Scheduling Recommendation
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The Problems

- 18% prime time waste
- Auditorium space becoming scarce
- Lack of a true space/scheduling enforcement body
- Scheduling policies in need of review & revision
- Inability to enforce scheduling policies on the front end
- Lack of consistency in the enforcement of the scheduling policy
- No formal process through which exceptions to the scheduling policy can be approved
The Details

- 27 of 50 departments w/ more than 65% of classes in prime time
- 16 of 50 departments w/ more than 80% of classes in prime time
- 57% of classes meet in what the current UA scheduling policy defines as standard meeting patterns
- 279 main campus courses without a room assignment
- 54 main campus courses without a meeting pattern
- 500+ classes are in violation of the section number policy
- 830 main campus fall 2014 courses remain unbooked today
- No means by which to require departments to offer classes that adhere to published term dates
1. Form two space/scheduling governing bodies
   • Executive Academic Space & Scheduling Committee (EASSC)
   • Academic Space & Scheduling Oversight Committee (ASSOC)
2. Implement WEN from Courseleaf to enforce scheduling policy
New Governing Bodies

- Create scheduling policies that align with the University's mission
- Ensure consistent enforcement of those policies
- Provide a platform for discussion and information sharing between departments, colleges, Academic Affairs and the Office of the University Registrar

Executive Academic Space & Scheduling Committee (EASSC)
- Overall authority on all space allocation and scheduling issues
- Reviews bi-annual strategic check-up information and recommends modification to the UA scheduling policies based on that information
- Approves any changes to UA scheduling policies based on recommendations by Space & Schedule Oversight Committee (ASOOC)
- Potential Members: President, Provost, Vice Provosts, Vice Presidents, Chair of ASOOC, OIR representative (serving as resource only)
- Meets once each regular semester (fall & spring) to review strategic check-up data, make strategic decisions regarding space allocation at UA, address outstanding space/scheduling issues, and to provide direction for the ASOOC

Academic Space & Schedule Oversight Committee
- Ensures consistent enforcement of the UA scheduling policies
- Approves all exceptions to UA scheduling policies
- Reviews and makes data-driven recommendations concerning UA scheduling policies to EASSC
- Coordinates with UA SACS liaison to ensure the latest SACS regulations are taken into consideration when developing scheduling policy
- Potential Members: Deans, Assistant/Associate Deans, Department Chairs, Departmental Scheduling Coordinators, Faculty Representatives, Senior Faculty Analyst, OIR representatives
- Meets once/month in person and as needed through electronic communication to approve exception requests
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**WEN**

- Newest module in the CourseLeaf solution family (along w/ CAT & CIM)
- Intended to aid in the creation, verification, and publication of an institution's class schedule
- It is NOT intended to provide room or resource scheduling
- Will give departments an easy way of scheduling WHEN each class is offered before Astra is used to set WHERE each class is offered

### 4 Main Components

- Build Schedule
- Validate Schedule
- Approve Schedule
- Publish Offerings

### Benefits

- Allows for front end enforcement of UA scheduling policies
- Enables creation of workflows through which exceptions to scheduling policies are managed
- SACS regulation enforcement
- Enhanced end-user interface

### Rule Examples

- Max 65% of classes in prime time for a department
- No more than 10% of upper-division classes to be scheduled at same time
- Meeting pattern enforcement
- Balanced schedules (# of classes on Monday must roughly equal # of Tuesday)
- Section # validation
- Classes coded as off-campus must select a location from an approved list
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Where Do We Go From Here?

**Summer 2014**
- Formally define the mission and scope of the oversight committees
- Form oversight committees (EASSC & ASSOC)
- OUR completes installation of WEN

**Spring 2015**
- EASSC approves revised UA scheduling policy
- OUR implements revised policy into WEN
- EASSC reviews strategic scheduling update and makes appropriate recommendations to ASSOC

**Fall 2015**
- OUR launches WEN campus-wide for all departments to design Summer & Fall 2016 schedules
- EASSC & ASSOC continue to meet and refine scheduling policies

**Fall 2014**
- ASSOC reviews and revises UA scheduling policies
- EASSC reviews revised scheduling policy and makes appropriate recommendations to ASSOC
- OUR begins informal WEN pilot program with 2-3 departments for summer & fall 2015

**Summer 2015**
- OUR begins formal WEN pilot program with 5-7 departments to design Spring 2016 schedule
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