2015 SCHEDULING CONTACTS MEETING

October 15th, 2015
Agenda

• Innovative Space
• Testing Center
• Scheduling Staff
• Room Cleaning Block
• Distance Education Labels and Definitions
• Current and Future Room Renovations
• BUCK IQ
• Session Codes
• Summer Calendar
INNOVATIVE SPACES PROGRAM

Sam Craighead
Manager, Learning Experience
Office of Distance Education and eLearning
Partnership between ODEE, UCAT, and Office of the University Registrar

http://u.osu.edu/innovativespaces
INNOVATIVE SPACES PROGRAM

- 2 classrooms (more coming soon)
- Virtual tours
- Program FAQ
- Blog
- Apply
INNOVATIVE SPACES PROGRAM

- Instructors selected agree to participate in two 90-minute active learning workshops
- Scheduled times for classes occasionally must be adjusted to enable wider participation
- Courses must meet at least 70% of room capacity
- Apply by January 8, 2016 for fall semester 2016 classes
INNOVATIVE SPACES PROGRAM

http://u.osu.edu/innovativespaces
Questions?
Testing Center

- Examination Mark (EM) Testing

  - Students can earn credit toward graduation by successfully completing tests in the Credit by Examination Program. Successful completion of these tests results in a designation of “EM” credit on the student’s transcript. The credit does not affect the student’s GPA, but does count as hours toward graduation.

  - Currently 50 EM exams offered through the Testing Center
    - (Astronomy, Biology, Chemistry, CSE, Earth Sciences, Economics, Engineering, History, Horticulture & Crop Science, Math, Molecular Genetics, Physics, Psychology)
    - Given via Carmen, on-line, or on paper

  - Does your department offer these exams in-house?
    - If so, consider moving them to the Testing Center
    - Are they in the EM Credit Brochure?

  - Since July the Testing Center has given 170 EM exams.

Forms and Credit by Examination brochure available at: testing.osu.edu
Testing Center

- **Make-Up Testing**
  - The Make-Up Examination program is designed to alleviate proctoring demands on departmental personnel when an exam needs to be rescheduled for an individual. It also allows the student greater flexibility to retake the exam.

- **Exam Scanning**
  - We scan “bubble sheets”.
  - Results accessed securely through Sharepoint
  - Cost is $10 per key/batch, need eRequest
  - Less than 24 hour turn around even during finals

Forms and Credit by Examination brochure available at: testing.osu.edu
Student Evaluation of Instruction

- Big Changes Coming!
  - Combined sections automatically merged
    - They’ll now have to “opt” in if they want separate SEI’s
  - Real time response rates professors can look up themselves
  - Changes to the report
  - Looking to give department the ability to run/access reports

Information available at: sei.osu.edu
Scheduling Staff Updates

• Angela Ford (.610) is the Course and Summer Term Scheduling Coordinator
• Contact her for any issues with Summer classes, or the catalog
• Lots of OSU experience!
• Previously worked for the Registrar, Student Service Center, and was the Registrar for the College of Pharmacy before coming to our office
• Things I know about Angela:
  • Enjoys historic buildings / architecture
  • Can play the piano
Scheduling Staff Updates

• Graham Stout (.288) is the Classroom Logistics Coordinator
  • Contact for issues with classroom space / furniture / technology / etc.
  • Also can reserve outdoor space
  • Previously facilitated moving the medical research institute for the University of Sydney (Australia)
• Things I know about Graham:
  • Avid soccer fan
  • Learning to speak Spanish and French (fluent in Italian)
  • Has seen the world!
Scheduling Staff Updates

• Erin Samuels (Spring Scheduling Coordinator) had a healthy baby boy named Ethan over the summer.
  • Things I know about Ethan:
    • He was born on the 4th of July
    • Seems like he’ll be tall…
  • Erin has decided to stay at home with Ethan.
  • We’re currently seeking her replacement.
Scheduling Staff Updates

- David Schneider has accepted another position outside of OSU.
- His last day will be November 13th.

(The only picture of David I could find)
Room Cleaning Block Reflection

• As a reminder, we’ve started blocking classroom pool spaces off for cleaning during breaks.
  • ½ of buildings per zone blocked first half of break, second ½ blocked the second half of break.
  • Although frustrating for some, it proved to be a much better method for cleaning rooms.
    • Fewer rooms being missed or cleaned when they shouldn’t have been.
• We plan to continue this practice.
• Please remember to book event spaces during breaks ASAP.
• We will continue to be as flexible as possible to help you get the space you want.
# Room Cleaning Block Reflection

## Old method

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00AM</td>
<td>MTG - CLEANING BLOCK (001181283)</td>
<td>9:00AM - 9:30AM Bolu Hall 0428</td>
</tr>
<tr>
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<tr>
<td>9:00AM</td>
<td></td>
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</tr>
<tr>
<td>10:00AM</td>
<td>ORIENTAT BLOCK - 15140 Workshop</td>
<td>10:00AM - 11:30AM Bolu Hall 0428</td>
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<tr>
<td>11:00AM</td>
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<td>12:00PM</td>
<td>CSE 1535 - 065555 Lecture</td>
<td>12:00PM - 2:00PM Bolu Hall 0428</td>
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<tr>
<td>1:00PM</td>
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<td>2:00PM</td>
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<td>4:00PM</td>
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<tr>
<td>5:00PM</td>
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</tbody>
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## New method

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<td>9:00AM</td>
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<tr>
<td>10:00AM</td>
<td>CSE 3232 - 0920 EXH</td>
<td>10:00AM - 11:45AM Bolu Hall 0428</td>
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<tr>
<td>11:00AM</td>
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<td></td>
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<tr>
<td>12:00PM</td>
<td>CSE 3232 - 0947 EXH</td>
<td>10:00AM - 11:45AM Bolu Hall 0428</td>
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<tr>
<td>1:00PM</td>
<td></td>
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</table>
Distance Education Labels

- Instruction mode percentages have been modified
  - Hybrid Delivery and In Person have changed
  - Please make sure your classes are listed appropriately

<table>
<thead>
<tr>
<th>Instruction Mode</th>
<th>Description</th>
<th>Percentage of class activities eligible to be completed at a distance from location where formalized instruction occurs</th>
</tr>
</thead>
<tbody>
<tr>
<td>DL</td>
<td>Distance Learning</td>
<td>100%</td>
</tr>
<tr>
<td>DH</td>
<td>Distance Enhanced</td>
<td>75 to 99%</td>
</tr>
<tr>
<td>HY</td>
<td>Hybrid Delivery</td>
<td>1 to 74%</td>
</tr>
<tr>
<td>P</td>
<td>In Person</td>
<td>0%</td>
</tr>
</tbody>
</table>

- Old

<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>
</tr>
</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>

- New
Construction Updates
Recently Finished

- 209 West 19th Avenue, rooms 170 & 160
Construction Updates
Recently Finished

- Campbell 213, 243 & 251
Construction Updates
Recently Finished

- Hayes 05, 06, 12, 24 & 25
  - Built up the walls and painted to repair water damage
Construction Updates
Recently Finished

- Kottman 102, 104, 112, 114 & 116
Construction Updates
Recently Finished

- Ramseyer 59 (combined 59 & 65). Now seats 120.
Construction Updates
Future Projects

- Baker Systems - SU16 - Renovating 136, adding 2 rooms
Construction Updates
Future Projects

- Campbell Hall - SU16 - Renovating 100
Construction Updates
Future Projects

- Jennings Hall - SP16 - Renovating 050
Construction Updates
Future Projects

• Pomerene & Oxley Hall – starts SU16
  • A few medium sized classrooms (50-100 seats)

*conceptual ideas for gymnasium
Construction Updates

Future Projects

• Winter Break
  • Enarson Classrooms (A/C work)
  • Independence Hall (new flooring)

• Summer 2016
  • Hitchcock and Bolz (A/C work and window replacement)
Buck IQ

• Operational Data Stores project to measure seat fill.
• [https://buckiq-bi.osu.edu/analytics](https://buckiq-bi.osu.edu/analytics)
• Requires access and is behind Shibboleth.
  • Let us know if you’d like access.
• Can give you a comprehensive look at enrollment numbers.
### Buck IQ

#### Business Intelligence

**Class Capacity Detail**

*Academic Year*: 2014-2015  
*Term*: Spring  
*Campus*: Columbus  
*Class Career*: Undergraduate  
*Class College*: Arts and Sciences

This report shows the number of seats filled in each class by college and academic term.

<table>
<thead>
<tr>
<th>Class Career</th>
<th>Class Department</th>
<th>Class Subject Catalog Number</th>
<th>Class Description</th>
<th>Class Number</th>
<th>Class Section</th>
<th>Class Component</th>
<th>Class Description</th>
<th>Class Status</th>
<th>Class Enrollment Status</th>
<th>Class Enrolling Class Status</th>
<th>Class Enrolling Class Status</th>
<th>Primary 1 Instructor Full Name</th>
<th>Seat Filled Graded</th>
<th>Seat Filled Audit</th>
<th>Brookhurst Capacity</th>
<th>Room Name</th>
<th>Seat Filled Graded</th>
<th>Seat Filled Audit</th>
<th>Brookhurst Capacity</th>
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</table>
Reminders from last year

- Enrollment limit overrides beyond the room capacity: a significant problem over the past several terms (well over 100 instances in AU14 alone)
- Use related content feature in quick enroll to check capacities

Right-click on red triangle

Use arrows to stretch/expand this pop-up window to view contents!
Reminders from last year

• Study Abroad Class Sections

• New study abroad registration model implemented SU14
  • Relatively smooth transition from Registrar’s perspective
  • Moving forward: plan to continue to work with OIA and departments to facilitate adding sections to schedules
  • Adding your own section of a study abroad experience?
    • International location code (contact us)
    • If OIA ‘affiliated’ program…
      • Laurie Ogburn from OIA added as hidden instructor
      • All seats reserved for students in study abroad student group (enrollment requirement group #13180)
The Importance of Session Codes

• Changing the session code of a class is often difficult
• Please make sure they’re listed properly when building the course.
Summer Calendar Restructuring

• The PROPOSED change for Summer 2016:

- 1 12-week semester
- 2 6-week sessions
- 3 4-week sessions
- 2 8-week sessions
Summer Calendar Restructuring

• Should be official sometime in November
• No term roll for Summer 2016
  • You’ll have two months to re-build summer schedules
• Important dates:
  • Room placement: January 8th
  • Enrollment appointments: February 22nd
Summer Calendar Restructuring