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RowanO
University
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RESOLUTION-POLICY

Action Item

For Information Only

From: Dr. William Freind, Rowan University Senate President

To: Dr. James Newell, Provost
Date: 12/11113

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

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DETAILS OF SLOT SCHEDULING S~STEM

PROBLEM TO BE SOLVED: I.
Rowan's student population has grown substantially, which has create~ 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 U:15-1 :30 time slots, while the number ofphysical classrooms on the Glassboro campus is only 1$8. The shortage of classroom space during these times has forced the Department of Uni1ersity Scheduling the assignment of classes to untraditional learning spaces such as confere ce rooms, lounges, and
auditoriums. .

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Additionally, the room shortage means that sometimes courses are ass~gned to classrooms days before the semester begins, which means that faculty are sometimes u1sure if those rooms will meet their pedagogical needs. This is especially problematic for facultr who require Technology
Enhanced Classrooms (TEC). 'I

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GUIDELINES: '1

The University Scheduling Committee believes it is necessary to restri~t the number of classes being offered at Glassboro any one time the physical capacity of that c mpus (currently 168 classrooms). To achieve this objective, departments need to be limited ·n the number of classes taught during peak times. The goals for the committee were to make a cheduling system that was fair, flexible, and dynamic but that would ultimately enforce that c asses would no longer be

offered in untraditional learning spaces. I

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

CLASSROOM ASSIGNMENTS: 1

The Department of University Scheduling will allocate physical classrooms to each academic
department. No classroom will be assigned to two different department for the same
classroom/time slot combination. This will restrict the number of class s being offered at one
time to the university maximum insuring no untraditional learning spac swill be needed.
Currently, 168 classroom/time slots will be assigned to departments thr ughout the University in
order to schedule classes classr22247 0 Td (sDpc (classroom/j 0.0105 TTS:)Tj ETrning)TTj 38n2essroom/time i 0.0015 T be We j 0.0066 2 Tc -33.t(to)Tj.0078 Tc 1.5

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submit a form, located on the Department of University Scheduling'sjwebpage, to the University
Scheduling Committee. The form is due by the end of the Fall semestr for consideration for the

following academic year. 1

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I CLASS ASSIGNMENTS WITHIN TIME SLOTS: !
Time slots are in in increments of 75 minutes, which allows departme~t chairs heads to be
flexible in scheduling the exampl-0.02213521 0 62(in)Tj a BT /Suspect <</Conf 0 >>BDC /T1_1 1 Tf -0.0008 Tc

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CLASS ASSIGNMENTS BETWEEN DAYS 0F1

THE WEEK:

The University will keep the standard day schedule 1already being utihfed. Courses that do not follow the rules may be removed from the system. i
1. Standard daily configurations includ~:
• Monday/Wednesday
• Monday/Wednesday/Friday
• Tuesday/Thursday
• Once weekly

' : i The department from

TIMELINE FOR FALL SCHEDULING UNDER THE NEW SYSTEM:

Time Action

Department of University Scheduling Assigns

Sixteen Months Before Fall Classrooms/Tinjle Slots to academic departments.

During the sumtner and early fall semesters, department Semester chairs decide orj. scheduling for the following academic
year (Fall, Spring, and Summer semesters). i
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Academic depatftment chairs submit schedules to the

10 Months Before Fall Semester Department of Gniversity Scheduling. The designation
"Staff' is accep~able under the "Professor" category for
this submission.

Classroom/time !slots not assigned by individual
departments wid be posted on the Department of
9 Months Before Fall Semester University Sche¢Juling's website. Department chairs can use these slots tq add sections or modify classroom for
their classes.

The Department'1

ofUniversity Scheduling in
8 Months Before Fall Semester collaboration with academic departments and Deans (or designee) review Fall assignments for accuracy.

The schedule fo~ the upcoming Fall semester is set by
the Department 4fUniversity Scheduling. Only
7 Months Before Fall Semester additions of sections or changing of classrooms during the same time sl~t is permitted. Students register for Fall
classes.

Last day to add s~ctions or modify classrooms for the
2 Month Before Fall Semester Fall Semester. T~e designation "Staff' is still acceptable under the 䙡汬 瑨攠畮摥爠瑨攠

Robinson 410
Capacity= 35, Designation=

Acceptance:

_ _ I give my approval. I have forwarded this it¢m to _____________ for
implementation.

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

ADDITIONAL REVIEW NEEDED:

_ _ I am willing to give approval if the following modification(s) are made:
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_ _ Before I can approve or reject this item, I ne~d clarification on the following:

_ _ I have forwarded this item to the following i~dividual or office for further consideration
and consultation.

Rejection:

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