

ROGERS STATE UNIVERSITY
MINUTES OF MEETING
 Course Schedule Review Committee

Date: September 5, 2014

Chairperson: Dr. Frank Elwell

Place: Preparatory Hall 313

Time Beginning: 1:30pm

Time Adjourning: 2:45pm

Members Present: Dr. Frank Elwell, Dr. Bruce Garrison, Dr. Frank Grabowski, Dr. Roy Gardner, Dr. Jamie Graham, Dr. Diana Clayton, Don Glass (proxy for Claudia Glass), Clem Ohman, Dr. James Carey, Dr. Mary Millikin, Dr. Thomas Luscomb and Dr. Jerry Bowen (proxy for Dr. Keith Martin).

Members Absent: Dr. Jim Ford (proxy given to Dr. Elwell), Claudia Glass, Dr. Keith Martin

Recording Secretary: Shelly Borgstrom

Call to Order	Dr. Elwell called the meeting to order. First order of business was electing a Chair for the Committee.	Dr. Elwell was elected chair.
Approval of Minutes		
Reports & Announcements	The Charge from Dr. Beck	
<ul style="list-style-type: none"> • Review RSU's existing class schedule for areas of inefficiency and/or maximization • Review peer regional institution class schedules for innovative and proven best practices in class scheduling • Consider the impact on the number of deliverable sections, class size, faculty load, student headcount and semester credit hour production • Consider block scheduling for morning, afternoon, evening and weekend classes in areas like general education that are common to all undergraduate students • Consider the impact on scheduling of laboratory, clinical and compressed delivery courses while maintaining federal compliance • Engage appropriate constituencies, including students, faculty, staff and administration • Secure appropriate data models and institutional information from internal sources, including AVPAA and Registrar; 		

<ul style="list-style-type: none"> • Develop, as appropriate, a proposed model that maximizes facility use while meeting student demand; • Provide an analysis of positive and negative considerations associated with any proposed change. 		
<p>Discussion:</p>	<p>The current schedule day/times were discussed. A question was raised about the current schedule: Why are there 45 minute breaks on MW from 3:15pm to 4:00pm and TR 1:45pm to 2:30pm? Was this time scheduled in to travel to branch campuses? Labs are two hours long and it can be difficult scheduling around lecture classes. Do Pryor and Bartlesville have to have the same schedule as Claremore?</p> <p>Data is being gathered on when other institutions hold classes (MW, TR or Week-end classes, fast-tracked courses). If faculty know of an institution that has an innovative schedule, give a member of the committee the name of that institution.</p> <p>Eliminating or severely restricting Friday classes would give faculty time to work on professional development.. Faculty have a lot of demands on their time. What do we expect of the faculty's time if we go to a 4-day teaching schedule? Math and Physical Science teach labs on Friday so they do not have time to meet as a department.</p> <p>Science, Nursing and EMS faculty were asked to look at how a four-day week schedule would affect their scheduling labs and classes.</p> <p>Dr. Millikin suggested a student survey to see what days/times students prefer. Currently, RSU does not offer many 8-week classes and no Saturday classes.</p> <p>Data needed: how many courses are offered each day/time and number of students enrolled. A facility analysis is also needed. It was suggested each department handle their own facilities analysis since each department occupies different buildings.</p> <p>Should we be looking at scheduling a percentage of classes after 1:00pm to minimize class conflict? How do we accommodate the athletes who have practice at 2:00pm?</p> <p>Developmental classes work better, in some cases, as MWF classes. They need to meet more frequently to provide support to first time students who need encouragement and a slower pace to pass math. Blended courses do not always work well in certain types of classes.</p> <p>Would scheduling software be helpful to the department heads? This was looked at before and was expensive and that may have been why that was dropped.</p> <p>It was suggested that we consider an 8:30am start time for classes. This allows parents dropping children off at school time to get to class on time. Also better for students who have long commutes and teens in general.</p>	
<p>Actions:</p>	<ol style="list-style-type: none"> 1. Facilities Analysis: Each Department will check to see if a MW/TR schedule, with possible Friday and/or Saturday classes will maintain the number of classes they currently offer 	

	<ol style="list-style-type: none"> 2. Dr. Millikin: Once data from other institutions is reviewed, Dr. Millikin will create a student/faculty survey by the end of September. 3. Dr. Garrison, Dr. Luscomb, Dr. Bowen and Dr. Gardner will look at scheduling software and report back to the committee. 4. Dr. Elwell will invite Dr. Beck to write the committee to discuss why a MW/TR/F schedule was dropped by RSU when after previous discussion. What problems are perceived by the central administration? 5. Science faculty will check to see how a MW/TR schedule will affect scheduling labs. 6. Gather data from other institutions on how/when they schedule their classes. Anyone that would like to help gather this data is welcome. Suggestions of innovative institutions are welcome. 7. Interviews and/or campus visits with such institutions might also be in order. 8. Visit with peers from other institutions on the transition from a 5-day a week schedule to a 4-day a week schedule. Pros and Cons? 	
Next Meeting	September 26, 2014, 2:30pm Preparatory Hall, 313	
Adjournment	2:45pm	