

[CALmessages Confirmation] - 2015-11-20

From:	Catherine P. Koshland, Vice Chancellor for Undergraduate Education (campus-wide)
To:	Academic-senate-faculty; Faculty; Instructors
Subject:	Important classroom scheduling adjustments for AY 2016-17

Dear Instructors,

I am writing to request your assistance in ensuring the successful scheduling of classes during the 2016-17 academic year, a period in which one of our major general-assignment (GA) classroom buildings, Wheeler Hall, will be temporarily closed for refurbishment and renewal. Wheeler's closure affects the entire campus, as we will temporarily lose access to 30 GA classrooms.

To ensure that all our classes can meet next year, we must make a temporary change in the "Prime Time Requests Policy" for GA classrooms. Specifically, we will be increasing the percentage of three-hour courses that meet Monday/Wednesday/Friday and decreasing the percentage that meet Tuesday/Thursday. (Departmental classrooms will continue to be assigned according to their respective departments' priorities.)

Since this policy change has been communicated to deans and department chairs, you may already be discussing options within your department or considering how you might make changes to one of your own courses. If so, I would like to remind you that the [Center for Teaching & Learning](#) (CTL) offers programs and services to assist instructors making this pedagogical transition. For additional information on ways they might support course design efforts, please email CTL directly (teaching@berkeley.edu). Should your planning require a consultation about technology, please send email to etssupport@berkeley.edu, call [510-643-8637](tel:510-643-8637), or fill out a consultation request form: <https://www.ets.berkeley.edu/classroomsupport>.

The closure of Wheeler Hall presents a short-term challenge that is required in order for the campus to renovate one of our oldest and most important buildings on the campus. With your cooperation and collaboration, we can achieve a significant improvement while managing campus resources within responsible limits.

Sincerely,

Catherine Koshland
Vice Chancellor for Undergraduate Education

If you are a manager who supervises UC Berkeley employees without email access, please circulate this information to all.

Please do not reply to this message