25 (Table CST.2). Many of the identified exceptions are identified as temporary and will require mitigation over time to increase access to these spaces; these exceptions will remain in discussion with the units. The permanent exceptions will be noted and honored until the location is renovated or a change of use results in reconsideration.

The Scheduling Executive Committee will lead a review of the use of conference rooms for classes and suggest modifications to the existing conference room portfolio as appropriate. Future revisions to this policy based on the conference room review are possible.

ACADEMIC SEMESTER SCHEDULING PRIORITIES

This policy section establishes the scheduling priority order for each academic semester during the regular class day.

S25 room scheduling follows in sequence beginning with Tier I, classes. Required adjustments of classes may need to pre-empt all other events. Events in each tier may preempt all events in all subsequent tiers.

Priority Tier	Includes
I	Classes (see Class Scheduling Order for priorities within this Tier)
II	Department Seminars Faculty Meetings
III	Class-related Events: TA/office hours, tutoring sessions, breakouts, etc.
IV	Alternative Testing Program
V	Central Administration Events (admissions, Cornell Days, career services, Board of Trustees, etc.)
VI	Student Organization Events

Appendix Table ASSP.1 contains timing notes for use by schedulers.

INSTRUCTIONAL SPACE SCHEDULING

Application

This policy section applies to:

- All undergraduate and graduate non-professional classes meeting during the regular class day as defined by the current meeting pattern (see Appendix ISS.1 and Courses of Study) on the Ithaca campus during the fall and spring terms.

- Law School, Johnson Graduate School of Management, or Veterinary College classes meeting during the regular class day in spaces under the stewardship of an undergraduate college.

Three Objectives

This scheduling section has the following three objectives aimed at achieving conflict-free schedules for students and faculty and efficient use of classroom resources:

1. Apply standardization to pre-assignment of classrooms;
2. Require adherence to faculty-endorsed standard meeting days and times;
3. Distribute classes efficiently across scheduling blocks, and

Objective 1: Pre-Assignments

Pre-assignments will follow requirements that maintain maximum flexibility during bulk scheduling.

Flexibility is needed to support the rooming of all classes; optimal placement of classes university-wide is improved by maximum room availability. Pre-assignments block the optimizer (S25) and can limit effective class placement. Pre-assignments in S25 locations should be used exceptionally, to meet accessibility needs of an instructor or student or for access to specialized equipment or adjacent facilities. A process for optimizing the use of active learning locations for active learning classes is in development and will be promulgated through a revision to this section when available.

Some situations, including low seat fills, may require the removal or overwrite of an S25 pre-assignment request. The Office of the University Registrar (OUR) is responsible for contacting schedulers if this occurs.

Pre-assignments are limited to these circumstances:
- Classes
- Locations with instructional capacity <150
- Adherent to the standard meeting pattern
- Achieve a seat fill of >75% (without inflating enrollment projections; Class caps will be monitored to guard against inflation

Departments will be given the option of pre-assigning department seminars and faculty meetings. Departments are highly encouraged to reserve non-S25 locations for these events when possible. If no non-S25 location is available, then departments can pre-assign these events into S25 locations on the condition that the event aligns with standard meeting patterns. If the event is in the afternoon, it can align with a standard start time and spill into the Free Time Zone.

Academic units should strive for a seat fill minimum of 75% whenever pre-assigning space. The learning environment is enhanced when a class is held in an appropriately sized classroom. Scheduling small classes into large rooms prevents those rooms from being used by larger enrollment classes that need them. Smaller classes should be carefully matched to appropriately sized rooms to avoid putting undue burden on University classroom resources.

Objective 2: Standard Meeting Days and Times

Fall and spring term classes should be scheduled to comply with the standard meeting days and times as published in the Courses of Study. (See Appendix ISS.1 for the University Faculty's current standard meeting days and times).

This objective applies to all course components, e.g., lectures, seminars, discussion sections, laboratories, and studios.

The University Faculty provides guidelines to establish standard meeting days and times, including defining standard class durations by day of the week, class start and end times by day of the week, and periods of time free from all formal undergraduate classes. OUR finalizes and shares the standard meeting patterns and publishes them annually in Courses of Study.

Offering classes based on a standard meeting pattern of days and times is a critical feature of an effective scheduling system. The lack of adherence to standard days, start and stop times, and class durations creates conflicts in student schedules. A student's ability to create an individual schedule without conflicts is contingent upon reducing the number of variables in the overall class schedule. Additionally, a non-standard day and/or time class can effectively block a room for two or more standard time periods, preventing other classes from using the room.

Faculty must work with their department chairperson to make every effort within the academic unit to remove or mitigate the circumstances that might prevent adherence to this objective. Only when local resolution proves impossible may the faculty member request, in writing, an exception. The exception request must first be approved by the unit Associate Dean, or an equivalent individual designated by the unit Dean, who must then seek final approval from OUR. Scheduling policy exceptions that are granted are valid only for the semester for which they are approved. Faculty will not be granted a permanent exception.

A non-conforming class without an approved exception will not be entered into the Student Information System. It will not appear in the Class Roster (classes.cornell.edu) and will not be available for student enrollment.

Objective 3: Class Distribution

Undergraduate and graduate non-professional classes held on Mondays, Tuesdays, Wednesdays, Thursdays, or Fridays that meet during the regular class day should distribute enrollment across four blocks of time.

Block	Class Enrollment Distribution	Classes that start between
1	At least 20%	7:30 am – 9:59 am
2	No more than 30%	10:00 am – 11:59 am
3	No more than 30%	12:00 pm or 1:59 pm
4	At least 20%	2:00 pm or later

Classes held in classrooms, meeting rooms, and assembly areas (as defined in the University's Facilities Inventory) are included in the class distribution objective. Laboratory and studio classes are exempt.

OUR will communicate the class distribution guidelines at the start of each scheduling period. The University will be implementing CourseLeaf's catalog, section scheduler, and curriculum management (courses and programs) modules, beginning in FY24. The section scheduler (CLSS) streamlines the scheduling of classes for academic departments, from the input and edit stages to validation and approval steps. CLSS will enable departments to review and redistribute prime time distribution, balance light time slots, and enforce accurate class enrollment to support student success.

OUR may request scheduling changes to optimize class distribution, in which case OUR is responsible for contacting schedulers.

Class Scheduling Order

During bulk scheduling, OUR will schedule classes into classrooms in the following order.
- The largest classes (those with expected enrollments of 300 or more) will be scheduled first regardless of their meeting pattern.
- Remaining gateway classes will be scheduled next.
- The remainder of classes will be scheduled based on expected enrollment (largest to smallest) and the weekly meeting frequency (three or more meetings vs. fewer than three meetings).
- Classes approved to meet at non-standard days and/or times will be scheduled last.

Release of Rooms

OUR will monitor enrollments and may ask a class to relocate if enrollments do not align with room capacity. After the add period, OUR will remove location reservations for sections with 0 enrollments.

Units do not need to wait until the OUR review to remove reservations for classes with no enrollment. In addition, units are:
- Encouraged to monitor for low enrollment sections and combine sections as possible or relocate low enrollment sections to more appropriately sized spaces.
- Expected to update reservations for classes that relocate. Reservations should not continue when the class is no longer using the space.

ACCESS TO SPACE FOR EVENTS

Intention and Summary

This policy section is designed to promote understanding of the conditions under which an internal Cornell group or unit may reserve space on campus for non-class activities.

As noted in the Academic Semester Scheduling Priorities section, during the fall and spring terms, on weekdays:
- Academic classes, preliminary and final exams have scheduling priority for classrooms, meeting rooms, and other general-purpose type spaces.

- Classrooms and other event spaces[3] may be reserved for non-class events after the first week of classes.

At all other times (outside of academic terms and on weekends), spaces may be reserved by group size.

This policy section:
- Provides guidelines to requesters to reserve rooms for non-class events.
- Promotes the availability of all classroom and assembly spaces on a first-come, first-serve basis, based on group size, and in accordance with other applicable policies.
- Aligns with the Instructional Space Scheduling section in promoting stewardship of institutional resources, including facilities, equipment, technical support staff, and administrative staff associated with room scheduling activities.
- Aligns with the Central Scheduling Tools policy section which defines reservable spaces.

Expectations by Role

Requesters of space should demonstrate respect for the staff who support room scheduling, operations, and maintenance through specific and complete room requests, professional communications, and responsible room use.

Room schedulers should apply this policy uniformly to all requesters of space, such as registered student organizations[4] and faculty and staff sponsors of meetings and events as well as specific units in support of programming, such as the School of Continuing Education , the Undergraduate Admissions Office, Alumni Affairs & Development, and Conference and Event Services (CES).

Unit stewards of space should make space available to requesters according to these procedures. Units should not preference requesters beyond the guidelines outlined in this document.

Procedure to Access Space for Non-Class Events

Non-class events hosted by any Cornell-related unit, student organization, faculty, or staff member may be scheduled into any reservable space on campus during:
1. Event intervals (including weekends).
2. The "Free-Time Zone" between the end of the regular class day and 7:30 PM on weekdays during fall and spring terms.
   a. Preliminary exams that start at 7:30 PM and Final Exams that start at 7:00 PM may preempt non-class events. Scheduled non-class events may be asked to relocate.
   b. Class and room schedulers may configure reservations to accommodate passing time. Event organizers should consider sufficient time to allow classes to vacate and re-occupy rooms, i.e., if classes end at 4:30 PM, don't start an event until 4:45 PM.
3. At any available time on weekdays during fall and spring terms after the first week of classes.

An overview of the annual calendar, identifying event intervals, is included in Appendix ASE.1.

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[3] Reservable spaces are further explained in the Glossary.

[4] All student organizations must register annually with the Campus Activities Office. A registered student organization is allowed to reserve space on campus, hold events on campus, use Cornell's name and artwork, and qualify for club insurance through the Student Assembly's Club Insurance Program.

Category 1 and 2 events may be scheduled in advance by group size in accordance with the chart included in Table ASE.2.

Requesters should:

- Schedule events when details such as time and group size are known. Rooms throughout campus will be reserved on a first-come, first-served basis, based on group size, as outlined in Table ASE.1.
- Submit request through Scheduling@Cornell to the appropriate scheduler to request the space(s) of interest.
- Select the room based on the type, length and date of the activity, the group size, and the overall fit of the group to the room(s). Requesters should not request multiple rooms when only one is needed.

Schedulers should:

- Through review of the responses to the Event Registration Process screening questions, determine if the event needs to be registered and, if so, notify the requester.
- Reserve rooms on a first-come, first-served basis, based on group size and not otherwise preference requesters.
- Not cancel events properly scheduled through this process unless the event occurs during the regular class day and a need is identified for an event in a higher priority tier (see Academic Semester Scheduling Priorities). In the event a cancellation is necessary under these terms, the scheduler should work with the requester to find an alternate, suitable venue for the event.

Space Reservation Considerations

Spring. Spring weekends, especially in April, are very busy. Non-student organization event organizers should be mindful of the needs of student organizations for event venues during these weekends and should avoid these peak times as much as possible. Any organizer with an advanced reservation for event space on a spring weekend should be prepared to negotiate for that place and time in response to emerging event needs. For consideration of negotiation priorities, see the last section of this document, Resolution of Conflicts.

Summer. Summer classes (i.e., from PeopleSoft) are bulk scheduled in March. All other summer break activities receive priority based on group size and, within group size, by the order in which the reservation is made (see Table 1). Other activities may include non-class programs managed by the School of Continuing Education and Summer Session, including Cornell's Adult University and all other events such as Reunions, Commencement, Admissions information sessions, and conferences. Organizers of such events should schedule the room(s) when the details of the event are sufficient to identify the best location and based on the group size timeframe included in Table 1.

Evenings. On weekdays, during the hours between the end of the regular class day and 7:30 PM during the fall and spring terms, some conflicts between events and exams and graduate-level classes may arise. Classes and exams have priority for room use and non-class events may be asked to relocate. Further, when scheduling evening events, hosts and schedulers need to consider appropriate transition times for locations that may have classes ending and starting on both sides of the time window and try to reserve rooms that won't introduce these potential conflicts.

Seat fill. Room selection should be based on the projected ability to achieve a minimum of 75% seat fill.

Space reservations. Event planners should use the preferred scheduling software (Scheduling@Cornell or Outlook®) for each room reserved in accordance with the *Use of Central Scheduling Tools* policy.

Building and room hours. Room hours are published in Scheduling@Cornell and requesters are encouraged to coordinate event start and stop times and venue normal operating hours as much as possible. Requesters are also asked to prioritize requests for venues based on the most compatible schedules of room hours. However, given the nature of campus activities, requests for access after normal operating hours will occur on a regular basis. Schedulers are encouraged to try to accommodate requests whenever possible and reasonable through coordination with event requesters and building coordinators.

Fee control. Space fees are managed under *Fees for Internal Users of Cornell Physical Space*. The quoted room rental fee will be based on the projected rate for the applicable year. If the rate at the time of use is lower than the current projection, the fee paid will be the lesser of the two.

Conference and Event Services notification. CES has a fee-for-service role managing conferences, but also serves in a custodial, non-fee role of information clearinghouse for non-class, summer events on campus. CES will gather event information for the University calendar (published or unpublished), participate in and inform decisions about campus dining venue operational hours, identify issues related to permitting and public safety, and generally help to share information to provide a more coordinated experience for all event hosts.

Registering Events. The host unit must register the event using the Event Registration Process in Scheduling@Cornell if the event meets the criteria stipulated on the academic and event scheduling website (scheduling.cornell.edu).

Best Practices

All Cornell users of space should be as flexible as event circumstances will allow in meeting the needs for event space while also accommodating the needs of others. Cooperation should be at the core of all negotiations related to meeting space needs.

Principles used in the scheduling process include:
- Stewardship of University resources, especially as measured through space utilization goals, i.e., use of appropriately sized space.
- Space characteristics that match event needs.
- Distance to location for those events involving faculty, student, and staff participation.
- The availability of another space that meets the programmatic needs, i.e., accessible, air conditioned, of the correct size, containing the required equipment, and otherwise appropriate.
- Flexibility to accommodate temporary relocations of long-term events to meet occasional short-term needs.

Scheduling Conflicts

The Best Practice principles will be used to resolve infrequent conflicts that may result when two or more parties request the same space at the same time. In most cases, requesters and schedulers should be able to resolve conflicting requests through reasonable negotiations and consideration of alternative solutions.

When the immediate parties cannot reach resolution, then the conflict should be elevated to the leadership of the involved units. Unit leadership might typically be provided at the level of a college's Dean's Office, or a division's Vice President's or Vice Provost's Office. These offices may call upon OUR and/or Capital and Space Planning (CSP) as resources, as these offices may be able to assist in finding equivalent space for one of the parties in a situation of conflicting requests. As noted in the Contacts & Responsibilities section, OUR is primarily responsible for resolving conflicts related to instructional spaces and CSP is primarily responsible for resolving conflicts related to non-instructional spaces. Most queries should begin with the lead responsible office to expedite a solution.

If the responsible unit offices cannot resolve an existing conflict to the satisfaction of all parties, then any party involved may seek counsel and intervention from both the University Registrar and CSP. The offices will render jointly a decision in these rare cases.

If the University Registrar and CSP cannot identify a solution to the satisfaction of all parties, then CSP will seek resolution through the Scheduling Executive Committee.

Inappropriate, Disrespectful, or Irresponsible Use

Schedulers will be able to provide feedback, through Scheduling@Cornell, to evaluate the way requesters engage in room scheduling and room use. This feedback system will allow "bad actors" to be identified and suspended from room reservation activities. Details regarding this functionality are posted on the academic and event scheduling website (scheduling.cornell.edu).

MONITORING AND REPORTING

OUR will make available a series of scheduling effectiveness reports to monitor adherence to the standard meeting patterns, classroom utilization, and class distribution objectives and thereby assist the responsible units with compliance with this policy. The reports will be generated and can be used throughout the scheduling cycle to track compliance as classes and classrooms are scheduled.

After the end of each semester, scheduling effectiveness reports for that semester will be provided to college Associate Deans and Registrars. Classes will be monitored, and reports made available to ensure that expected enrollments are accurately based on a two-year rolling average of actual enrollments.

OUR is developing scheduling effectiveness and trend reports to share with the units, the Scheduling Executive Committee, and the University's Space Use Advisory Committee (SUAC). Further consideration of these reports will be developed in future iterations of this policy.

EXCEPTIONS PROCESS

Exceptions to this policy will not be granted based on individual faculty teaching preferences or prior historical scheduling practices. **Exceptions are on a semester-by-semester basis** except for permanent exceptions to inclusion in 25Live® based on room type**.** Any exception granted will be closely tailored to preserve the ability of students to schedule their courses without unnecessary conflicts, and to ensure good stewardship of University resources.

OUR will publish operational procedures for submission and review of exception requests.

GOVERNANCE

The Provost is the steward of instructional space and is responsible for ensuring that this space supports the academic mission and needs of the University. The Provost, deans, and division leaders work collaboratively to promote optimal physical environments for engaged learning and teaching. The Provost has the final authority for decisions regarding instructional space.

Responsibility and accountability for management of instructional space are delegated to deans and division leaders. Deans and division leaders are responsible for the efficient use and active management of instructional spaces within their units.

The Scheduling Executive Committee includes representation from the Vice Provost for Enrollment, the Vice Provost for Undergraduate Education, and the Vice President for Budget and Planning and oversees this policy, including interpretation, periodic reviews and revisions, and establishing procedures for exceptions.

Serving as the system steering committee for 25Live®, the institutional system of engagement for class and event scheduling, and the full Scheduling@Cornell deployment which includes 25Live® as the root system as well as a web site, event registration and approval workflow. The Scheduling Executive Committee guides decisions regarding system configuration and implementation.

OPERATIONAL ROLES AND RESPONSIBILITIES

Units (colleges, divisions) are responsible for:
- Recording an accurate and complete room inventory, in accordance with Policy 2.7;
- Coordinating with OUR and CES to include all instructional and event spaces in Scheduling@Cornell;
- Coordinating with OUR and CES to maintain accurate location details, known as features in 25Live® (e.g., capacities, layouts, accessibility, etc.) in the Scheduling@Cornell system;
- Identifying system users, in accordance with the system roles, and
- Providing sustained leadership in implementing this policy and facilitating communications between the Scheduling Executive Committee, the functional leads, and the unit stakeholders.

As functional Scheduling@Cornell system leads, OUR and CES are responsible for:
- Training and supporting documentation;

- Establishing and maintaining Scheduling@Cornell system configurations and security, including roles within the system, in accordance with direction from the Scheduling Executive Committee, and
- Supporting the senior executives and the Scheduling Executive Committee in:
  - developing and maintaining procedures to monitor compliance with this policy, and
  - developing and implementing procedures for units to petition for an exception to this policy.

OUR is responsible for:

- Managing and answering questions regarding class scheduling and resolution of scheduling conflicts for classes and instructional spaces.
- Identifying the schedule for each academic semester's scheduling activities.

CES provides comprehensive event planning and management services, including serving as an information clearinghouse for summer break events.

CSP:

- Manages and answers questions regarding non-class scheduling and resolution of scheduling conflicts for non-class events and non-instructional spaces, and
- Coordinates with the units and the Facilities Information Group to resolve questions regarding room type coding, which may include audits, guidance documentation development, and training.

The Director of Capital and Space Planning, the University Registrar, and the Facilities Information Group Manager will coordinate periodic reviews to verify that rooms supporting classes are properly inventoried in the Facilities Inventory System.

OUR, CES, and CSP will lead the annual review of this policy. Suggested revisions that change the intention of this document in terms of space types or room types included in Scheduling@Cornell will be reviewed with the college associate deans. Both the SUAC and the Scheduling Executive Committee will be asked to endorse policy changes.

RELATED UNIVERSITY POLICIES AND PROCEDURES

University policies are published by the Policy Office and space and scheduling-related policies are published by the Division of Budget and Planning. Four documents of relevance to this Academic and Event Scheduling policy include:

- Faculty Handbook, http://theuniversityfaculty.cornell.edu/the-new-faculty-handbook/
- *Fees for Internal Users of Cornell Physical Space* establishes consistent procedures to determine and charge space rental fees to internal users and describes the circumstances under which a fee may be charged. An Interdepartmental Fee Committee approves the amount of space rental fees.
- Policy 2.7, *Reporting the Use of Facilities*, requires units to maintain accurate and complete inventories of unit space. This policy identifies room type codes and room type descriptions and provides detailed explanations of each room type.
- *Space Management Principles as Applied to Cornell Instructional Space*

CONTACTS

Academic and event scheduling website: http://scheduling.cornell.edu

Capital and Space Planning, 607/255-2557, spaceplanning@cornell.edu

Conference & Event Services: confserv@cornell.edu

University Registrar, 607/255-4232, scheduling@cornell.edu, https://registrar.cornell.edu, https://scheduling.cornell.edu/

Vice Provost for Undergraduate Education, 607/255-3062, ovpue@cornell.edu

APPENDIX: Glossary

Academic Calendar: Published by the Dean of the Faculty and defines the periods of academic activity, typically identified as the fall semester, winter session, the spring semester and summer sessions. During the fall and spring semesters, no formal undergraduate classes or laboratory exercises are permitted between the hours of 4:30 PM and 7:30 PM, by policy of the University Faculty.

Academic Unit: A school, college, or division that offers classes.

Assembly[5]: A room type defined under Policy 2.7, Reporting the Use of Facilities, and inclusive of the largest instructional spaces. This type is designed and equipped for the assembly of many persons for events such as dramatic, musical, devotional, livestock judging, or commencement activities. The room can also be used for instructional or classroom activity purposes to a minor or incidental extent. Assembly spaces Inventoried as room type 610.

Breaks: A general term used to refer to periods of time when fewer classes are scheduled, including weekends, holiday weekends, Fall Break, Thanksgiving Recess, winter intersession, February Break, and Spring Break.

Bulk Scheduling: The process of running an algorithm (S25) used to optimize the placement of classes into classrooms by expected enrollment, seating capacity, and location. Fall and spring semester classes and summer session classes are bulk scheduled by OUR during May, November, and March respectively.

Class: An instance of a course offered for a specific period by a specific instructor. Some elements that define a class are determined at the course level, including subject, course number, grading option, credit hours, title, and component. The main elements that are specific to the class level are: term offered, instructor(s), meeting times, meeting days, room. Classes are listed in the Class Roster. A class is a subtype of an Event.

Classroom: A room or space used primarily for academic instruction. The room configuration is general purpose in that it is not tied to a specific subject or discipline by equipment in the room or other features of the space. Includes flat and tiered rooms, including those commonly referred to as seminar rooms and lecture halls. Inventoried as room type 110 as described in Policy 2.7, Reporting the Use of Facilities.

Class Roster: A searchable website of class information including meeting items, locations, instructors, etc. published each semester by OUR.

Co-meet Class: An undergraduate and a graduate or professional class meeting at the same time and in the same location.

CES: Conference and Event Services, a unit in Student and Campus Life

Conference Room: A room serving an office complex and used primarily for staff meetings and unit activities that are not directly related to instruction. Conference rooms are used by a specific organizational unit or units, whereas meeting rooms are used for general purposes such as campus

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[5] Room type names and descriptions included in these definitions are as defined by Policy 2.7, Reporting the Use of Facilities, last updated February 2022. The Cornell classification of rooms is based on the Postsecondary Education Facilities Inventory and Classification Manual (FICM) published by the National Center for Education Statistics. This system provides a standard classification for describing the assignable space, by use, within campus facilities.

or community group meetings not associated with a particular unit. Inventoried as room type 350 as described in Policy 2.7, Reporting the Use of Facilities.

Courses of Study: The official University catalog or bulletin for a given academic year. The Courses of Study includes courses, programs of study, and University and college policies. Published each year by OUR.

CSP: Capital and Space Planning, an office in the Division of Budget and Planning

Event: An activity that occurs within a specific date and time range. An event may be an academic class, a class-related event, a non-academic campus event, or a community-sponsored event. Event attendees may include specific known individuals as well as the public.

Event Intervals: Discrete periods of time during which rooms can be advance scheduled. Includes weekends, semester breaks, and the summer break. A limited number of classes are scheduled during the event intervals. Schedulable rooms on the entire campus are available for conferences and events during the event intervals. The Event Intervals are highlighted in the annual calendar overview in Appendix A.

Event Registration Process: A tool used to help Cornell event planners connect with university officials to enhance the event planning experience and the communication of relevant policies and procedures. Certain events (not classes) must be registered through this process; see the academic and event scheduling website (scheduling.cornell.edu) for more information.

Expected Enrollment: The expected enrollment in a class or combined section, as indicated by the Requested Room Capacity field in the student information system.

Facilities Inventory System (FIS): Web-based data management tool used to collect, manage, and report physical space inventory and building characteristic inventory data in accordance with Policy 2.7. The Facilities Information Group in Facilities and Campus Services manages the FIS.

Gateway Classes: Classes that enroll more than 200 students and are required for a major, concentration or pathway (pathway is a grouping of courses that must be taken sequentially). At least 75% of the enrollment is freshmen and sophomores, and no more than 75% of the enrollment is from a single college.

Graduate and Professional Classes: Classes offered at the graduate level typically identified by catalog numbers greater than 4999.

Instructional Laboratory: An instructional laboratory is a room characterized by special purpose equipment or a specific space configuration that limits instructional activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Instructional laboratories may be used for scheduled or unscheduled instruction. Instructional laboratories include wet laboratories (such as most chemistry and biology laboratories), dry laboratories (such as instructional computer labs), dance studios, design studios, teaching kitchens, etc. Inventoried as room types 210-247 as described in Policy 2.7, Reporting the Use of Facilities.

Meeting: A gathering of people at a specific date and time for some purpose. Meetings are characterized by required specific attendees. A meeting is a subtype of an Event.

Meeting Frequency: How often a class meets each week.

Meeting Room: A room used by groups for general purposes for a variety of non-class meetings. The key defining characteristic is public availability. Although it may be assigned to a specific organizational unit, a meeting room is more available and open to various groups than a conference room. Meeting rooms may be configured like classrooms (i.e., with participant focus to the front of the room) and may be equipped with a variety of furniture types (e.g., tables and chairs, lounge type furniture, tablet armchairs, or a large table) in various combinations and arrangements. Inventoried as room type 680 as described in Policy 2.7, Reporting the Use of Facilities.

Nonstandard Meeting Days and Times: Any meeting pattern that deviates from the approved class meeting start and end times and days of the week on which classes may be taught, as published in the Courses of Study.

OUR: The Office of the University Registrar.

Permission-only classes: Classes that require consent of the instructor or department before a student can enroll.

Professional School: The Johnson Graduate School of Management, Law School, or College of Veterinary Medicine.

Regular class day: The regular class day describes the primary period of classes on weekdays, typically between 7:30 AM and 4:30 PM but with start and end times as determined by the standard meeting days and times.

Reservable Space: A room or group of rooms that can be reserved for non-class events; includes classrooms, assembly spaces, certain institutional meeting rooms and outdoor venues. Institutional meeting rooms are those with a primary intended function to serve the meeting needs of the campus community rather than a single department or unit. Reservable spaces include those in Scheduling@Cornell as well as some in Outlook®.

Room Type: Room types are defined in Cornell Policy 2.7, Reporting the Use of Facilities, and stored in the central facilities inventory. The room types align with national standards promulgated by the US Department of Education to facilitate national and peer reporting.

Scheduling@Cornell: A scheduling system that facilitates and manages the scheduling of classes and events, allowing authorized users to search for, request, and reserve times, venues and resources and complete workflow associated with event review and approval. The basis of the system is a vended product, 25Live®, one of several CollegeNet Series25 scheduling and space management products.

Scheduling@Cornell Space (also Reservable Space): Any room or outdoor space reserved through the Scheduling@Cornell tool. The *Use of Central Scheduling Tools* policy defines the rooms and outdoor spaces required to be scheduled in Scheduling@Cornell.

Seat Fill: The percentage of seats occupied for those times when a room is in use. This variable measures the match between section (class) size and room size. Also known as Station Occupancy Ratio, it can be calculated for one class, for one room, or for an aggregation of rooms.

Space Management Principles: The Cornell University overarching principles and goals regarding space allocation, endorsed by institutional leadership.

SUAC: The Space Use Advisory Committee, charged by the Provost, leads institutional best practices for the space portfolio that includes facilities and locations for units under the Provost's

administration. Responsibilities include developing and maintaining policies, procedures and other recommendations concerning the use and renovation of space, the addition of space through construction or lease arrangements, and the allocation and reallocation of space.

Standard Meeting Days and Times: The faculty approved class meeting start and end times and days of the week on which classes may be taught as published in the Courses of Study.

Summer Break: The period between the end of spring final exams and fall semester residence hall move-in.

Summer Sessions: Three-week, six-week, eight-week, and special sessions during which academic courses are offered during the summer break interval.

Undergraduate Classes: Classes offered at the undergraduate level typically identified by catalog numbers less than 5000.

Winter Session: Period between fall and spring semesters during which academic courses are offered; typically occurs between December 26 and January 20 and overlaps with the winter break event interval.

APPENDIX CST.1: Operational Considerations for Scheduling@Cornell

The Location Portfolio in Scheduling@Cornell

The Scheduling@Cornell implementation project team prioritized locations to include in the system based on impact and risk. At go-live of the system in 2020, the following spaces were loaded into the system:

- General-purpose classrooms (room type 110) and assembly spaces (room type 610) in the undergraduate schools and colleges. These rooms constitute most spaces that support undergraduate class activity, in terms of number of students and number of class sections. These rooms are also most highly desirable as requestable spaces for non-class events.
- Institutional meeting rooms. Institutional meeting rooms G01 and G10 Biotechnology and rooms in the Community Centers on North Campus.

  Subsequent annual reviews may amend the list of institutional meeting rooms.
- Event venues. Any space not otherwise included above that had a required event registration in the previous three years.

Further additions to inclusion in Scheduling@Cornell have occurred and will continue to occur to keep the system aligned with the creation and removal of spaces as well as changing uses. In addition, planned ongoing additions include:

- All institutional outdoor spaces and non-institutional meeting rooms (room type 680) in the undergraduate schools and colleges.
- Classrooms (room type 110), assembly spaces (room type 610), and non-institutional meeting rooms (room type 680) in the College of Veterinary Medicine and the Johnson Graduate School of Management.
- General purpose spaces, identified by classes scheduled into rooms, as identified through regular audits.

Objectives for Viewing, Requesting, and Approving Room Requests

Room requests follow a detailed workflow process determined during the Scheduling@Cornell system implementation project. These decisions may be adjusted during subsequent reviews of this policy.

As outlined in Table CST.1, all system schedulers will be able to view all instructional and event spaces. All faculty, staff, and students with a net ID (system requesters, known as general requesters) can view most outdoor spaces, classrooms, assembly rooms, meeting room, and event venues. These spaces are selectable from the 25Live® inventory, but the results of public searches will return only institutional outdoor spaces, institutional meeting rooms[6], classrooms, and assembly spaces (not event venues). To schedule an event venue not returned in the public search, the requester will need to know the venue exists and pick it from the location list.

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[6] Institutional meeting rooms are those with a primary intended function to serve the meeting needs of the campus community rather than a single department or unit.

For event venues, requesters may only see a partial view of availability of the space, as not all uses are required to be scheduled in 25Live®. Requesters will see complete availability for all other viewable locations. Availability means hours reserved and hours available, not the details of reservations.

Objectives for Approving Room Requests

To streamline configuration and workflow and allow for redundancy, the number of security roles in the system are held to a minimum. Limiting the number of roles is balanced against the ability of the system to route approval workflow as appropriately and directly as possible.

Security roles will not be approved or established for individual staff or for individual rooms or room types within a department-level organization except under the most extenuating circumstances.

Full system implementation will encourage some requests to approve automatically, without staff intervention.

TABLE CST.1. Summary of Location Requirements and Viewing Availability.

Identifier from Policy	Space Type	Already Loaded into 25Live as of Summer 2023	Required to be Fully Scheduled in 25Live?	Viewable by Schedulers?	Returned in Public Search?	Viewable to General Requesters through Location Dropdown
1.	Main campus institutional outdoor spaces on a list vetted by institutional risk, security, and event staff as appropriate venues for events	Yes	Yes	Yes	Yes	Yes
Main campus rooms that meet the Policy 2.7 definition for:						
2.a.	Classroom facilities (room type code 110)	Classrooms in the undergraduate colleges & Cornell Law School (Pending - classrooms in CVM and JGSM)	Yes	Yes	Yes[7]	Yes[7]
2.b.	Assembly (room type code 610)	Assembly spaces in the undergraduate colleges & Cornell Law School (Pending - classrooms in CVM and JGSM)	Yes	Yes	Yes	Yes
2.c	Meeting room (room type code 680)	Institutional meeting rooms[8] Pending - non-institutional meeting rooms in all units	Yes	Yes	Yes[9]	Yes[9]
3.	Location hosts LEC, SEM, DIS and/or DES sections	In process, 2023-2024				
4.	"ERF Only"	Any space not otherwise included above that had a required event registration in the previous three years	No (Only uses that require event registration)	Yes	No	Yes
	Included / Not Required (Voluntary by Unit)	Entered as units identify	Preferred but Optional	Yes	Preferred but Optional	Preferred but Optional

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[7] Some rooms under the stewardship of Student & Campus Life (S&CL) are excluded from view from general requesters.
[8] G01 and G10 Biotech, rooms in Community Centers on North Campus
[9] Except some rooms under the stewardship of S&CL

TABLE CST.2. 25Live® and S25 Objection Categories

Objection Category	Definition	Exception Options[10]	Notes
Accessibility	Location does not have an accessible path of travel.	P	Rooms should not be identified in the FIS as general-purpose classroom; Recommend room type of department conference room or other, based on specific circumstances
Computer Lab	Configuration of location does not meet definition of general-purpose space	T, P	Must be categorized as computer labs in 25Live®; Room type should be identified as instructional lab (either regularly or irregularly scheduled) or individual study lab, depending upon use
Co-Teaching	Location's primary use is for classes that are co-taught with other (remote) institutions requiring careful collaboration on scheduling and technology	P	Currently used exclusively for language courses
Dept Preference	For department classes, dept meetings, seminars, recitations, TA office hours, luncheons, accommodation exams, A and B exams, etc.	NA	Exceptions not allowed
Dept Preference (Conf Rm)	Current use is primarily as conference room, scheduled through Outlook, with incidental use by classes	T	Conference room benchmarking study planned
Furniture	Lack of writing surface	T	Stewarding college should mitigate
Location	Physical location presents issues in wayfinding and/or security and/or expectation that use can be specialized with materials left out	T	Temporary Exception until needs push into these rooms; stewarding college should monitor use and consider when scheduling pinch points exist, with local mitigation of access as appropriate
Reno – Planned	Stewarding college plans to convert space to a use other than general purpose classroom	NA or P	Existing room will stay in 25Live® and S25 until construction of the renovation is authorized; all future planned general purpose classroom renovations will require replacement in kind
Specialized	Configuration of location does not meet definition of general-purpose space; room designed to have a special purpose and/or contains specialized equipment that interferes with general purpose use	T, P	For rooms that are specialized due to only a limited amount of specialized equipment, stewarding unit should consider mitigation to accommodate higher utilization

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[10] Permanent exceptions exist while that location maintains current functionality with current physical conditions – will be reconsidered if change in use or room features.
Temporary exceptions are granted with a timeline for mitigating through investments, operating agreements, etc.; e.g.,
- Computer Lab with computers at tables at the walls but regular seminar table in the center
- Room with small number of artifacts or a limited amount of specialized equipment (e.g., one piano), otherwise seminar or classroom style seating

TABLE ASSP.1. Academic Semester Scheduling Priorities

Priority Tier	Includes	Sequence/Scheduler Notes	Fall Semester Timing Notes	Spring Semester Timing Notes
I	Classes	1. Unit Pre-assignments 2. University Registrar Bulk scheduling 3. Unit adjustments	1. May 2. May into June 3. June into August	1. November 2. November into December 3. December into January
II	Department Seminars Faculty Meetings	Unit scheduling	June into July	December
III	Class-related Events: TA/office hours, tutoring sessions, breakouts, etc.	Unit scheduling	Early August	Early January
IV	Alternative Testing Program	ATP, unit scheduling	Beginning of add/drop (mid-August)	Beginning of add/drop (mid-January)
V	Central Administration Events (admissions, career services, etc.)	Unit scheduling See also Access to Space for Events section of Policy	Varies	Varies
VI	Student Organization Events	SCL, Unit scheduling	After 1st week of classes (end of August)	After 1st week of classes (end of January)

APPENDIX ISS.1: Policy on Scheduling (from Faculty Handbook, 2010)

The policy on scheduling was established by the University Faculty and the Faculty Council of representatives in 1950 and last amended in 1981.

- All lectures, laboratories, recitations, or similar exercises start at specified times and continue for durations of 50 minutes, 75 minutes, one hour and 55 minutes, two hours and 25 minutes, or 3 hours. The University times are printed in the Courses of Study.

- On Monday, Tuesday, Wednesday, and Thursday the hours of 4:30 p.m. to 7:30 p.m., on Fridays the hours after 4:30 p.m., on Saturday after 12:05 p.m., and all-day Sunday shall be free from all formal undergraduate classes or laboratory exercises.

- Evening classes shall be used only on Monday and Wednesday and only when regularly scheduled and included in written college announcements; evening lectures, recitations or similar exercises shall start at 7:30 p.m. and 8:35 p.m., and evening laboratories or similar exercises at 7:30 p.m.

No exceptions to the above class schedules – including the provision for free time on Monday, Tuesday, Wednesday, and Thursday between 4:25 p.m. and 7:30 p.m., on Friday after 4:25 p.m., on Saturday after 12:05 p.m., and on Sunday – shall be allowed except by the permission of the dean of the college or the director of the school offering the course; such exceptions as are approved shall be regularly scheduled and included in written university announcements.

The standard class meeting patterns are found in Courses of Study.

APPENDIX ASE.1. Overview of Annual Calendar, including Event Intervals.

Changes to the academic calendar will be incorporated into this appendix as appropriate.

EVENT	DESCRIPTION	LENGTH (DAYS)	WEEKDAYS
EVENT INTERVAL, Weekend	Weekend days beginning at 4:30 PM Friday and ending at 8 AM Monday	2/week	Saturday-Sunday
Start of Fall Semester	Residence Halls Open/Orientation Begins	--	--
EVENT INTERVAL, Labor Day Holiday Weekend		3	Saturday-Monday
EVENT INTERVAL, Fall Break		4	Saturday-Tuesday
EVENT INTERVAL, Thanksgiving Recess Holiday Weekend		5	Wednesday-Sunday
EVENT INTERVAL, Late Fall	Period between the end of fall final exams and December 24th		Varies
Employee Holiday	University Closed; December 25 – January 1	8	
EVENT INTERVAL, Winter Break	Period between January 2nd and the beginning of spring instruction; includes Martin Luther King, Jr. holiday weekend	Varies	
Start of Spring Semester	Instruction begins	--	--
EVENT INTERVAL, February Break		4	Saturday-Tuesday
EVENT INTERVAL, Spring Break		9	Saturday-Sunday
EVENT INTERVAL, **Summer Break (start)**	The end of spring final exams	--	--
EVENT INTERVAL, **Late Spring**	Period between the end of spring final exams and commencement weekend	4	Monday-Thursday
Commencement	The ceremony of conferring degrees at the end of the academic year and related events	4	Friday – Monday
Steam Shutdown	Annual campus-wide steam shutdown that allows performance of essential maintenance work. Occurs during the week following commencement. May limit use of some facilities.	3	Tuesday – Thursday
Reunion	An annual gathering that begins on the Monday following Memorial Day and ends the following Monday.	8	Monday – Monday
EVENT INTERVAL, **Summer Break (end)**	Fall semester residence hall move-in		

TABLE ASE.2. Scheduling Protocol by Group Size for Events.

	GROUP SIZE[11]			
	$\geq$ 5000	1000-4,999	500-999	< 500
BEST PRACTICE RECOMMENDATION Hosting college, department or unit should begin event planning	42-48 months in advance	30-36 months in advance	18-24 months in advance	12-18 months in advance
Scheduling@Cornell spaces can be secured by any Cornell or Cornell-sponsored party	36 months in advance	24 months in advance	18 months in advance	12 months in advance
Scheduling Black Out Period (event scheduling on hold for Scheduling@Cornell spaces)[12]	March 1-31 of the year of the event for the summer break June 1-30 of the year of the event for the fall semester November 1-30 of the year prior to the event for the spring semester			

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[11] Larger group sizes are given preference for spaces earlier than smaller group sizes under the assumption that it is easiest to accommodate large groups when the broadest array of rooms – in terms of both quantity and size – is available.

[12] All seminar rooms, classrooms, lecture halls and assembly spaces not already held for events need to be available for summer session class scheduling through the bulk scheduling process; no event scheduling of classrooms can take place between March 1st and March 31st.