Academic Space and Schedule Oversight Ad Hoc Committee

January 21, 2015, 1:00 – 2:00 PM, 254 Rose Admin

In Attendance: Beth Bennett, Leslie Davis, Jacob Jones, Mark Shepherd, Chuck Sox, Kevin Whitaker, Michael George

Dr. Whitaker opened the meeting and welcomed members. Minutes from the last meeting were approved by the committee with no changes. Dr. Whitaker asked Jacob Jones to share an update on the CLSS Product and Pilot Group. Jacob stated the summer and fall terms have now been rolled into Banner. These terms are also set up to view in CLSS, but changes still need to be made in Banner. Lee Brintle with Leapfrog is working on the test environment with CLSS now. Jacob stated that the registrar's office is waiting on Leapfrog for the system to be activated. With the new program, there will be a course crosslisting change. The new system will allow remaining seats for crosslisted courses to be filled by graduate or undergraduate students. Jacob explained schedulers will now be able to handle both classes together, instead of separate and should not have to adjust room capacity amounts as much. This change should allow the most students possible to register for the course.

Dr. Whitaker then reviewed 3 proposals that were brought to the committee from the University Registrar's office at the last meeting.

1. Scheduling Timeline Enforcement Proposal—The committee stated this proposal should be in effect by March 23, 2015 to enforce proposal for summer and fall scheduling. The committee discussed how to enforce the timeline. Schedulers should send an email to the recipient and copy schedule.ua.edu, which is the registrar's office who will give two business days for a response. If the recipient does not give a response, the room will be booked by the registrar's office approval. The committee supports this proposal. Dr. Whitaker will review with the members absent this meeting and with Dr. Benson for approval.

2. Schedule Type Coding Matrix Proposal—The committee stated the Office of Institutional Research needs to be included in this proposal. The proposal states codes for classes need to be reviewed for each department. Jacob stated that OUR hopes to have this in place by May 2015. He explained a spreadsheet with all current courses and codes will be sent out for clarity. Any changes that need to be made will be noted. Once the spreadsheet is updated, changes from that point forward will need to be made in courseleaf. The committee approves of this proposal and Dr. Whitaker will share with Dr. Benson and distribute to the deans.

3. Room Scheduling Requirement Proposal—The committee discussed this proposal for rooms being used for classes need to be listed in Astra. Non-booked sections need to be an assigned room. One concern discussed by the committee was colleges do not want to lose control of their own space and rooms. Michael George stated the registrar's office can control each department scheduler to have access only to certain rooms. The committee agrees this proposal would be helpful to have a complete inventory of available space. Dr. Whitaker will report the proposal to Dr. Benson.

There was no new business discussed by the committee. Dr. Whitaker adjourned the meeting at 2:05 p.m.