Odegaard Undergraduate Library
Active Learning Classroom Course Scheduling Policy

In order to reserve an Active Learning Classroom (ALC) in the Odegaard Undergraduate Library, a request must be submitted to the ALC Scheduling Coordinator via the ALC Classroom Request Form.

The Active Learning Classroom (ALC) scheduling timelines follow the guidelines of the University of Washington's Office of the Registrar.

Approval of ALC requests is based on the following criteria:

1. The courses have significant active learning components.

2. Optimal utilization of the classroom, including enrolling an appropriate class size for the room and integrated use of ALC features to promote student engagement.

    a. Class size must fit within the ALC room capacity.
        i. ALC 136 is designed for 90 or fewer students;
        ii. ALC 141 is designed for 63 or fewer students;
        iii. Both classrooms may be requested for a class size of 153, and connected through the use of ALC videoconferencing technology.
        iv. Smaller class sizes may be scheduled, but may be at a lower priority than classes of full capacity.
    b. Demonstrated integration of ALC features in course activities, including as many of the following features as possible:
        i. Round tables for collaboration and discussion
        ii. Shared monitors: instructor-driven content sharing
        iii. Shared monitors: student-driven content sharing at tables
        iv. Writeable surfaces
        v. Videoconferencing

3. A wide variety of academic disciplines and University departments are represented in ALC scheduled courses.
    a. Due to high demand, no more than three different course offerings from one department will be scheduled per quarter. In general, sections will not be scheduled in the ALCs unless approved by special request.
    b. Instructors are encouraged to consult with colleagues and their department course scheduler if a department's ALC course requests exceeds this number.

4. Courses that serve undergraduate students are given priority in the undergraduate library, but both graduate and undergraduate courses may be scheduled in the ALC..

5. Priority is given to courses meeting in the ALCs for all 10 weeks of the academic quarter.

6. Instructors who have transformed their courses for the Active Learning Classroom have priority scheduling when they meet all other criteria..

7. Courses requesting ALCs during high-demand days/times (Mondays through Thursdays, 9:30am to 2:20pm) must provide alternative meeting days/times schedule as part of the ALC request.

8. Instructors of courses which meet all designated criteria agree to consider alternative course meeting days and/or start-stop times to enable all high priority courses access to the Active Learning Classrooms.

Reminders:

The ALCs are not optimized for courses that are <u>predominantly</u>:
   a. Lecture
   b. Full class discussion with 90 or 63 students
   c. Focused on requiring individual (rather than collaborative) student work on laptops or devices.

The current ALC configuration/seating make it impossible to facilitate requests for additional technology (e.g. an optical overhead projector) or additional seating.

The ALC scheduling coordinator will alert requestors as soon as possible if their course[s] have been accepted for an Odegaard Active Learning Classroom. Departmental course coordinators are responsible for confirming that courses have been accepted for the ALCs <u>before</u> listing the course meeting location as an ALC in the Time Schedule/Room Assignments Office.

The Odegaard Library Active Learning Classroom (ALC) scheduling policy has been developed jointly by Odegaard Library and Classroom Technologies & Events to ensure that the ALCs are optimally scheduled to support the needs of students, faculty and the university community.

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