

ROGERS STATE UNIVERSITY
MINUTES OF MEETING
 Course Schedule Review Committee

Date: September 26, 2014

Chairperson: Dr. Frank Elwell

Place: Preparatory Hall 313

Time Beginning: 2:45pm

Time Adjourning: 4:05pm

Members Present: Dr. Frank Elwell, Dr. Bruce Garrison, Dr. Roy Gardner, Dr. Diana Clayton, Claudia Glass, Dr. Jim Ford, Clem Ohman, Dr. Mary Millikin, Dr. Thomas Luscomb and Dr. Jerry Bowen.

Members Absent: Dr. Keith Martin, Dr. Frank Grabowski, Dr. James Carey, Dr. Jamie Graham

Recording Secretary: Bonnie Paul

Call to Order	Dr. Elwell called the meeting to order, and opened the floor for review and discussion of agenda items.	
Approval of Minutes		
Reports & Announcements		
Discussion:	<p><u>Facility Analysis (is a predominant 4-day class schedule feasible?)</u></p> <p>Dr. Bowen stated that this would be a stretch for the Biology Department, and that the department would <i>have</i> to have Fridays for lab time. However, it could be made to work. The program would lose one class period, but would gain two additional class periods. Even with the current schedule, the Biology Department has to borrow rooms. As long as it can continue to borrow rooms, the predominant 4-day schedule should work. The biggest challenge for Biology is the lab space. Again, the plan would be feasible, but would generate growing pains.</p> <p>The representatives of Business and Technology agreed that the 4-day class schedule would work. Mr. Ohman also stated that it would be feasible for Health Sciences.</p> <p>Dr. Millikin advised that we conduct a capacity analysis, and that everyone will need to</p>	

	<p>build complete schedules.</p> <p><u>Scheduling Software</u></p> <p>Dr. Gardener distributed for information and review, a list of vendors to consider for the purchase of college course-scheduling software. The list included websites, cost information, and suggestions for further source research.</p> <p><u>Institutional Data</u></p> <p>Dr. Millikin distributed a handout containing detailed statistical information—number of sections by day and time; and number of students by day and time--based on fall 2013 data. She will reproduce the same information for fall 2012 at a later date, since that was a high-enrollment semester. (Dr. Gardener suggested that we look into finding a software program to tabulate data in a form similar to Dr. Millikin’s spreadsheet.) After general study and comment on current prime times and space usages, Dr. Millikin again stressed the necessity of conducting an additional <i>capacity</i> analysis.</p> <p><u>Questionnaire Designs</u></p> <p>Dr. Millikin distributed for review and discussion a draft of a Class Schedule Student Interest Survey, calling attention to the information on page 4. General discussion resulted in the following comments and observations:</p> <ul style="list-style-type: none"> • Is item 10 under “Demographics” necessary? • Item 1 under “Questions” is very good. The response will provide data regarding the 8:00am vs. 8:30am start time. • Instead of using a drop-down format on page 4, might we ask, “Would you prefer Saturday or Sunday classes,” or “Would you prefer Friday evening classes?” • 5:30pm would be the preferred time to allow people to get off work and travel to the campus. Perhaps another question could be added: “Would you prefer a 5:30pm or a 6:30pm start time?” • Would weekend classes fall under a “community college” approach? • Many other institutions are conducting weekend classes. • Friday mornings are good for block classes. • Would item 2 under “Questions” include online and blended classes? The consensus: This question would pertain to blended classes only. • Dr. Millikin will send the survey out to <i>all</i> student e-mail addresses, so the responses will pertain to both on-ground and online classes. • Perhaps add “3 credit-hour on-ground” as a choice under item 2? <p><u>Other Institutions: a preliminary report</u></p> <p>Dr. Elwell distributed a handout containing schedule information from Cameron University for comparison/review. Comments and observations were:</p> <ul style="list-style-type: none"> • This doesn’t really indicate whether or not the 8:30am start time would be 	

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beneficial, but we know it would be better.

- An advantage of the 8:30am start time is that students would not be on the highway during high traffic times.

Dr. Beck's Response

Dr. Elwell contacted Dr. Beck per the assigned action in the minutes of 9-5-14: "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?" Dr. Beck responded with a request for more information on the following points:

- 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
- 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

General discussion was held, with the following comments and observations:

- The question of impact will be answered by conducting a capacity analysis.
- What will faculty expectations pertaining to hours worked, etc.?
- As long as faculty members meet the current requirements, the rest of the time should be their own.
- A rule in the guidelines that "x" number of courses will be scheduled on Friday will help. Such a rule might ensure that enough faculty will be available on Fridays.
- Friday-only block classes will work.
- The goal of the committee is to expand the opportunity for 75-minute classes not to do away with the MWF schedule.
- The current schedule pattern is a killer; especially for students minoring in different areas.
- All departments should use the same guidelines. It is easier to say that all have a 4-day schedule, with exception A or B, etc.
- If the 45-minute gaps are eliminated, we only lose one class.

	<ul style="list-style-type: none"> • How will we offset the gaps that we are using now? • Will a Saturday opportunity in Health Sciences offset the expense of firing up the lab in that building, i.e., would the numbers justify the expense? The survey will help answer that question. <p>Continuing remarks were made regarding the Biology lab constraints and how, or even <i>if</i>, they would be affected by a predominant 4-day schedule structure.</p> <p>Dr. Elwell stated that the bottom line is: <i>This can be done</i>. Dr. Millikin followed with the reiteration that the capacity analysis will tell us a lot.</p> <p>Possible obstacles to afternoon classes are on-campus student athletic activities, students who must pick up children from school and attend children's school activities, etc.</p>	
Actions:	<p><u>Institutional Data</u></p> <ul style="list-style-type: none"> • Dr. Millikin will create a class schedule summary based on fall 2012 data. • Dr. Elwell will report on innovative scheduling at other universities. • Dr. Elwell will query Dr. Beck on the functions of the 45 minute hiatus in the schedule as well as increasing flexibility in the scheduling of science labs. <p><u>Questionnaire Designs</u></p> <ul style="list-style-type: none"> • Dr. Millikin will revise the student survey, and create another survey for faculty as well. • The survey in final form will be delivered to the committee members in two weeks. • The target for implementation of the survey will be the end of October, so that we can gather data by November. <p><u>Advantages/Disadvantages</u></p> <p>Everyone will send information to Dr. Ford suggesting advantages and disadvantages of the MW/ TR/ F 75-minute class scheduling pattern. Dr. Ford will compile the information.</p>	
Next Meeting	October 10, 2014, 3:30PM Preparatory Hall, 313	
Adjournment	4:05PM	