Agenda

• Classroom Services Overview
• Staff Updates
• Summer (2016 re-cap, plans for 2017 and 2018)
• Education Abroad
• Instruction Modes and Location Codes
• Meeting Pattern Frequencies
• Instructor Emails
• Final Exams Issues
• Program 60
• Emergency Procedures
• USG resolution regarding course fees and syllabi
• Limbo Courses
• Building Work
• Outdoor spaces
CLASSROOM SERVICES

classroom.osu.edu
classrooms@osu.edu
(614) 247-HELP(4357)
What Do We Do?

- Classroom Technology and AV problems and requests
- Computer software requests
- Physical Room problems: Furniture, lighting, temperature issues
- Accessibility requests
- Classroom Maintenance
- Just about anything!
FINDING (& FIXING) THE CLASSROOM PROBLEMS SO YOU DON’T HAVE TO

A new proactive approach to incident resolution

- External Incidents (problems you found first)
- Internal Incidents (problems we found first)
- Total Incidents

FY 2014 FY 2015 FY 2016
WORK WITH US

GET ORIENTED

CALL FOR HELP

LOOK ONLINE!

Email classrooms@osu.edu for a classroom tech intro.

Call (614)247-HELP if you run into trouble.

Check out classrooms at: classroom.osu.edu
Classroom.osu.edu
Innovative Spaces

go.osu.edu/innovativespaces
odeeworkshops@osu.edu
CLAS SROOM SERVICES

classroom.osu.edu
classrooms@osu.edu
(614) 247-HELP (4357)
Staff Updates

Kate McNeal: Spring scheduling coordinator
• Previously worked at Ohio Wesleyan

Emily Guthrie: Course and Summer coordinator
• Previously worked with the College of Engineering

Ryan Hunt: Associate Registrar
• Previously worked at Northern Arizona State University and Columbus State Community College
Summer 2016

• 4,851 classes successfully offered

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes</td>
<td>4,851</td>
<td>5,104</td>
<td>5,278</td>
<td>5,114</td>
<td>3,834</td>
</tr>
</tbody>
</table>

Summer 2017 and beyond

BE IT RESOLVED, That the Board of Trustees hereby approves the following:

☐ That summer term tuition (instructional and general fees) for Columbus campus undergraduates be discounted 25 percent compared with fall and spring semesters, effective summer term 2017 (FY18) and continuing in following years; and

☐ That tuition (instructional and general fees) for up to three credit-hours of the first four-week session of summer term 2017 be discounted 50 percent compared to fall and spring semesters for all students (undergraduate, graduate, and professional) on the Columbus and regional campuses as a one-time phase out of an existing discount; and

☐ That the discounted summer tuition structure described above will apply to summer term 2017 and the individual sessions within the term pending approval of a waiver from the chancellor of the Ohio Department of Higher Education that will be sought by the university upon board approval of this proposal.
Education Abroad

- A reminder that departments are responsible for scheduling education abroad courses. These classes require:
  - Section number of “SA##”
  - Resident Director listed as Primary Instructor with Post access; Laurie Ogburn from OIA listed as Grdr N-SEI
  - Reserve Cap for approved education abroad students (requirement group #013180)—effective date should be date of reserve cap application
  - Send the class number and program number to the Scheduling Office and copy Laurie Ogburn (.4) in OIA so we can apply the OIA Program Number, and International Location Code

*Documentation available on our website (section 16 of training manual)
Instruction Modes & Location Codes

- Location Code = WHERE the class is taught
- Instruction Mode = HOW the course is taught

- Instruction Mode of “DL” makes the Location Code obsolete
- “DH”, “HY” and “P” require a Location Code to designate where the face-to-face instruction will take place
- Classes meeting face-to-face, but at a significant distance from a campus location (e.g. Education Abroad, Internships, Field Experience) are NOT Distance Learning courses.

### SIS Instruction Mode Labels

<table>
<thead>
<tr>
<th>Instruction Mode</th>
<th>Description</th>
<th>Percentage of formalized instruction eligible to be completed at a distance</th>
<th>Percentage of formalized instruction required to be completed in-person</th>
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</thead>
<tbody>
<tr>
<td>DL</td>
<td>Distance Learning</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>DH</td>
<td>Distance Enhanced</td>
<td>75% to 99%</td>
<td>1% to 24%</td>
</tr>
<tr>
<td>HY</td>
<td>Hybrid Delivery</td>
<td>25% to 74%</td>
<td>25% to 74%</td>
</tr>
<tr>
<td>P</td>
<td>In-Person</td>
<td>0% to 24%</td>
<td>75% to 100%</td>
</tr>
</tbody>
</table>

[Campus: COLUMBUS] Columbus Campus
*Location: OS-COLUMBUS* Columbus Campus
*Course Administrator: D0537* English
*Academic Organization: ASC* Arts and Sciences
*Academic Group: ASC* Arts and Sciences
*Holiday Schedule: OSUSIS* Academic Holidays for SIS
*Instruction Mode: DL* Distance Learning
Meeting Pattern Frequencies

- Tuesday / Thursday is by far the most popular instructional pattern.

<table>
<thead>
<tr>
<th>Term</th>
<th>TR class count</th>
<th>TR average class time</th>
<th>MWF class count</th>
<th>MWF average class time</th>
<th>WF class count</th>
<th>WF average class time</th>
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<tr>
<td>AU16</td>
<td>1,344</td>
<td>75</td>
<td>763</td>
<td>56</td>
<td>419</td>
<td>72</td>
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<td>SP16</td>
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<td>74</td>
<td>701</td>
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<td>403</td>
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<td>73</td>
<td>770</td>
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<td>369</td>
<td>71</td>
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<tr>
<td>SP15</td>
<td>1,216</td>
<td>75</td>
<td>764</td>
<td>54</td>
<td>415</td>
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<tr>
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<td>73</td>
<td>798</td>
<td>54</td>
<td>411</td>
<td>70</td>
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<tr>
<td>SP14</td>
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<td>75</td>
<td>797</td>
<td>54</td>
<td>420</td>
<td>72</td>
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<tr>
<td>AU13</td>
<td>1,308</td>
<td>73</td>
<td>839</td>
<td>54</td>
<td>376</td>
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<tr>
<td>SP13</td>
<td>1,230</td>
<td>75</td>
<td>868</td>
<td>54</td>
<td>380</td>
<td>72</td>
</tr>
</tbody>
</table>

- If you are having trouble getting a classroom, stay away from Tuesdays / Thursdays.
- Wednesday / Friday is an alternative 80 minute pattern.
Meeting Pattern Frequencies

- I would also encourage the use of MWF, and the 8am start times.

*First 15 minutes of each hour*

We have approximately 21,000 student seats and 350 rooms across the classroom pool.

<table>
<thead>
<tr>
<th>1162 Enrollment</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
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<tbody>
<tr>
<td>8AM</td>
<td>6419</td>
<td>6828</td>
<td>8320</td>
<td>6825</td>
<td>7155</td>
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<td>7493</td>
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<td>7510</td>
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<td>12720</td>
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<td>12656</td>
<td>11050</td>
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<td>12PM</td>
<td>10580</td>
<td>13176</td>
<td>12690</td>
<td>13230</td>
<td>12231</td>
</tr>
<tr>
<td>1PM</td>
<td>9886</td>
<td>12830</td>
<td>12624</td>
<td>12751</td>
<td>12101</td>
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<td>9321</td>
<td>11153</td>
<td>11070</td>
<td>11180</td>
<td>10366</td>
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<td>8255</td>
<td>11527</td>
<td>9198</td>
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<td>6214</td>
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<table>
<thead>
<tr>
<th>1168 Enrollment</th>
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<th>T</th>
<th>W</th>
<th>R</th>
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<td>8227</td>
<td>12311</td>
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<td>10AM</td>
<td>11553</td>
<td>14123</td>
<td>14134</td>
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<td>13006</td>
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<td>11AM</td>
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<td>13065</td>
<td>12665</td>
<td>13010</td>
<td>11476</td>
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<td>13006</td>
<td>13865</td>
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<td>4PM</td>
<td>7845</td>
<td>10613</td>
<td>8037</td>
<td>10285</td>
<td>5562</td>
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</table>

<table>
<thead>
<tr>
<th>Rooms</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>8AM</td>
<td>95</td>
<td>135</td>
<td>144</td>
<td>139</td>
<td>123</td>
</tr>
<tr>
<td>9AM</td>
<td>180</td>
<td>157</td>
<td>226</td>
<td>160</td>
<td>218</td>
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<td>10AM</td>
<td>195</td>
<td>275</td>
<td>275</td>
<td>276</td>
<td>270</td>
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<tr>
<td>11AM</td>
<td>204</td>
<td>288</td>
<td>287</td>
<td>290</td>
<td>268</td>
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<tr>
<td>12PM</td>
<td>208</td>
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<td>293</td>
<td>294</td>
<td>278</td>
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<tr>
<td>1PM</td>
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<td>272</td>
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<td>2PM</td>
<td>209</td>
<td>256</td>
<td>209</td>
<td>223</td>
<td>240</td>
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<tr>
<td>3PM</td>
<td>183</td>
<td>274</td>
<td>231</td>
<td>285</td>
<td>182</td>
</tr>
<tr>
<td>4PM</td>
<td>155</td>
<td>266</td>
<td>171</td>
<td>207</td>
<td>111</td>
</tr>
</tbody>
</table>
**Instructor Emails**

- In spring 2016 we started sending classroom information to instructors (with “print” checked in SIS) 1 month before the start of classes. This will be sent twice in the future. We will also be sending emails to the department scheduling contacts for classes that have no instructor listed, per request.

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**Upcoming term classroom information**

Dear Jake:

In preparation for the upcoming term, please review the following information. You are currently scheduled to teach in the following space for **Summer 2016 Term**.

- **Catalog Subject / Number:** GEOG 5210
- **Class Number:** 8530
- **Days of Week:** TR
- **Start - End Times:** 9:50AM - 11:25AM

The following links provide more information about the resources available in your space:

- **Classroom:** Psychology Bldg 002
  - [https://odee.osu.edu/psychology-002](https://odee.osu.edu/psychology-002)
  - Tour this space: [http://streaming.osu.edu/classroom/ps/002/build/index.html](http://streaming.osu.edu/classroom/ps/002/build/index.html)

Assignments are subject to change. Please check your faculty center for the most up-to-date information. Should the reserved space not meet your needs for this particular class, please contact your department scheduling coordinator to discuss your options. Your department scheduling coordinator can be reached at the following email address: carducci.1@osu.edu.

Thank you,

University Registrar
Instructor Emails cont.

- 1 week before term

Classroom Reminders for Spring 2016

In preparation for the upcoming term, the University Registrar would like to extend a few reminders regarding instruction within Classroom Pool spaces. Please use the table below to resolve issues encountered in your classroom.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Contact</th>
<th>Phone</th>
<th>Online Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Maintenance; Housekeeping; Building or Room Access</td>
<td>Service2Facilities</td>
<td>2-HELP</td>
<td><a href="https://fod.osu.edu/select/facilities/requests/">https://fod.osu.edu/select/facilities/requests/</a></td>
</tr>
<tr>
<td>Technology</td>
<td>Office of Distance Education and eLearning</td>
<td>4-HELP</td>
<td><a href="http://odee.osu.edu/classroom_services/">http://odee.osu.edu/classroom_services/</a></td>
</tr>
<tr>
<td>Broken or Missing Furniture</td>
<td>Classroom Logistics Coordinator</td>
<td>2-1285</td>
<td><a href="http://registrar.osu.edu/scheduling/Index.cfm">http://registrar.osu.edu/scheduling/Index.cfm</a></td>
</tr>
<tr>
<td>Disability Services</td>
<td>Office of Disability Services</td>
<td>2-2305</td>
<td><a href="http://www.ods.osu.edu/">http://www.ods.osu.edu/</a></td>
</tr>
</tbody>
</table>

Additionally, please be courteous to your fellow instructors by remembering to:

- Completely erase all boards.
- Return all furniture to its appropriate location (furniture layout diagram is provided near the door of each room).
- Keep all furniture in its original room, and
- Respect the transition time between classes.

Please also keep in mind:

- Visitors are active for the first week of classes. Should your room be oversubscribed, it may be because waitlisted students are in attendance before being officially enrolled. If being over capacity inhibits course instruction, you may ask the waitlisted students to leave class. If your class is at the capacity of the room, please work with your scheduling coordinator (http://registrar.osu.edu/scheduling/SchedulingContent/rooms_list.cfm) before signing Permission to Enroll forms. Capacities should return to normal once the waitlist is purged.
- Should there be an emergency in the building, please follow all emergency procedures posted in each building and be aware of all emergency exits.

Finally, we would like to remind you that in Week 4 of the term, you will receive the opportunity to complete a survey to evaluate your Classroom Pool space.

Thank You,
University Registrar
registrar@osu.edu
Final Exam Issues

- Some confusion regarding finals during spring 2016 (instructors in wrong rooms at wrong times)
- We now hang final exam schedules on our large rooms (capacities of 100+)

Final Exam Schedule

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>NUMBER</th>
<th>CLASS NBR</th>
<th>EXAM DATE</th>
<th>EXAM START TIME</th>
<th>EXAM END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBE</td>
<td>3521</td>
<td>5660</td>
<td>4/27/2016</td>
<td>2:00 PM</td>
<td>3:45 PM</td>
</tr>
<tr>
<td>AFAMAST</td>
<td>1121</td>
<td>14905</td>
<td>4/28/2016</td>
<td>8:00 AM</td>
<td>9:45 AM</td>
</tr>
<tr>
<td>CIVILEN</td>
<td>3160</td>
<td>5956</td>
<td>4/28/2016</td>
<td>10:00 AM</td>
<td>11:45 AM</td>
</tr>
<tr>
<td>COMPSTD</td>
<td>3645</td>
<td>27166</td>
<td>4/29/2016</td>
<td>2:00 PM</td>
<td>3:45 PM</td>
</tr>
<tr>
<td>CHEM</td>
<td>1210</td>
<td>16426</td>
<td>4/28/2016</td>
<td>8:00 PM</td>
<td>9:45 PM</td>
</tr>
<tr>
<td>CBE</td>
<td>3610</td>
<td>5661</td>
<td>4/29/2016</td>
<td>10:00 AM</td>
<td>11:45 AM</td>
</tr>
<tr>
<td>OBE</td>
<td>4610</td>
<td>9402</td>
<td>4/30/2016</td>
<td>10:00 AM</td>
<td>11:45 AM</td>
</tr>
<tr>
<td>RELSTDs</td>
<td>2102.02</td>
<td>27148</td>
<td>4/29/2016</td>
<td>2:00 PM</td>
<td>3:45 PM</td>
</tr>
<tr>
<td>BUSMGT</td>
<td>2320</td>
<td>34385</td>
<td>4/29/2016</td>
<td>8:00 PM</td>
<td>10:30 PM</td>
</tr>
<tr>
<td>CBE</td>
<td>3503</td>
<td>5659</td>
<td>5/2/2016</td>
<td>4:00 PM</td>
<td>5:45 PM</td>
</tr>
<tr>
<td>MATH</td>
<td>1150</td>
<td>34371</td>
<td>5/2/2016</td>
<td>6:00 PM</td>
<td>7:45 PM</td>
</tr>
</tbody>
</table>
Emergency Procedures

- Localized incidents (flood, loss of power, etc.)

1. Notification
   - If you know of an issue and haven’t heard from us, please contact us!

2. Assessment

3. Re-scheduling
   - Based on the conditions, we will attempt to re-schedule classes
   - Email the instructors of the classes impacted (copy scheduling contact), informing them of the situation and offering a temporary room. We focus on general assignment spaces, as we’re not as familiar with the department spaces or the requirements of classes in them.
   - Room change signs are hung and meeting patterns are updated in the schedule of classes
   - If time permits or it is necessary, we will reach out to impacted students, but usually the instructors can do that more efficiently than we can.

BuckeyeAlert can now take control of classroom projectors
Program 60

• Previously, students in Program 60 did not have a student record
  • Did not receive official grades
  • Did not appear on rosters
  • Were not able to attend courses with attached course fees
  • Enrollment was authorized through individual contact with instructors

• Beginning spring 2017, Program 60 students will have student records
  • Will receive audit grades
  • Will appear on rosters
  • Will be able to take courses with course fees (students are responsible for course fees)
  • Can enroll as any other student would (no more over-enrollment)

• [https://odee.osu.edu/program-60](https://odee.osu.edu/program-60)
Course Fees and Syllabi Website

- In early 2016, USG passed resolutions regarding earlier / easier access to course fee information and course syllabi
- Course fees are now visible in the schedule of classes
Course Fees and Syllabi Website cont.

- Syllabi website developed as a pilot program

- Student:  
  https://syllabus.osu.edu/

- Faculty:  
  https://syllabusupload.osu.edu/

- Syllabi should be submitted by the following dates so they can be reviewed before enrollment windows open.
  - Autumn: March 1st
  - Spring: October 1st
  - Summer: February 1st
Limbo Courses

• The limbo process was run for semesters for the first time in 2015

• Courses not successfully offered in 3 years are eligible to be withdrawn, put in limbo, or retained

• Nearly 1,000 courses put in limbo, over 500 withdrawn

• Withdrawn courses are permanent
  • The course number cannot be reused for 5 years

• Limbo status is similar to withdrawn status, but less permanent
  • No change necessary in curriculum.osu.edu
  • A list of limbo courses is available on our website
  • Courses may be removed from limbo status by contacting the Office of Academic Affairs
Building Work Recently Finished

- Watts 379, 389 & 395
- McPherson 2015, 2017 & 2019
- Baker 128, 130, 180, 184, 188 & 198
- Arps 12, 386 & 388
- Ramseyer 110 & 115
- Independence 100
Building Work Recently Finished

Evans Lab 2004 had the risers removed
Building Work Recently Finished
Agricultural Administration 246 & 247
Building Work Recently Finished
Baker 136, 140 & 144
Building Work Recently Finished

Jennings 050
Building Work Recently Finished

Campbell 100 (Innovative Space)
Building Work Recently Finished

Bolz Hall had the building envelope partially renovated summer 2016 (work will continue through autumn on weekends)
Building Work – Future Projects

• Lots of rooms getting refreshed summer 2017
• Continuing to work on HVAC issues—older buildings continue to be challenging during summer months and seasonal changes
• A computer lab may be added to the pool (approximately 40 seats)
• All classrooms will have their blackboards replaced with whiteboards
Outdoor space rules

• New rules have been developed regarding the use of outdoor space
• Many outdoor spaces are unofficially managed by groups outside of OUR
• New rules require that OUR manage all outdoor spaces, and allows for students and the public to reserve them
• If any of you are aware of spaces that are managed by particular areas, or have concerns about the policy as it’s being developed, please let us know
• http://registrar.osu.edu/scheduling/SchedulingContent/university_space_rules.pdf
Questions?