



November 15, 2023

TO: Deans, Senior Associate Deans, and Department Chairs

FROM: J. Christopher Clemens, Provost
Lauren DiGrazia, Assistant Provost & University Registrar

CC: Student services managers

RE: Classroom Utilization

Unlike the enrollment challenges many institutions of higher education are facing, at UNC Chapel Hill we have record numbers of applicants to our undergraduate programs, and we are at or near a historic maximum in enrollment. To accommodate these larger numbers of students, we are going to have to use our classroom spaces more efficiently. As of now, the average weekly course hours scheduled in each classroom is only 20 and the percentage of seats occupied is only 58%, below the system office goals of 35 and 65% respectively.

This underutilization arises from two inefficiencies in our current course scheduling; a significant portion of undergraduate classes are not following the standard meeting pattern or start times, and there is an excessive concentration of undergraduate classes during prime times: Mondays, Wednesdays, and Fridays from 9:00 am to 3:00 pm and Tuesdays and Thursdays from 9:30 am to 2:00 pm. This creates conflicts and difficulties for students in finding required courses, while also leading to overcrowding of some classrooms while at times these or other classrooms sit empty. These issues may adversely affect undergraduate students' time to graduation and create fire and other safety hazards for our students.

I am asking for your help to begin addressing these issues using a phased approach. In the first phase, **which will begin in Spring 2024**, we are asking:

- Enter all class space assignments into ConnectCarolina **NO LATER THAN** a week prior to the start of the Spring 2024 semester and for following semesters.

In the second phase, **which will begin in Fall 2024**, we ask the following:

- All undergraduate classes (<700) will **begin** at standard start times.
 - M/W/F Classes: 8:00am, 9:05am, 10:10am, 11:15am, 12:20pm, 1:25pm, 2:30pm, 3:35pm, 4:40pm, 5:45pm
 - T/R Classes: 8:00am, 9:30am, 11:00am, 12:30pm, 2:00pm, 3:30pm, 5:00pm
- Begin shifting undergraduate course times (<700) out of peak hours. We will strive to do this collaboratively and equitably.

Note that at this time we are not insisting that courses **end** at standard times, though that may be required in the future.

We appreciate your cooperation in implementing these necessary changes in support of our students and mission.