



## CALIFORNIA STATE UNIVERSITY, LONG BEACH

---

COLLEGE OF LIBERAL ARTS  
OFFICE OF THE DEAN

### MEMORANDUM

**TO:** Department Chairs, College of Liberal Arts  
Academic Support Coordinators, College of Liberal Arts

**FROM:** Gerry Riposa, Dean  
College of Liberal Arts

Michael A. Blazey, Director  
Facility and Technology Planning, College of Liberal Arts

**DATE:** July 24, 2006 (revised October 27, 2008)

**RE: POLICIES AND PROCEDURES FOR THE USE OF CLA COMPUTER CLASSROOMS**

As many of you are aware, the College of Liberal Arts is experiencing a shortage of computer classrooms/labs. As enrollment and demand for instructional technology continue to grow, the situation is growing critical. The Dean's Office is developing long-term solutions, but any immediate relief is unlikely. In the interest of providing fair and equitable access to limited College of Liberal Arts computer classrooms/labs, the following policies and procedures have been developed.

1. Those departments having no direct access to an assigned computer classroom/lab will be given assignments in SS/PA 108, 206 or 207 as available. Requests by departments located outside of the SS/PA building with direct access to a computer classroom/lab may be honored on a space-available basis only after classrooms/labs under their control have been utilized completely. Complete utilization includes 8:00-9:30 a.m. and evenings Monday-Friday, as well as all day Friday.

2. Departments scheduling classes in the SS/PA labs should not expect perpetual assignment of “prime-time” class times. “Prime-time” class times include 9:30 a.m. —10:45 a.m., 11:00 a.m. —12:15 p.m., and 12:30 p.m.—1:45 p.m. on Monday & Wednesday or Tuesday & Thursday. CLA’s computer classroom/lab scheduling coordinator will endeavor to distribute prime-times equitably from semester to semester.
3. Departments are requested to standardize the times that computer classrooms/labs are scheduled. Standard M-W-F schedules will be given priority over M-W only classes as they maximize lab use through Friday. Three-hour, once-per-week uses will be given a lower priority unless companion uses are scheduled and meet; for example, a Monday only block from 9:00 a.m.—11:45 a.m. must be accompanied by matching Wednesday and Friday blocks either from the same department or from cooperating departments. Scheduling “phantom” sections that may be cancelled due to low enrollment in order to circumvent the requirement for companion uses will further reduce a department’s priority when requesting uses in future semesters.
4. Only courses with Course Classification (CS) numbers C13 or C15 may be scheduled for every class meeting to occur in a computer classroom/lab. Courses with any other CS are restricted to no more than six (6) meetings in a computer classroom/lab during a semester.
5. Departments with authority over a computer classroom/lab are not permitted to “bump” scheduled courses if additional courses need to be scheduled at a later date. Such additional courses must be scheduled at times when a classroom/lab is open.

Cherie Dougan is responsible for implementing these policies and will work with department scheduling coordinators in an attempt to accommodate requests within the constraints of limited resources.