

## Academic Space and Scheduling Ad Hoc Committee

April 22, 2015, 1:00 – 2:00 p.m. 254 Rose Administration

In attendance: Michael George, Beth Bennett, Dixie MacNeil, Leslie Davis, Mark Sheppard, Jacob Jones, Denny Savage, Chuck Sox, Peter Hlebowitsh, Kristy Pritchett, Lisa Lindquist-Dorr, Kevin Whitaker

Dr. Kevin Whitaker welcomed the committee and the minutes were approved from the last meeting.

Dr. Kevin Whitaker updated the committee on the proposals that were discussed in the previous meeting. He stated Dr. Benson and Dr. Bonner are looking over the proposals. Dr. Benson will have a resolution before our May meeting or if there is something to discuss further, he will join the May meeting.

Denny Savage and Jacob Jones discussed the technology with the new scheduling system, CLSS. Denny explained at the last meeting that the Registrar's office was waiting on the bridge to from CLSS to Banner to be built. He stated that has now been done and Jacob demonstrated how to build a section with the new CLSS system. Jacob showed how the new system will automatically fill in the different categories for the scheduler. He stated the Registrar's office can add or subtract the populated boxes as needed for each department. He explained that the new system will be more point and click. He also explained that the comments option is not available with the new system as of now. Comments will need to be entered in Banner. Jacob stated the OUR has 6 different pilot groups to have a trial test with the new system on June 16<sup>th</sup> where they will conduct a mock run of building the schedule. The OUR will take feedback in hopes that the new system will go live in July. OUR will roll Spring 2016 forward in July and hopefully move forward from there he explained. Dr. Whitaker asked for a time frame for the CLSS program. Denny explained that after July, depending on how the pilot group goes, the system will be opened up for everyone. OUR will conduct training sessions in the Fall for the new system for the campus to attend.

Dr. Whitaker explained that at the last meeting the committee discussed how classes are coded and billed. He asked Kristy Pritchett from Student Receivables to discuss this process and her office's perspective on the process. Denny explained OUR wanted to be more specific in coding classes. He stated one of the proposals that was given to the committee included outlining the coding structure and for coding to be consistent across campus. He asked Kristy to explain how the campus codes impact billing and what does the Registrar's office need to be mindful of moving forward. Kristy explained how the courses are charged. She stated that if the course is a main campus course, the course gets charged a fee. In some instances, the fee is included in the tuition. She explained that there are billing differences in 800-899 level courses, which are study abroad. These courses do get charged special travel fees. Jacob stated that one of the rules that could be built into the new system would be that if a student enrolls in a study abroad course, the fee is automatically attached to the course. Kristy also explained that lecture and lab combination courses have a fee that is applied. The fee is attached to the lecture portion of the course, not on the lab. She also explained that not all course combinations are the same. She stated that the campus code and section number for billing is looked at from student receivables. Jacob stated that if a rule is built on the course, the CLSS system will not build the course in banner. Kristy also explained that a campus student vs. a distance learning student or Gadsden campus student have different billing rates. She stated that the rate follows the student and the fees are specific to the student. For example, if a main campus student enrolled in a Gadsden campus course,

the student would get charged the main campus fee. Dr. Whitaker asked if there are things the committee could do to help the student receivables department. Kristy stated her department facilitates in terms of what the University wants to do. She also explained there are over 10,000 tuition lines on a semester basis. Kristy stated that winter interim needs to be looked at and charged in a different manner. Another issue that was discussed is that the section numbers and evening codes do not match up. Jacob explained that the OUR gets an error report to correct this error as soon as the section is built. The committee also discussed to distribute information to inform the campus before spring scheduling about coding. Dr. Whitaker asked OUR to pull a report on evening classes that were not coded correctly in the past couple of semesters. Leslie Davis asked that the Blackboard option, when building a section, to be automatically selected for schedulers. Jacob stated this is an option that can be discussed. Beth Bennett stated that the Faculty Resource Center's view on Blackboard is to opt-in instead of opt-out. Lisa Lindquist-Dorr stated that the Arts & Sciences department is asking all faculty to use Blackboard to build academic continuity. Dixie MacNeil stated the biggest problem with continuing studies is addressing the class codes and aligning those with student receivables.

There was no new business discussed. Dr. Whitaker adjourned the meeting at 1:54 p.m.