Humboldt State University

Scheduling Working Group End of Academic Year Report
May 13, 2013

This brief report outlines where we are in our thinking and what the next steps of review and refinement will be as we move into fall 2013.

Three Areas of Review of Scheduling Process:

1. **Mechanics of Scheduling Process**
2. **Outcomes Analysis of Registration Process**
3. **Clarification/Communication issues**

1. Mechanics of Scheduling Process

- Resource 25 Room Availability. Higher percentage of classes were assigned rooms through Resource 25 than before scheduling change (20%).
- Utilization of Large Lecture Rooms. The three deans or associate deans, Vice Provost and Academic Scheduler will meet to coordinate scheduling of large lecture classes.
- Review Timeline. Make adjustments based on feedback from ASCs, Department Chairs and other stakeholders.
- Change in Policy Document in regard to classes shorter than 15 weeks. Will review in the fall and make a recommendation to the University Senate Academic Policies Committee.
- Consider an IT Process Prioritization proposal to make interface with SPA and People Soft more seamless.

2. Outcomes Analysis of Registration Process

- Existing Audits:
  - [Class meeting hours not matching prescribed mode/units hours - Fall 2013](#)
  - [Inactive class sections with rooms scheduled - Fall 2013](#)
  - [Invalid class START and/or END times - Fall 2013](#)
  - [Partial term meetings occurring Mon-Fri between 0800 and 1700 - Fall 2013](#)
- Under development:
  - Conflict indices broken down into categories such as GE, Large Lectures, common course pairs, etc.
  - Audit of classes requesting/using rooms substantially larger than historical enrollment
  - Wait listing analysis
  - Room utilization summary for term-to-term comparisons

- Possibility of crafting a survey of student access to classes/student satisfaction with getting classes this time around (based on the initial survey that we started from). This would be on hold pending item below:
- Consult with the Vice President for Enrollment Management and Student Affairs regarding possible software purchases that may streamline process of scheduling and promote better pre-planning options.
- Continue to discuss possible research questions we should be asking about this process – what data do we need to analyze in order to improve the process?
- Discuss broader scheduling issues – conflicts, student enrollment patterns and preferences, other.

3. Adjustments to Consider.

- 80 minutes blocks at 9:30.
- Different Tuesday/Thursday schedule.
- Schedule a "University Hour" or block.
- Cross zones or change zones in late afternoon.
- Other.