

MEMORANDUM

October 3, 2013

TO: Dr. Eric Pani, Vice President for Academic Affairs

FROM: Dr. Michael Camille, Chair, Spring Scheduling Ad Hoc Committee

RE: Report of the Spring Scheduling Ad Hoc Committee

The Spring Scheduling Ad Hoc Committee developed the following strategies to satisfy the five scheduling objectives (*italicized below*) you had identified in our charge of August 29th, 2013.

1. *Course scheduling should offer the courses students who are on-track in their program need to progress toward graduation in sufficient numbers to accommodate all such students (lowers time to graduation)*
2. *Course scheduling should schedule courses on the days and at the times students need them (lowers time to graduation)*
 - o Class scheduling should be driven by student need, not faculty preference.
 - o The scheduling coordinator for each program should: (a) identify those courses that cannot conflict with one another (for example, upper-level atmospheric sciences, Physics 2007, and Math 3001 cannot be offered at the same time), and (b) work through his/her dean's office when required courses are offered outside of the college.
 - o Each dean's office should establish a regular rotation of courses to satisfy the needs of students outside of their colleges and ensure that a sufficient number of seats are available for them.
3. *Course scheduling should conform to workload policy*
4. *Course scheduling should produce a university average of at least $26 \times 30 = 780$ SCHs/FFTE over fiscal year (meets formula funding)*
 - o Scheduling strategies should conform to workload policy. It is important to note that changes to the workload policy are currently being considered by a separate ad hoc committee.

5. *Course scheduling should use rooms to their capacity (improves space utilization)*

- Better use of large and high-demand mid-size classrooms should be accomplished by scheduling classes in as many of the time slots as possible and by maximizing the enrollments in those sections. This should allow us to convert some of our least desirable classrooms to other uses, which would improve our room utilization rate.

- When scheduling 50-minute (MWF morning) and 75-minute (MW afternoon and TR) classes, the time periods listed below should be used whenever possible. Each college may have its own scheduling strategies based on its unique needs.
 - TR (75-minute): 8:00-9:15, 9:30-10:45, 11:00-12:15, 12:30-1:45, 2:00-3:15, 3:30-4:45
 - MWF (50-minute): 8:00-8:50, 9:00-9:50, 10:00-10:50, 11:00-11:50
 - MW (75-minute): 12:30-1:45, 2:00-3:15, 3:30-4:45
 - Night (MTWR): 5:00 or 5:30 or 6:00 start time

The Spring Scheduling Ad Hoc Committee members are: Dr. Michael Camille (Chair), Ms. Kristal Anzalone, Dr. Michael Cockerham, Dr. Jessica Dolecheck, Dr. Michelle McEacharn, Ms. Patricia Pate, Dr. Jana Sutton, and Ms. Paula Thornhill. I would like to note that every committee member made important contributions when working on the scheduling improvements just described.

Please let me know if there is anything else you would like our committee to consider.