Original version:

**Resolution on prioritization of classroom space assignment**

Whereas, State-side program are our main business and therefore should receive priority in scheduling classroom space.

Resolved, That the university create an administrative policy codifying current classroom scheduling prioritization practice in which:

1. State-side programs schedule classrooms first while the schedule is being built
2. Once the schedule is set, both state-side and self-support programs can schedule classrooms on a first-come, first-served basis.
3. Three weeks after the semester begins, all others may also schedule.

Revised version:

**Resolution on prioritization of classroom space assignment**

Whereas, the majority of instruction on the CSUSM main campus takes place in state-financed buildings which are expected to meet certain usage targets based on (state-support) FTES generated in their labs and classrooms; and

Whereas, an agreement was made at the time when the University Scheduling Office separated into Academic Scheduling and Event Scheduling regarding a prioritization scheme for the use of classrooms and labs during Fall and Spring semesters:

1. Up until the time that the semester schedule goes live, only state-support (FTES-generating) classes may be scheduled in these rooms.
2. Once the semester schedule has been posted, self-support classes and additional state-support classes can be scheduled on a first-come, first-served basis.
3. After the third week of classes (to allow for the Academic Scheduler to make room adjustments for classes that need different rooms); and

Whereas, this agreement has worked well and continues to work well, but is just a “practice” and not a policy; and

Whereas, the growing number of self-support offerings raises the concern that self-support courses might displace state-support in the scheduling of facilities that are intended to generate FTES; therefore be it

Resolved, that the appropriate University offices codify the current classroom scheduling prioritization practice for Fall and Spring semesters as an administrative policy.