2018 Scheduling Contacts Meeting

October 11th, 2018 10:00am
Agenda:

- Innovative Spaces
- Workday / Enterprise Project
- Digital Flagship
- College Credit Plus
- Summer Enrollment
- Right-Sizing Rooms
- 2016 & 2018 class sizes
- Scheduling Topics
- Curriculum, Prerequisites and Reserve Caps
- Building Work and Classroom Locks
Innovative Spaces Program

A partnership between UCAT, ODEE and the University Registrar to promote active learning at Ohio State

Amber Sherman  |  sherman.156@osu.edu
Active learning is, in short, any learning activity engaged in by students in a classroom other than listening passively to an instructor's lecture...

(Faust & Paulson, 1998)
Characteristics of an active learning class

- Active NOT passive
- Student-centered NOT teacher-centered
- Variation in activities
  (lecture + active learning; instructor-led + student-led; individual, pair, & group)
- Movement
- Doing
  - Practice & application
  - Collaboration & sharing
    (pair, small-group, & whole-group activities and discussion)
  - Reflection on learning
Benefits of active learning

An evidence-based practice with positive impacts on student outcomes

• Low-stakes but high-impact practice
• Frequent instructor feedback
• “Deeper” understanding and higher-order thinking
• Increased engagement and concentration
• Communication and interpersonal skills
• Positive perceptions of learning
Innovative Spaces: What do we do?

Active Learning Classrooms (ALCs)
• Eight classrooms ranging from 26-84 seats, with varying configurations that support active learning

Priority scheduling
• Ohio State instructors interested in active learning pedagogy apply (in conjunction with their department schedulers)

Professional Learning
• Active learning workshop series delivered by UCAT/ODEE
• Active Learning Classroom Community, a faculty learning community made of Innovative Spaces Program participants

Read more at go.osu.edu/innovativespaces
Innovative Spaces: ALCs
Resources and Contacts

ISP info and application (currently open for SU19/AU19):
go.osu.edu/innovativespaces

Workshops: go.osu.edu/ODEEevents

Active learning resources: go.osu.edu/active-learning-strategies

UCAT consultations: ucat@osu.edu

QUESTIONS?

Contact sherman.156@osu.edu or odeeworkshops@osu.edu.
ENTERPRISE PROJECT
Modern systems.
More efficient processes.
A better work day.

Ryan Hunt, Stephanie Giese, Alison O’Neal
AGENDA

• Project Timeline Update
• What We’re Working On
• Workday 101 Videos
• Get Connected
• Q&A
Project Schedule

Enterprise Project Workday Release Schedule

<table>
<thead>
<tr>
<th>Year</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workday Releases</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>1</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply Chain Management</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR - Payroll</td>
<td></td>
<td></td>
<td>1</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 3 4 5</td>
</tr>
</tbody>
</table>

**Release 1 - Finance**
- Accounts Receivable
- Expense/Travel
- Financial Accounting
- Grants Management (Post-Award)
- Project Management & Execution

**Release 1 - HR & Payroll**
- Academic Appointments
- Annual Merit Compensation Process (AMCP)
- Benefits Administration
- Compensation Administration
- Employee Recruiting
- Fee Authorization
- Hire/Transfers/Terminations
- Onboarding
- Payroll Accounting & Commitments
- Payroll Processing
- Position Management
- Retirement Administration
- Student Employees
- Time Tracking & Absence Management

**Ohio State Releases**

1. Jul '20
   - Finance
     - See release 1 details
   - HR & Payroll
     - See release 1 details

2. Jul '21
   - Supply Chain Management
     - Inventory
     - Procurement
     - Supplier Accounts
     - Supplier Contracts

3. Oct '21
   - STUDENT
     - Academic Foundation (HR, Payroll, and Finance Dependencies)
   - Recruiting and Admissions

4. Feb '22
   - STUDENT
     - Student Records I
     - Financial Aid I

5. Jun '22
   - HR & Payroll
     - Learning
     - Performance Management
     - Succession Planning
   - STUDENT
     - Student Records III
     - Student Financials II
**Student Timeline**

### Relevant Deployment Dates
(subject to change)

**July 2021:** Recruiting and Admissions will admit students using Workday

**October 2021:** Courses, Programs, Schedule of Classes, Academic Plan Templates, Financial Aid will be in Workday

**February 2022:** Advising and Registration will take place in Workday; Student Accounts, Fee Calculations and Payments

**June 2022:** Graduation and End of Term Processing
Enterprise Project Phases

Plan and Foundational Design

Architect

Configure and Prototype

Testing

Deployment

Completed
Completed
Started May 2018

Architect Design Phase Outcomes

- Designed future state business process workflows
- Held Subject Matter Expert Reviews
- Produced Solution Design Packets for Leadership Review
- Developed the next iteration of the Ohio State Workday tenant where we have begun loading our data and building our processes
- Started integration and conversion requirement discussions

Configure and Prototype Phase Goals

- Designing and building Ohio State’s business processes in the Workday tenant using designs from the Architect phase
- Converting Ohio State data from PeopleSoft to Workday where applicable
- Scheduling Product Walkthroughs with Subject Matter Experts and Process Owners
- Designing and Confirming Security Roles in Workday
- Designing and building system integrations, conversions, and reports
WHAT WE’RE WORKING ON

**Bundle 2**

**November 2018 – April 2019**

- Finalizing Academic Foundation in OSU Workday tenant – Programs of Study (majors, minors, specializations) and Academic Units (departments, colleges)
- Room & Event Scheduling software – viewing product demos and making a selection
- Building Course Eligibility Rules (prerequisites)
- Competency-based Learning
- Practical Learning
- Key Decisions
- Testing Term Roll Functionality

**Bundle 3**

**May 2019 – October 2019**

- Room & Event Scheduling software – testing and implementing in PeopleSoft
- Public-facing Catalog software – gather requirements, view product demos and make a selection
- Building Course Eligibility Rules (prerequisites)
- Meeting Patterns – how these will function between Workday and new room scheduling software
- Integration Design – Carmen, SEI, SIMS
- Confirm conversion requirements for Courses and Schedule of Classes
## 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
- 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
Workday 101 Demos

Homepage & Student Profile
Inbox & Notifications
BUILT FOR YOU. BY YOUR TEAM.

For more information about the Enterprise Project and Workday, visit enterprise-project.osu.edu
Get Connected…

- Read the Enterprise Project News Blog to stay up-to-date on the latest project updates
- Subscribe to the monthly Enterprise Project Digest
- Email questions to enterprise-project@osu.edu
Digital Flagship

• Autumn 2018 roll-out
• Continuing Spring 2019
• Selected classes should be sure to offer non-iPad alternatives
• All will have enrollment control
Digital Flagship

Enrollment Information

Enrollment Requirements
Digital Flagship - iPad required for this section. Additional sections of this course may not require an iPad. Prereq: Health Science students in CED and ASC. Not open to students with credit for 3300.

Class Attributes
Level 1 CCP course
COL Course Fee $50
NWK LMA MNS MRN Course Fee $20
iPad Required - Digital Flagship
Digital Flagship App

- Includes course planner based off classes.osu.edu
Catalog Attributes

• College Credit Plus
• ODHE Transfer Agreements
• Affordable Learning Exchange Pilot
• Hundreds of course fees removed
Summer Enrollment

Summer Classes

- Summer Term
- 4-week 1
- 4-week 2
- 4-week 3
- 6-week 1
- 6-week 2
- 8-week 1
- 8-week 2

[Bar chart showing enrollment numbers for different summer terms and weeks, with data for 2016, 2017, and 2018.]
Right-Sizing Rooms

• Square Footage per Student:
  • Spring 2017 – Average of 18.92 NASF
  • 2 years, 82 rooms and 409 desks later…
  • Spring 2019 – Average of 19.59 NASF
Right-Sizing Rooms

Spring 2017

- Rooms
- Enrollment
Right-Sizing Rooms

Spring 2019 (*AU18 enrollment data)
2016 & 2018 Class Sizes

- Approximately 10% larger

<table>
<thead>
<tr>
<th>Applications Received</th>
<th>2017</th>
<th>2018</th>
<th>Difference</th>
<th>Percent Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>52,429</td>
<td>52,542</td>
<td>113</td>
<td>0.2%</td>
</tr>
<tr>
<td>Applicants Admitted</td>
<td>22,939</td>
<td>24,945</td>
<td>2006</td>
<td>8.7%</td>
</tr>
<tr>
<td>Paid Acceptance Fees</td>
<td>7,817</td>
<td>8,522</td>
<td>705</td>
<td>9.0%</td>
</tr>
</tbody>
</table>

Admissions Comparison and Summary Report - 9/4/2018

<table>
<thead>
<tr>
<th>New Freshmen, Columbus</th>
<th>2015</th>
<th>2016</th>
<th>Difference</th>
<th>Percent Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6,978</td>
<td>7,885</td>
<td>907</td>
<td>13.0%</td>
</tr>
</tbody>
</table>

Autumn Term 2016 Fifteenth Day Enrollment Report
Scheduling Topics

- Access now returns at 12 noon

### 2019 Scheduling Calendar
(Dates Subject to Change)

<table>
<thead>
<tr>
<th>Topic</th>
<th>SP19</th>
<th>SU19</th>
<th>AU19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Roll: Initial Schedule of Classes Available in SIS <strong>(noon)</strong></td>
<td>Jun 19</td>
<td>Nov 13</td>
<td>Nov 13</td>
</tr>
<tr>
<td>All Room Requests Must be Entered in SIS</td>
<td>Aug 14</td>
<td>Jan 4</td>
<td>Jan 15</td>
</tr>
<tr>
<td>Preregistrations Must be Entered in SIS</td>
<td>Aug 15</td>
<td>Jan 7</td>
<td>Jan 16</td>
</tr>
<tr>
<td>Instructor ADA Accommodations Must be Submitted</td>
<td>Sep 1</td>
<td>Jan 1</td>
<td>Feb 1</td>
</tr>
<tr>
<td>Full Access to SIS Schedule of Classes Reduced <strong>(midnight)</strong></td>
<td>Aug 31</td>
<td>Jan 18</td>
<td>Feb 1</td>
</tr>
<tr>
<td>Mass Placement of all Room Requests</td>
<td>Sep 4</td>
<td>Jan 22</td>
<td>Feb 4</td>
</tr>
<tr>
<td>Schedule of Classes with Rooms Available in SIS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Access to SIS Schedule of Classes Restored <strong>(noon)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule of Classes Available</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Building Preference List

- On our website
- Please inform us of updates
Combined sections and waitlist

• Combined sections that appear full may not permit immediate enrollment.

• Students attempting to enroll should be placed on the waitlist—if eligible they will be enrolled on the next waitlist run (every even hour between 8am and 10pm).
Combined sections and waitlist

### Schedule Class Meetings

#### Combined Section Detail

- **Academic Institution:** OSUSI - The Ohio State University
- **Term:** 1188 - Autumn 2018 Semester
- **Session:** 1 - Regular Academic Term
- **Combined Sections ID:** 1460 - Anatomy 2000 Loc

#### Combined Enrollment Capacities

- **Requested Room Capacity:** 840
- **Wait List Capacity:** 900

#### Enrollment Messages

**ANATOMY 2300.04 (0100) - Human Anatomy**

<table>
<thead>
<tr>
<th>Enroll.</th>
<th>Set</th>
<th>Msg</th>
<th>Severity</th>
<th>Message Text</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14640</td>
<td>163</td>
<td>Error</td>
<td>Combined section class 35650 is full. Enrollment did not take place (14646, 153)</td>
<td>The requested enrollment add was not processed. The enrollment limit for the combined section class has been reached. To attempt to Visit List the student, resubmit the request, with the Wait List option specified.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>Section</th>
<th>Catalog</th>
<th>Section</th>
<th>Class Nbr</th>
<th>Description</th>
<th>Processing</th>
<th>Status</th>
<th>Enroll</th>
<th>Total</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANATOMY</td>
<td>2300.01</td>
<td>0010</td>
<td>30504</td>
<td>Human Anatomy</td>
<td>Open</td>
<td>199</td>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANATOMY</td>
<td>2300.01</td>
<td>0100</td>
<td>35602</td>
<td>Human Anatomy</td>
<td>Open</td>
<td>11</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANATOMY</td>
<td>2300.02</td>
<td>0010</td>
<td>31365</td>
<td>Human Anatomy</td>
<td>Closed</td>
<td>16</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANATOMY</td>
<td>2300.02</td>
<td>0100</td>
<td>35664</td>
<td>Human Anatomy</td>
<td>Closed</td>
<td>2</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANATOMY</td>
<td>2300.03</td>
<td>0010</td>
<td>31394</td>
<td>Human Anatomy</td>
<td>Open</td>
<td>10</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANATOMY</td>
<td>2300.03</td>
<td>0100</td>
<td>35666</td>
<td>Human Anatomy</td>
<td>Open</td>
<td>6</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANATOMY</td>
<td>2300.04</td>
<td>0010</td>
<td>31395</td>
<td>Human Anatomy</td>
<td>Open</td>
<td>317</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANATOMY</td>
<td>2300.04</td>
<td>0100</td>
<td>35650</td>
<td>Human Anatomy</td>
<td>Open</td>
<td>33</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Session Classes

• Please try to pair first-session classes with matching second-session classes.
• Averaging 50 rooms a term with an odd number of session classes.
12:30pm transition time
12:30 transition time

- Best time to transition a room between 80 and 55 minute meetings
- Sometimes an open room will be “hidden” at this time
  - 15 minute transition time can be overridden by our office.
Change the start time to 12:45pm to locate any 10 minute transitions.
Classroom Survey

- Sent to each instructor every term about 1 pool classroom space
- About 800 responses per term
Would you teach in this room again?

<table>
<thead>
<tr>
<th></th>
<th>Autumn 2017</th>
<th>Spring 2018</th>
<th>Autumn 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>78.17%</td>
<td>76.26%</td>
<td>78.13%</td>
</tr>
<tr>
<td>No</td>
<td>21.83%</td>
<td>23.74%</td>
<td>21.88%</td>
</tr>
</tbody>
</table>
Space and Furniture

- Too crowded
- Too big
- Furniture is disorganized
- Furniture is difficult to rearrange
- Not enough writing surface

Autumn 2017 - Spring 2018 - Autumn 2018
Whiteboard vs. Blackboard

Autumn 2017: 36% Whiteboard, 29% Blackboard, 35% No preference
Spring 2018: 35% Whiteboard, 31% Blackboard, 34% No preference
Autumn 2018: 37% Whiteboard, 30% Blackboard, 34% No preference
Curriculum and Prereqs

• There is a dropdown to indicate electronic enforcement

• Please use this to indicate your department’s wishes

• When implemented, defaulted to ‘No’, so please check
Curriculum and Prereqs

- Curriculum.osu.edu
Reserve Caps

- In general: used to reserve seats in a class for certain population
Reserve Caps

- General termination steps:
  - Add a row
  - Set the date that the reserve cap should end
  - Input the same requirement group
  - Set the Cap Enrl to zero
Reserve Caps

![Course Offering Information](image)

- **Course ID:** 147503
- **Academic Institution:** The Ohio State University
- **Term:** Autumn 2018 Semester
- **Subject Area:** STAT
- **Catalog Nbr.:** 6391
- **Course Offering Nbr.:** 1
- **Class Sections:**
  - **Session:** 1
  - **Class Section:** 0010
  - **Component:** Lecture
  - **Associated Class:** 10
  - **Units:** 3.00
- **Class Nbr.:** 12589
- **Event ID:** 000357308

**Reserve Capacity:**
- **Reserve Capacity Sequence:** 1
- **Enrollment Total:** 8

**Reserve Capacity Requirement Group**
- **Start Date:** 03/13/2018
- **Requirement Group:** STAT Majors only
- **Cap:** 24
- **Start Date:** 09/28/2018
- **Requirement Group:** STAT Majors only
- **Cap:** 0
Reserve Caps

- More than one requirement, on more than one start date, you must use more than one sequence
Reserve Caps

- The system does not combine total cap enrollment values within the same reserve capacity sequence

- System selects and uses only one requirement group per reserve capacity sequence – the one with most current effective date
Reserve Caps

- **Warning:** if you expire (set to 0) the Cap Enrl field for any reserve capacity sequence row within the class section, the system inactivates ALL reserve capacity sequence values for that section.

- Please use a non-zero number that is less than or equal to the enrollment total in that reserve capacity sequence.

- This effectively terminates that specific enroll cap, in that sequence.
Reserve Caps
Classroom Improvements

Upgrades to spaces in:
- Bolz Hall
- Dreese Lab
- Caldwell Lab
- Enarson Classroom Bldg.
- Pomerene Hall
- McPherson Lab
Classroom Improvements
Bolz Hall 1st floor
Classroom Improvements

Bolz Hall 3rd floor
Classroom Improvements

Dreese Lab, 2nd & 3rd floors
Classroom Improvements

Enarson Classroom Bldg. 311
Classroom Improvements
Spaces loved and lost…

• Bolz Hall 4th floor
• Smith Lab 3rd floor
• 140 W. 19th Ave. (‘Old Koffolt’) and Fontana Lab
• Houses 3 & 4, Gateway

Spaces joining the party

• Bolz Hall 1st floor, +3 classrooms
• Caldwell Lab, +2 classrooms
• Hitchcock Hall 3rd floor (effective SP19, +2 classrooms)
• Pomerene Hall, +5 classrooms
Classroom Improvements

Pomerene Hall, pre-renovation
Classroom Improvements

Pomerene Hall, pre-renovation
Classroom Improvements

Pomerene Hall, pre-renovation
Classroom Improvements

Pomerene Hall, pre-renovation
Classroom Improvements

Pomerene Hall, pre-renovation
Classroom Improvements

Pomerene Hall
Classroom Improvements

Pomerene Hall
Classroom Improvements

McPherson 1000
Classroom Improvements
McPherson 1015
Classroom Improvements

Future Projects

Spring 2019

• Jennings Hall 050
• Hitchcock Hall 306 & 324
• Agricultural Engineering 104

Summer 2019

• Derby Hall – tentative
• Smith Lab – tentative
• Psychology Bldg. seating – tentative
• Independence Hall circulation area refresh
• Additional board space
• Security lock installations continue

Future – Advanced Materials Corridor back online, +5 pool spaces

*Plans and projects are subject to change