2017 Scheduling Contacts Meeting
October 12th, 2017  10:00am
Agenda

- Staffing Changes
- Framework 2.0
- Right-Sizing Rooms
- Participation Rosters
- Syllabus Website
- Building Security
- OSU Mobile App
- Workday Project
- Catalog Product
- Study Abroad Changes
- Building Work
- Questions / Discussion
Staffing Changes

• Moving to Workday project
  • Stephanie Giese
  • Ryan Hunt

• New Autumn term manager
  • Emi Bungo
  • Previously employed by the Graduate School
Framework 2.0

https://pare.osu.edu/framework
Framework 2.0

- Space Needs Assessment
  - Measures quality of current spaces, utilization, and projects future needs.

- Quality of spaces:
Framework 2.0

• Utilization

National Classroom Utilization Trends

<table>
<thead>
<tr>
<th>Scheduled Expectations of States and Systems</th>
<th>Weekly Room Hours</th>
<th>Percent of Seats Filled</th>
<th>Weekly Seat Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average of Expectations</td>
<td>35</td>
<td>64%</td>
<td>n/a</td>
</tr>
<tr>
<td>Median</td>
<td>32</td>
<td>65%</td>
<td>20.8</td>
</tr>
<tr>
<td>Most Used Expectation</td>
<td>30</td>
<td>60%</td>
<td>18.0</td>
</tr>
<tr>
<td>Today's Trends</td>
<td>35-40</td>
<td>70-75%</td>
<td>24-30</td>
</tr>
<tr>
<td>Target for Study</td>
<td>35</td>
<td>70%</td>
<td>24.5</td>
</tr>
<tr>
<td>OSU's Average</td>
<td>27</td>
<td>63%</td>
<td>21.6</td>
</tr>
</tbody>
</table>

Main Campus - Classroom Utilization by Scheduling Type - Fall 2014

<table>
<thead>
<tr>
<th>Scheduling</th>
<th>Room Characteristics (Total)</th>
<th>Average Utilization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of Rooms</td>
<td>No. of Seats</td>
</tr>
<tr>
<td>Central</td>
<td>338</td>
<td>19,034</td>
</tr>
<tr>
<td>Departmental</td>
<td>100</td>
<td>4,897</td>
</tr>
<tr>
<td>Totals / Averages</td>
<td>438</td>
<td>23,931</td>
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</tbody>
</table>
Framework 2.0

- Scheduling

Mike's data from last year

<table>
<thead>
<tr>
<th>Time</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>6774</td>
<td>8287</td>
<td>7636</td>
<td>8456</td>
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<td>11AM</td>
<td>10543</td>
<td>13065</td>
<td>12665</td>
<td>13010</td>
<td>11476</td>
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<td>12PM</td>
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<td>13603</td>
<td>13006</td>
<td>13865</td>
<td>12308</td>
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<td>1PM</td>
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<td>14072</td>
<td>13669</td>
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<td>2PM</td>
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<td>9677</td>
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<td>11253</td>
<td>13301</td>
<td>9758</td>
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<tr>
<td>4PM</td>
<td>7845</td>
<td>10018</td>
<td>8037</td>
<td>10285</td>
<td>5562</td>
</tr>
</tbody>
</table>

Total classrooms = 438

*The average is calculated on Monday through Friday.*
Framework 2.0

- Square footage per student

“Across the Main Campus classrooms, the average NASF per seat is 20 NASF, which limits the pedagogy flexibility. Modern-day instructional spaces typically have 25 NASF as a minimum.”

Takeaways from a pool classroom scheduling perspective: 
We have enough spaces, but they need to be bigger and scheduled more effectively.
Framework 2.0

How to improve our scores?

• More effective scheduling through policy enforcement
  • Focus on standard meeting patterns (non-standard meeting patterns should not be pre-assigned)

• Taking a close look at tentative classes
  • July 17\textsuperscript{th}: 210 “closed” classes in the pool with zero enrollment for AU17
  • October 10\textsuperscript{th}: 283 tentative / closed sections for SP18
  • May remove these from pool spaces before enrollment

• Align room requests more closely with enrollment projections

• Identifying poor-performing rooms and adjusting
Right-Sizing Rooms

“…modern-day instructional spaces typically have 25 NASF as a minimum.”

OSU pool rooms (not lecture halls) for Spring 2017
- Average/Mean: 18.92 NASF
- Median: 17.5 NASF
- Lowest: 11.6 NASF
- Rooms below 25 NASF: 250

One of the biggest complaints we receive is that our rooms are too cramped
Right-Sizing Rooms

- Enrollment size vs. Room size

Spring 2017
Right-Sizing Rooms

• Starting Autumn 2017, we are strategically removing chairs from a number of rooms
  • About 18 rooms per term, primarily in the 30-49 capacity range
  • Approximately 100 chairs removed each term

• Average NASF improves from 18.92 to 19.24 by SP18

• 5-year goal to have all classrooms to a minimum of 20 NASF
  • 200 rooms below 20 NASF (would require removal of 1,400 seats with current inventory)

• Benefits:
  • Improved seat-fill
  • Increase in student comfort
  • More flexible pedagogies
Participation Rosters

• Started Autumn 2017
• Done to comply with Title IV
• Participation rosters available first week of class
• Set to a default answer of “yes”
• Students failing to attend will be dropped from their classes

• More information on http://registrar.osu.edu/participationroster/index.html
Syllabus Website

• Please don’t forget to encourage faculty to use!
• We’ll be sending more emails promoting this
  • 1 a few weeks before enrollment to all instructors
  • A follow-up email will be sent later to instructors that have classes without syllabi

• http://registrar.osu.edu/scheduling/syllabus_upload_faq.asp
Building Security

• November 28\textsuperscript{th} incident
• Attack began at approximately 9:52am
• First BuckeyeAlert sent at 9:54am

• At our last meeting, I mentioned BuckeyeAlerts now show on classroom PCs / projectors
• This did occur on November 28\textsuperscript{th}, but responses were mixed
OSU Mobile App

- Nearly all students use it (997 out of 1,000)
- Wayfinding is the most popular piece
- Let us know of any issues you hear of, particularly regarding the schedule of classes
- Mobile App data refreshes every 15 minutes (no more room change signs)
OSU Mobile App

- Usage
Enterprise Project
Department Scheduling Contacts Meeting

October 12, 2017

Modern systems. More efficient processes. A better work day.
AGENDA

• Introduction to the Enterprise Project
• Scope
• Timeline
• Q&A
Workday Project vs Enterprise Project
The Enterprise Project is more than a systems implementation project; it will enable business process transformations that promote operational excellence for our students, faculty, and staff.

**Why we are Transforming…**
- Enable the strategic plan and core academic, research, service, and patient care missions
- Focus the business of the university and the Wexner Medical Center on their missions and people
- Support students, faculty, staff, and patients through consistent, reliable, high-quality experiences
- Drive effective decision making through consolidated and trusted data

**How we are Transforming…**
- Adopt **streamlined, simplified**, industry-leading business practices
- Foster an environment of **collaboration and transparency**
- Be **forward thinking** and adapt to the iterative nature of implementing new technology
- **Proactively engage** the Ohio State community through change management and communication

**What we are Transforming…**
- Review and update **business processes, policies, and service delivery models**
- Replace core **finance, human resources, payroll, and student systems** with Workday
- Replace data warehouse, Operational Data Store, and **reporting systems** with modern systems
- Retire or replace **related applications** and systems
What you can expect from the Enterprise Project...

- Simplified and more efficient business processes
- Elimination of cumbersome and redundant transactions and standard practices
- Easier-to-use fiscal reports and production dashboards
- Data-enabled decision support tools
# Scope of Transformation by Category

## CATEGORY 1: MAKE REQUIRED CHANGES TO MOVE TO WORKDAY
- **FINANCIAL AID**
  - PERSONS OF INTEREST
  - LOVE MANAGEMENT
- **RECRUIT TO HIRE**
  - FEES AUTHORIZATION
  - PERFORMANCE MANAGEMENT
- **TIME TRACKING & ABSENCE MANAGEMENT**
  - PAYROLL PROCESSING
  - PAYROLL ACCOUNTING & COMMITMENTS
- **FOUNDATION DATA MODEL**
  - HR OPERATING MODEL
  - ONBOARDING
  - BENEFITS ADMINISTRATION
  - TRANSFERS / TERMINATIONS
  - COMPENSATION ADMINISTRATION
  - RETIREMENT ADMINISTRATION
  - LEARNING
  - ANNUAL MERIT
  - PROJECT MANAGEMENT & EXECUTION
  - BANKING & SETTLEMENT
  - FINANCIAL ACCOUNTING
  - SUPPLY CHAIN
  - ASSET MANAGEMENT

## CATEGORY 2: CHOOSE TO BECOME MORE OPERATIONALLY EFFECTIVE
- **ACCOUNTS RECEIVABLE**
- **BUDGET, PLANNING & FORECASTING**
- **COMPREHENSIVE CAPITAL INVESTMENTS**
- **OPERATIONAL DESIGN**

## CATEGORY 3: ADVANCE STRATEGY
- **UNDERGRADUATE ACADEMIC ADVISING**
- **RELATIONSHIP & EXPERIENCE MANAGEMENT**
- **GRANTS**
- **DEBT MANAGEMENT**
- **EXPENSE / TRAVEL**
- **ENDOWMENT ACCOUNTING**
- **DEBT MANAGEMENT**
- **EXPENSE / TRAVEL**
- **ENDOWMENT ACCOUNTING**
- **DEBT MANAGEMENT**
- **EXPENSE / TRAVEL**
- **ENDOWMENT ACCOUNTING**
Student Strategic Direction

**Direction:** Improve the undergraduate, graduate and professional student experience through consistent and streamlined processes so that time and cost to degree completion is decreased, while student engagement is increased.

**Notable Improvements**

- Consistent and high-quality undergraduate advising services
- A degree-planning tool for all students to manage their course selections and time to degree
- Integrate curriculum approval process and course catalog to manage course creation and changes
- Ease of scheduling classes, managing course waitlists, and obtaining transcripts
- Support of room and exam scheduling and optimization
Enterprise Project Phases

Plan and Foundational Design Phase Outcomes

- Established strategic direction and transformation opportunities
- Defined business expectations and technical requirements
- Confirmed schedule, scope, and budget
- Staffed project team
- Began defining Foundation Data Model (FDM)

Architect Phase Goals

- Design future state business processes
- Define reporting and analytics requirements
- Solidify integration, conversion and technology requirements
- Create policy and service delivery recommendations
- Continue to analyze the Plan and Foundational Design Phase recommendations
- Develop the next iteration of the Ohio State Workday tenant
- Confirm system dispositions
Role of Change Management

Scope Of Transformation

Operating Model Changes

Structural Changes

Workforce Planning

Business Process Optimization & Transformation

Technology Implementation & BAR Transformation

Scope Of OCM Support

• Generating awareness and engaging stakeholders throughout institution in the project

• Identifying change impacts and managing resistance

• Developing and distributing marketing and communications

• Providing the knowledge and training needed for successful change

• Establishing a sustainable change management model to support continuous improvement
Engaging the University Community

Enterprise Project teams are including representatives from all areas of the institution to provide strong leadership and to capture valuable insights and expertise from the university community.

- Enterprise Steering Committee
- Enterprise Sponsors
- Council of Deans
- HR Council
- Senior Business Officers
- Business Sponsors Advisory Group (BSAG)
- Data Warehouse Advisory Group
- College Secretaries
- Faculty Advisory Committee
- Finance Advisory Committee
- HR/Payroll Advisory Committee
- Organizational Change Management (OCM) Advisory Committee
- Executive Communicators
- Technical Advisory Group
- OSU WMC Leadership Advisory
Support Needed from you…

• Stay connected to the project
• Champion the changes and share project updates with your teams
• Offer insights into your business units and provide feedback
Questions?

Visit us at
enterprise-project.osu.edu

Contact us at
enterprise-project@osu.edu
Course Catalog

• Possible purchase of Catalog Product
  • Possible vendor options include:
    • DIGARC
    • Leepfrog
    • SmartCatalog

• No decision yet, but stay tuned!
Current Catalog

- Catalog functionality and update history currently housed in PeopleSoft
Possible Improvements

- Visual appeal
- Ease of use and interactivity
- Improved data integration
- Enhanced edit tracking
- Policy and handbook warehouse

Example: University of Alabama
- Vendor: Leepfrog Technologies
CH 101: General Chemistry

Three lectures and one three-hour laboratory. Degree credit is not awarded for both CH 101 and CH 107 or for both CH 101 and CH 117. A survey of the fundamental facts, principles, and theories of general chemistry. Usually offered in the fall, spring, and summer semesters.

PREREQUISITE(S): MAPL of 467 or higher or ACT of 24 or higher or SAT of 560 or higher or MATH 100 or MATH 112 or MATH 113 or MATH 115 or MATH 121 or MATH 125 or MATH 126 or MATH 145 or MATH 146 or MATH 100 or MATH 112 or MATH 113 or MATH 115 or MATH 121 or MATH 125 or MATH 126 or MATH 145 or MATH 146

PREREQUISITE(S) WITH CONCURRENCY: MATH 112 or MATH 113 or MATH 115 or MATH 121 or MATH 125 or MATH 126 or MATH 145 or MATH 146

NATURAL SCIENCE
CH 101: General Chemistry

Three lectures and one three-hour laboratory. Degree credit is not awarded for both CH 101 and CH 107 or for both CH 101 and CH 117. A survey of the fundamental facts, principles, and theories of general chemistry. Usually offered in the fall, spring, and summer semesters.

PREREQUISITE(S): MAPL of 467 or higher or ACT of 24 or higher or SAT of 560 or higher or MATH 100 or MATH 112 or MATH 113 or MATH 115 or MATH 121 or MATH 125 or MATH 126 or MATH 145 or MATH 146 or MATH 100 or MATH 112 or MATH 113 or MATH 115 or MATH 121 or MATH 125 or MATH 126 or MATH 145 or MATH 146 or MATH 100 or MATH 112 or MATH 113 or MATH 115 or MATH 121 or MATH 125 or MATH 126 or MATH 145 or MATH 146

CH 102: General Chemistry

Three lectures and one three-hour laboratory. Degree credit is not awarded for both CH 102 and CH 107 or for both CH 102 and CH 117. Basic inorganic chemistry, structures, physical properties, chemical reactions, and spectroscopy. Offered in the fall, spring, and summer semesters.

PREREQUISITE(S): MAPL of 467 or higher or ACT of 24 or higher or SAT of 560 or higher or MATH 100 or MATH 112 or MATH 113 or MATH 115 or MATH 121 or MATH 125 or MATH 126 or MATH 145 or MATH 146 or MATH 100 or MATH 112 or MATH 113 or MATH 115 or MATH 121 or MATH 125 or MATH 126 or MATH 145 or MATH 146

MATH 115

Precalculus Algebra & Trig

Prerequisite: Placement and a strong background in college-preparatory mathematics, including one-half unit in trigonometry. Properties and graphs of exponential, logarithmic, and trigonometric functions are emphasized. Also includes trigonometric identities, polynomial and rational functions, inequalities, systems of equations, vectors, and polar coordinates. Grades are reported as A, B, C, or NC (No credit). Degree credit will not be granted for both MATH 115 and MATH 112 or MATH 113.

PREREQUISITE(S): UA Math Placement Test Score of 370-439 or ACT Math Subscore of 28 or old SAT Math Subscore of 630 or new SAT Math Subscore of 650
Education Abroad

A reminder that departments are responsible for scheduling Education Abroad courses. These courses 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 **OIA 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 is available on our website (section 16 of training manual)*
Education Abroad - Placeholders

• Effective 2017, study abroad credit earned via placeholder credit (instead of direct enrollment) should no longer be processed via the transfer credit module

• Scheduling will add sections needed to class schedule

• Academic Records will drop the place-holder and retroactively enroll the student in the appropriate class with a grade
Education Abroad - Placeholders

• You may notice these sections as part of the Schedule of Classes, if you look at past term offerings

• These class sections are configured in the following manner:
  • Class Section: SA99, SA98, SA97 etc.
  • Schedule Print check box unchecked
  • International location code
  • OIA – PLACEHOLD course attribute
# Education Abroad - Placeholders

![Image of the University Registrar interface with placeholders highlighted](image)

- **Course ID:** 150057
- **Academic Institution:** The Ohio State University
- **Term:** Summer 2017 Term
- **Subject Area:** SPANISH
- **Catalog Nbr:** 4551

## Associated Class
- **Location:** ICSE-INTNL
- **Units:** 3.00

## Equivalent Course Group
- **Course Equivalent Course Group:** S6961
- **Class Equivalent Course Group:** SPANISH4551/SPANISH4581

## Class Attributes
- **OA:** OIA Study Abroad Program Nbr
- **CIRA:** Circ Form Action

- **PLACEHOLD:** Study Abroad Placeholder

- **Auto Create Component**

- **Add Fee**

- **Schedule Print**
Classroom Improvements

Upgrades to over 50 classrooms
• Ag. Administration
• Enarson Classroom Bldg.
• Baker Systems
• Townshend Hall

• Scott Lab
• University Hall
• McPherson Lab
• Denney Hall
Classroom Improvements
Agricultural Administration 108
Classroom Improvements

Baker Systems 120
Classroom Improvements

Baker Systems 130
Classroom Improvements
Baker Systems 285 | Seats 48
Classroom Improvements
Townshend Hall 255
Classroom Improvements
University Hall 043
Classroom Improvements

Enarson Classroom Bldg. 014 | Seats 30
Classroom Improvements
Enarson Classroom Bldg. 015 & 017 | Both Seat 26
Classroom Improvements
Enarson Classroom Bldg. 018 | Seats 36
Classroom Improvements
Denney Hall 202
Classroom Improvements
Denney Hall 207
Classroom Improvements

Denney Hall 265
Classroom Improvements

Future Projects

• Bolz Hall and Dreese Lab to receive improvements
• Enarson 311 to become innovative space
• Renovations to McPherson Lab lecture halls
• Campbell 119 to become standard classroom
• 140 W. 19th (old Koffolt) and Fontana Lab temporarily leaving pool
• Pomerene Hall scheduled to be ready for AU18

*Some plans and projects may be subject to change.