

Academic Space and Scheduling Ad Hoc Committee

February 18, 2015, 1:00 – 2:00 PM, 254 Rose Administration

In Attendance: Jacob Jones, Denny Savage, Beth Bennett, Michael George, Leslie Davis, Lorne Kuffell, Mark Shepard, Kevin Whitaker

Dr. Whitaker welcomed the group and minutes from last meeting were approved by the committee. Dr. Whitaker stated the policies that were presented and approved by the committee at the last meeting will be presented to Dr. Benson for approval.

Dr. Whitaker introduced Denny Savage to give an update on CLSS and creating rules within the program. Denny stated the bridge from CLSS to Banner code has been sent to the registrar's office this week and they will begin the installation process. This code is needed when the spring schedule is rolled in the summer term. Once the code is in place, then clean-up and tweaks can be made within the program. Denny explained the types of rules that can be indicated in CLSS: Warning, Error or Fatal Error. The Class Scheduling Policy that currently exists on the web is a good resource to begin creating rules. The committee should look over the class scheduling policy and decide which parts to keep and which parts to revise. The detailed part of the policy outlines the standard meeting pattern, with a lot of emphasis on "prime time" scheduling. Denny stated class meeting times need to start on the hour. He suggested the committee needs to discuss how the times should be put into a time schedule. Leslie Davis stated the difficulty with schedulers is finding the instructor to teach the class for the specific times listed. Beth Bennett stated her approach to faculty is stating these are goals or guidelines to aim for. She suggested to "red flag" certain scheduling slots to alert faculty the scheduling time is out of the normal. Beth also suggested collecting data for the first 2 semesters the program is being used. Beth agreed more people are sensitive to the scheduling time frame than have been in the past. Denny stated the registrar's office can input rules now and run the data to see where the problems stand. Dr. Whitaker stated the committee's intent is not to be the "police," but to clearly define expectations and administer policies, notifications, procedures, etc. Denny stated the committee should begin by building guidelines. Once the scheduling types are cleaned up, there will be more flexibility with a scheduling time frame. The scheduling policy is currently not in effect for summer term. Jacob stated the registrar's office advises the departments to offer one class in the morning and one in the afternoon of the same class section for the summer term.

Denny addressed the issue that some departments are creating a "mini term" within each term by creating text lines with start and end dates for their sections being built in Banner. He explained this creates registration issues for students because the student can't drop the course without a penalty. He stated some classes meet prior to the term starting. Beth stated students were confused about winter interim and the student thought they were enrolling for the spring term. She asked if these issues were being worked on. Jacob said the registrar's office are adding bold red letters to interim courses to label them and OUR is also emailing the students enrolled in the winter interim to remind them of what they are enrolled in. Lorne Kuffell stated the credit hour policy also has a roll in the mini terms. He explained if the credit hour policy is followed, a student is not allowed to take more than one course during winter

interim. Dr. Whitaker stated the rule and policy need to be clearly communicated for winter interim. Jacob Jones suggested that continuing studies and student receivables should meet with the committee about how class codes are seen through their offices. Dr. Whitaker agreed and will invite both departments to meet with the committee. Michael George stated classes are not being coded correctly due to financial issues. Lorne Kuffell stated for a health and safety reasons, all courses should have a location and should be known by the university. He stated this is also a SACS issue. Denny stated having a coding matrix in place should help the class location issue. Dr. Whitaker stated the message the committee wants to send should not be faculty cannot do these things, but rather there is an approval process to have them done.

Cross-Listing Policy:

Dr. Whitaker stated the biggest issue with cross-listing has to do with core. He stated both courses that are cross listed need to be approved for core. Faculty state that if the course is cross-listed, the student should get core credit for both courses. The committee agreed guidelines and/or policy to support issues with instructors not wanting to walk to other buildings for class need to be created as well. Dr. Whitaker stated discussion of convenience vs. legitimate reasons for these issues will be conducted.

Leslie Davis also added the issue of disability students included in seat capacity for rooms needs to be cleared up. She explained there has been an issues of chairs and desks becoming missing in Lloyd Hall and students do not have a place to sit in some classrooms. Jacob stated there is a rule that was approved by the Provost to book 3% over capacity for Arts & Sciences. Mark Shepard stated disability services make sure their students have seating arrangements.

Meeting was dismissed at 2:02 p.m.