



BETHEL UNIVERSITY

Policy and Process for Designating Classrooms as “Priority” and “Dedicated”

Definition of Terms: “Priority” and “Dedicated” are terms that reflect the classroom status for scheduling; they neither assign ownership of the classroom nor ensure that the status is permanent or irrevocable.

- “Priority” status indicates that a specific department has first consideration in assigning a specific classroom, but may not be scheduled in it if a classroom of that capacity is needed by another department.
- “Dedicated” status indicates that a classroom has been assigned to a department for its exclusive use. In this case, the classroom usually has specific equipment, furniture, and other characteristics that meet specific instructional needs and renders the space inappropriate for other purposes.

Rationale: Academic departments may request either “priority” or “dedicated” use of a classroom for the following reasons:

1. Their discipline requires a space with unique characteristics, including equipment, furniture, layout, size, and technology.
2. Achieving the pedagogical goals of their curriculum requires a uniquely configured, designed and/or equipped space.
3. Student learning will be enhanced by physical proximity or adjacency of the classroom to other spaces.

Policy: Such requests will be reviewed by both the academic deans and the University Classroom Oversight Committee (UCOC), who will take into account the following factors:

1. The strength of the rationale.
2. The ability of the department or program to demonstrate the likelihood that the classroom will consistently be used at or near full capacity.
3. Budgetary considerations.

Process: The department chair or program director should first discuss the possibility of this arrangement with the appropriate administrator before submitting a formal request to the Registrar, using the form that has been developed for that purpose. Requests will then be reviewed by the University Classroom Oversight Committee (UCOC), which will then make a recommendation to the Associate Provost for CAS or CAPS/SEM/GS, as appropriate. Initial requests must be submitted by October 1 in order to be acted on for the next academic year:

- October 1: deadline for **initial** requests to the Registrar.
- November 15: deadline for annual reassessment of **existing arrangements** by the UCOC. In order to ensure that the conditions of the designation are being met, the usage of all “priority” or “designated” classrooms will be reviewed and re-evaluated.
- December 1: department chair or program director is notified of status for next academic year; **this includes both new request and continuing arrangements**. The chair of the UCOC will communicate to the department chair or program director the status of any priority or dedicated classrooms for the next academic year.

The Registrar will maintain a list of all departments whose requests have been approved, including the category of approval (i.e., designated or priority), the rationale, and the re-approval cycle.