



RESOLUTION-POLICY

X	Action Item
	For Information Only

From: Dr. William Freind, Rowan University Senate President

To: Dr. James Newell, Provost

Date: 12/11/13

RE: Senate Resolution *131206-2*

TO IMPROVE THE UNIVERSITY'S SCHEDULING SYSTEM FOR FALL 2014

The Rowan University Senate hereby endorses the following suggestions for improving class scheduling made by the University's Scheduling Committee.

This model will be in effect for the 2014-2015 academic year. The University Scheduling Committee will report back to the University Senate in November 2014 to assess and re-ratify the program.

SUGGESTIONS FROM THE COMMITTEE:

- 1) The Department of University Scheduling will assign classroom/time slots to academic department chairs based on a standardized grid that has been ratified by the Senate.
- 2) Department chairs should assign in consultation with faculty which classes are being taught and who is teaching them for each assigned classroom/time slot combination.

## DETAILS OF SLOT SCHEDULING SYSTEM

### PROBLEM TO BE SOLVED:

Rowan's student population has grown substantially, which has created difficulty in assigning physical classroom space to satisfy the increased demand for classes. For the current semester, 199 classes are being offered simultaneously at the 10:50-12:05 and 12:15-1:30 time slots, while the number of physical classrooms on the Glassboro campus is only 168. The shortage of classroom space during these times has forced the Department of University Scheduling the assignment of classes to untraditional learning spaces such as conference rooms, lounges, and auditoriums.

Additionally, the room shortage means that sometimes courses are assigned to classrooms days before the semester begins, which means that faculty are sometimes unsure if those rooms will meet their pedagogical needs. This is especially problematic for faculty who require Technology Enhanced Classrooms (TEC).

### GUIDELINES:

The University Scheduling Committee believes it is necessary to restrict the number of classes being offered at Glassboro any one time the physical capacity of that campus (currently 168 classrooms). To achieve this objective, departments need to be limited in the number of classes taught during peak times. The goals for the committee were to make a scheduling system that was fair, flexible, and dynamic but that would ultimately enforce that classes would no longer be offered in untraditional learning spaces.

The Committee also wants to ensure that all faculty members know their classroom assignments at least two months before the start of the semester. We also want a system in which faculty can communicate directly with department chairs to obtain a TEC rooms or other special requests, instead of contacting the Registrar's office.

### CLASSROOM ASSIGNMENTS:

The Department of University Scheduling will allocate physical classrooms to each academic department. No classroom will be assigned to two different departments for the same classroom/time slot combination. This will restrict the number of classes being offered at one time to the university maximum insuring no untraditional learning spaces will be needed. Currently, 168 classroom/time slots will be assigned to departments throughout the University in order to schedule classes for the Fall of 2014. The Department of University Scheduling will hold certain classrooms in reserve to handle unforeseen difficulties in classroom assignments.

### ASSIGNING TIME SLOTS:

The Fall 2014 classroom/time slot assignments to departments will be decided based on historical use. Departments that teach more classes will be allocated a greater number of classrooms and time slots. The specific assignments will be decided by Director of Operations for Strategic Enrollment Management, Steven Farney; and Director of Conferences and Event Services, Walt Martin. Departments that wish to switch classroom assignments in the future can

submit a form , located on the Department of University Scheduling's webpage, to the University Scheduling Committee. The form is due by the end of the Fall semester for consideration for the following academic year.

#### CLASS ASSIGNMENTS WITHIN TIME SLOTS:

Time slots are in increments of 75 minutes, which allows department chairs heads to be flexible in scheduling classes within time slots. For example, a 50 minute, 1 credit class, can either start at the beginning of the time slot or finish at the end time of a time slot. Similarly, a 3 credit class that runs for 2 time slots can either start at the beginning of the first time slot or finish at the end of the second time slot. However, departments cannot start before or end after those times unless they have been assigned consecutive time slots.

#### CLASS ASSIGNMENTS BETWEEN TIME SLOTS:

Although there is freedom for departments to schedule a class within a given time slot, there are rules that they must follow when assigning classes between time slots. For example, a 50 minute class cannot overlap into two time slots. Courses that do not follow the rules may be removed from the system. A department can seek to be exempt from the rules for pedagogical reasons only. A request must be sent directly to the Department of University Scheduling for accommodation.

1. A 1 credit class cannot run between two different time slots.
2. A 2 credit lab course must have only 3 time slots.
3. A 3 credit non-hybrid course can at most have only 2 time slots.
4. A 3 credit hybrid course must have only 1 time slot.
5. A 4 credit, non-lab course must have only 3 time slots.
6. A 4 credit lab course must have only 4 time slots.
7. A course that runs after 5:00pm, and meets only once a week can utilize the time blocks as departments see fit as long as the department ensures registration is easily available for students in the program.

For example, a department could utilize the 6:30-7:45 time slot with the 8:00-9:15 time slot to make a single course that will meet from 6:30-9:30. In addition, departments need to ensure that when scheduling double periods at night that they do not prevent students from registering for other courses. For example, if you schedule a double period at 5:00 - 7:00, you then cannot schedule a course in the same program from 6:30 - 9:00.

### CLASS ASSIGNMENTS BETWEEN DAYS OF THE WEEK:

The University will keep the standard day schedule already being utilized. Courses that do not follow the rules may be removed from the system.

1. Standard daily configurations include:
  - Monday/Wednesday
  - Monday/Wednesday/Friday
  - Tuesday/Thursday
  - Once weekly

The department chairperson will need to contact the Department of University Scheduling as well as other departments impacted in the event it is unreasonable to schedule classes per the day combinations outlined above.

### UNASSIGNED CLASSROOM/TIME SLOTS:

After the department chairs have completed their scheduling for the semester, there may be unused classroom/time slots. These slots will be listed on the Department of University Scheduling website. Department heads are free to use these slots on a first come first serve basis. This will provide departments flexibility to adjust their schedule based on adjuncts leaving, the creation of new class sections, or other last minute scheduling needs.

### DEPARTMENT OF UNIVERSITY SCHEDULING RESPONSIBILITIES:

1. Assign classrooms to academic departments, sixteen months before the Fall and Spring semesters begins.
2. Collect and post all unassigned classroom/time slots on the Department of University Scheduling's website after the department heads have filled in the schedule,
3. Ensure that the department heads have not scheduled classes incorrectly. If there is a problem, the Department of University Scheduling will contact the academic department head about correcting the class to fit within the rules.
4. Post an annual report on the department's website detailing the classroom/time slot usage for the last year. The report will be titled "Classroom Usage for the Academic Year Beginning in the Fall of 20XX".

### ACADEMIC DEPARTMENT Chairs RESPONSIBILITIES:

1. Meet with faculty members to fill out scheduled classes for the Fall, Spring, and Summer sessions of the following academic year.
2. Work with other academic department heads to make sure classes are scheduled at times which allow students to register without technical issues.

**TIMELINE FOR FALL SCHEDULING UNDER THE NEW SYSTEM:**

<b>Time</b>	<b>Action</b>
Sixteen Months Before Fall Semester	Department of University Scheduling Assigns Classrooms/Time Slots to academic departments. During the summer and early fall semesters, department chairs decide on scheduling for the following academic year (Fall, Spring, and Summer semesters).
10 Months Before Fall Semester	Academic department chairs submit schedules to the Department of University Scheduling. The designation "Staff" is acceptable under the "Professor" category for this submission.
9 Months Before Fall Semester	Classroom/time slots not assigned by individual departments will be posted on the Department of University Scheduling's website. Department chairs can use these slots to add sections or modify classroom for their classes.
8 Months Before Fall Semester	The Department of University Scheduling in collaboration with academic departments and Deans (or designee) review Fall assignments for accuracy.
7 Months Before Fall Semester	The schedule for the upcoming Fall semester is set by the Department of University Scheduling. Only additions of sections or changing of classrooms during the same time slot is permitted. Students register for Fall classes.
2 Month Before Fall Semester	Last day to add sections or modify classrooms for the Fall Semester. The designation "Staff" is still acceptable under the "Professor" category for this submission.
2 Weeks Before Fall Semester	The designation "Staff" is no longer acceptable under the "Professor" category. All classes must have an instructor of record.

**SAMPLE CLASSROOM/TIME SLOT SCHEDULE FOR DEPARTMENT TO FILL OUT**

## Robinson 410

Capacity = 35, Designation = Medium Room, Tech enabled

Day	Start	End	Subject	Class Number	Section Number	Number of Credits	Max	Reserved	Professor
Monday	8:00 AM	9:15 AM							
Monday	9:30 AM	10:45 AM							
Monday	11:00 AM	12:15 PM							
Monday	12:30 PM	1:45 PM							
Monday	2:00 PM	3:15 PM							
Monday	3:30 PM	4:45 PM							
Monday	5:00 PM	6:15 PM							
Monday	6:30 PM	7:45 PM							
Monday	8:00 PM	9:15 AM							
Monday	9:30 PM	10:45 PM							
Tuesday	8:00 AM	9:15 AM							
Tuesday	9:30 AM	10:45 AM							
Tuesday	11:00 AM	12:15 PM							
Tuesday	12:30 PM	1:45 PM							
Tuesday	2:00 PM	3:15 PM							
Tuesday	3:30 PM	4:45 PM							
Tuesday	5:00 PM	6:15 PM							
Tuesday	6:30 PM	7:45 PM							
Tuesday	8:00 PM	9:15 AM							
Tuesday	9:30 PM	10:45 PM							
Wednesday	8:00 AM	9:15 AM							
Wednesday	9:30 AM	10:45 AM							
Wednesday	11:00 AM	12:15 PM							
Wednesday	12:30 PM	1:45 PM							
Wednesday	2:00 PM	3:15 PM							
Wednesday	3:30 PM	4:45 PM							
Wednesday	5:00 PM	6:15 PM							
Wednesday	6:30 PM	7:45 PM							
Wednesday	8:00 PM	9:15 AM							
Wednesday	9:30 PM	10:45 PM							
Thursday	8:00 AM	9:15 AM							
Thursday	9:30 AM	10:45 AM							
Thursday	11:00 AM	12:15 PM							
Thursday	12:30 PM	1:45 PM							
Thursday	2:00 PM	3:15 PM							
Thursday	3:30 PM	4:45 PM							
Thursday	5:00 PM	6:15 PM							
Thursday	6:30 PM	7:45 PM							
Thursday	8:00 PM	9:15 AM							
Thursday	9:30 PM	10:45 PM							

Acceptance:

\_\_\_\_\_ I give my approval. I have forwarded this item to \_\_\_\_\_ for implementation.

\_\_\_\_\_ No approval is actually needed. I have forwarded this item to the following individual or office for informational purposes only:

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ADDITIONAL REVIEW NEEDED:

\_\_\_\_\_ I am willing to give approval if the following modification(s) are made:

\_\_\_\_\_ Before I can approve or reject this item, I need clarification on the following:

\_\_\_\_\_ I have forwarded this item to the following individual or office for further consideration and consultation.

Rejection:

\_\_\_\_\_ I decline acceptance of this item for the following reason:

*Please Return this Copy to the University Senate President ~ Retain a Copy for Your Records*