2019 Scheduling Contacts Meeting
October 10th, 2019
Agenda:

- Innovative Spaces
- Carmen Books
- Enterprise project update
- CollegeNET / Schedule 25
- Utilization Study
- Pre-assignments
- Final exams
- New GE
- Space Rules
- Building Work
Innovative Spaces

A partnership between UITL, ODEE and the University Registrar to promote active learning at Ohio State
"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 we do

**Active Learning Classrooms (ALCs)**
- Seven (currently) classrooms ranging from 30-84 seats, with varying configurations that support active learning

**Priority scheduling**
- Ohio State instructors interested in active learning pedagogy can apply to receive “priority” placement

**Professional Learning**
- Active learning workshop series delivered by UITL/ODEE
- Learning communities
- Active learning resources
Innovative Spaces: Our ALCs
<table>
<thead>
<tr>
<th>Academic Year</th>
<th>ALCs</th>
<th>ALC requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 - 2016</td>
<td>2</td>
<td>48</td>
</tr>
<tr>
<td>2016 - 2017</td>
<td>3</td>
<td>79</td>
</tr>
<tr>
<td>2017 - 2018</td>
<td>6</td>
<td>119</td>
</tr>
<tr>
<td>2018 - 2019</td>
<td>8</td>
<td>136</td>
</tr>
<tr>
<td>2019 - 2020</td>
<td>AU 6</td>
<td>SP 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>196</td>
</tr>
</tbody>
</table>
Innovative Spaces: How YOU help

• PROMOTE the application to instructors

• COORDINATE with them to submit application(s)

• ENSURE ACCURACY of information for efficient processing
ISP information and application
(open November 19 for SU20/AU20):
go.osu.edu/innovativespaces

Professional learning opportunities:
go.osu.edu/ODEEevents
https://uitl.osu.edu/events

ODEE professional learning newsletter:
go.osu.edu/PLnewsletter

Active learning resources:
https://u.osu.edu/activelearning/active-learning-strategies/
QUESTIONS?

contact odeeworkshops@osu.edu
Inclusive Access is a delivery model by which all students are given access to digital course materials on day one of classes through the LMS. Students benefit from lower prices made possible by volume discounts that are available only when all students in a course have day-one access.
CarmenBooks Materials

• **Digital Textbooks**
  • Available at up to 80% off retail, average savings of around 70%
  • Delivered through Unizin Engage digital bookshelf

• **Publisher Courseware**
  • Available at 30-80% off retail, unbundled
  • Delivered through traditional LTI without payment prompt
CarmenBooks

History

• 2017 & 2018 Pilots
  • 3 courses, 200 students
  • $34,000 savings

• SP19 Social Work
  • 9 courses, 1438 students
  • $189,000 savings

• SU19 & AU19
  • 39 courses, 10,524 students
  • $767,000 savings

• SP20 Estimates
  • 62 courses, 19,500 students
  • $1,250,000 savings
The key to proper fee assessment is ensuring we assign the correct fee to the right class.

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
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<tbody>
<tr>
<td>3749</td>
<td>0010-LEC</td>
<td>MoWe 2:20PM - 3:40PM</td>
<td>Converse Hall 139</td>
<td>Cynthia Turner</td>
<td>01/06/2020 - 04/20/2020</td>
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<tr>
<td>4139</td>
<td>0040-LEC</td>
<td>MoWe 4:10PM - 5:30PM</td>
<td>Converse Hall 139</td>
<td>Cynthia Turner</td>
<td>01/06/2020 - 04/20/2020</td>
<td></td>
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<tr>
<td>4442</td>
<td>0050-LEC</td>
<td>MoWeFr 9:10AM - 10:05AM</td>
<td>Schoenbaum Hall 205</td>
<td>Michael Easterday</td>
<td>01/06/2020 - 04/20/2020</td>
<td></td>
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<tr>
<td>4451</td>
<td>0070-LEC</td>
<td>MoWeFr 10:20AM - 11:15AM</td>
<td>Schoenbaum Hall 205</td>
<td>Michael Easterday</td>
<td>01/06/2020 - 04/20/2020</td>
<td></td>
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<tr>
<td>4452</td>
<td>0080-LEC</td>
<td>MoWeFr 11:30AM - 12:25PM</td>
<td>Schoenbaum Hall 205</td>
<td>Michael Easterday</td>
<td>01/06/2020 - 04/20/2020</td>
<td></td>
</tr>
</tbody>
</table>
The key to proper fee assessment is ensuring we assign the correct fee to the right class.
Scheduling Issues

- Placeholders
- Multiple Books Within A Course
- Changes / Additions
Just a quick note of deep appreciation for the ‘Inclusive Access’ offering for our students here at OSU. It has been fabulous! The program has offered my McGraw-Hill classes of 300 plus to immediately register and start with the assignments on day one, without any glitches what so ever. Your support and thoughtful, strategic, timely way of knitting together this program has been such a big win for our students. I am deeply grateful. You guys are amazing!

– Dr. Mark J. Sullivan, BUSMHR 3100/3200
QUESTIONS?

Additional info: go.osu.edu/carmenbooks

Contact shiflet.16@osu.edu or carmenbooks@osu.edu
Enterprise Project Update
Scheduling Staff:

• Nick Painter – Autumn Coordinator
• Josh Hayes – Classroom Logistics Coordinator
• Kate McNeal – Baby due this January
• Mike will be covering Spring 2020 duties
CollegeNET / Schedule 25

- Scheduling software
- Would be required for Workday
CollegeNET / Schedule 25

- Optimization capabilities

This Schedule25 Optimizer run was last run on Jun 9 2014. The results are summarized below. Choose the Assign step above to perform room assignments based on the Optimization results.

Optimization Results

- Placed classes: 1456
- Average utilization: 64.03%
- Not placed: 22
- Impossible to place: 0
CollegeNET / Schedule 25

- Timeline:
  - Meetings in November 2019 with consultants
  - Implementation / MTP sometime in 2020?

- More to come…
Utilization Study

- Similar to Framework 2.0 (2017 study analyzing 2014 data)
- Looked at (almost) all classrooms on Columbus campus for Autumn 2018 (department and pool)
- Utilization
- Pedagogy
- Classroom Design
- Aligning inventory with enrollment
Utilization Study

- Square Foot per student

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
Classroom Utilization Target Comparison (Main Campus)
# Classroom Pool + Departmental Classrooms

*Excludes College of Law*

<table>
<thead>
<tr>
<th>Classroom Capacity</th>
<th>Included Departmental Rooms</th>
<th>Existing No. of Pool Rooms</th>
<th>Existing No. of Rooms</th>
<th>Weekly Room Hours</th>
<th>Projected No. of Rooms</th>
<th>Overage/Need</th>
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<tbody>
<tr>
<td>24 and Under</td>
<td>36</td>
<td>50</td>
<td>86</td>
<td>3,181</td>
<td>91</td>
<td>(5)</td>
</tr>
<tr>
<td>25-30</td>
<td>18</td>
<td>53</td>
<td>71</td>
<td>768</td>
<td>22</td>
<td>49</td>
</tr>
<tr>
<td>31-40</td>
<td>16</td>
<td>79</td>
<td>95</td>
<td>1,919</td>
<td>55</td>
<td>40</td>
</tr>
<tr>
<td>41-50</td>
<td>22</td>
<td>61</td>
<td>83</td>
<td>2,373</td>
<td>68</td>
<td>15</td>
</tr>
<tr>
<td>51-60</td>
<td>8</td>
<td>20</td>
<td>28</td>
<td>1,439</td>
<td>41</td>
<td>(13)</td>
</tr>
<tr>
<td>61-80</td>
<td>7</td>
<td>16</td>
<td>23</td>
<td>773</td>
<td>22</td>
<td>1</td>
</tr>
<tr>
<td>81-100</td>
<td>2</td>
<td>15</td>
<td>17</td>
<td>730</td>
<td>21</td>
<td>(4)</td>
</tr>
<tr>
<td>101-150</td>
<td>3</td>
<td>9</td>
<td>12</td>
<td>411</td>
<td>12</td>
<td>0</td>
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<tr>
<td>151-200</td>
<td>0</td>
<td>6</td>
<td>6</td>
<td>455</td>
<td>13</td>
<td>(7)</td>
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<tr>
<td>201-250</td>
<td>0</td>
<td>9</td>
<td>9</td>
<td>231</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>251-300</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>209</td>
<td>6</td>
<td>(4)</td>
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<tr>
<td>301-400</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>74</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>400 and Over</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>105</td>
<td>3</td>
<td>(1)</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>113</strong></td>
<td><strong>324</strong></td>
<td><strong>437</strong></td>
<td><strong>12,668</strong></td>
<td><strong>363</strong></td>
<td><strong>74</strong></td>
</tr>
</tbody>
</table>
Distribution of Course Capacity / Room Capacity

- 50% of all courses* have course capacity 90% or more of the room capacity
- 12% of all courses feature course capacities less than 60% of room capacity
- 100% alignment leaves very little room for flexibility in scheduling extra students and in instructional delivery methods

*Includes only course sections taught in 1A, 1B, 1C
Utilization Study Recommendations

• Classroom Pool utilization is high
• Departmental classroom utilization *appears* low
• Decouple course capacity from room capacity
• Maintain appropriate swing space

• Strategic planning for next-steps happening now
Pre-assignments

• Reminders!
  • 20% pre-assignment limit
  • Classes labelled “ASM” are pre-assignments
  • Pre-assignments must follow an approved pattern
Pre-assignments

• Independence 100 and Hitchcock 131

<table>
<thead>
<tr>
<th>Independence 100</th>
<th>Autumn 2018</th>
<th>Autumn 2019</th>
<th>Change</th>
<th>Spring 2019</th>
<th>Spring 2020</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td>Room Hours</td>
<td>37.83</td>
<td>38.75</td>
<td>0.92</td>
<td>36.5</td>
<td>33.58</td>
<td>-2.92</td>
</tr>
<tr>
<td>Seats Filled</td>
<td>62.84%</td>
<td>56.93%</td>
<td>-5.91%</td>
<td>64.19%</td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>Weekly Seat Hours</td>
<td>24.2</td>
<td>22.28</td>
<td>-1.92</td>
<td>23.7</td>
<td>?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hitchcock 131</th>
<th>Autumn 2018</th>
<th>Autumn 2019</th>
<th>Change</th>
<th>Spring 2019</th>
<th>Spring 2020</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Hours</td>
<td>32.83</td>
<td>36</td>
<td>3.17</td>
<td>34.75</td>
<td>35.67</td>
<td>0.92</td>
</tr>
<tr>
<td>Seats Filled</td>
<td>58.61%</td>
<td>65.76%</td>
<td>7.15%</td>
<td>59.71%</td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>Weekly Seat Hours</td>
<td>21.32</td>
<td>24.09</td>
<td>2.77</td>
<td>19.71</td>
<td>?</td>
<td></td>
</tr>
</tbody>
</table>
10 Largest Rooms

Independence Hall 100: 727
Hitchcock Hall 131: 640
McPherson Lab 1000: 380
Sullivant Hall 220: 300
Campbell Hall 200: 295
Kottman Hall 103: 272
Schoenbaum Hall 105: 268
Jennings Hall 001: 250
Hagerty Hall 180: 242
Evans Lab 1008: 227
Pre-assignments

- 55 and 80 minute stacks are a problem
Final Exams

3335-8-20 Schedules for final examinations.
(C) In performing its scheduling function the office of the university registrar shall limit individual examinations to two-hour duration and the total examination period to no more than five days.

• Exams are typically 1 hour and 45 minutes
  • Exceptions require documentation

• Finals week is limited to 5 days (8am-10pm)
  • Reading day should not be used for exams (unless students are OK with it and/or offered alternatives)

• Students arriving late
  • In order to turn away students arriving late, strict exam times must be noted in the syllabus
Final Exams

• Ramadan 2020
  • April 23rd through May 23rd

• 2nd Reading Day?
2020 Calendar Jump

• “Calendar Creep” / “Decay”

<table>
<thead>
<tr>
<th></th>
<th>SPRING</th>
<th>SUMMER</th>
<th>AUTUMN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start of classes</td>
<td>Commencement</td>
<td>Start of classes</td>
</tr>
<tr>
<td>2015</td>
<td>Jan 12th</td>
<td>May 10th</td>
<td>May 11th (M)</td>
</tr>
<tr>
<td>2016</td>
<td>Jan 11th</td>
<td>May 8th</td>
<td>May 11th (W)</td>
</tr>
<tr>
<td>2017</td>
<td>Jan 9th</td>
<td>May 7th</td>
<td>May 10th</td>
</tr>
<tr>
<td>2018</td>
<td>Jan 8th</td>
<td>May 6th</td>
<td>May 9th</td>
</tr>
<tr>
<td>2019</td>
<td>Jan 7th</td>
<td>May 5th</td>
<td>May 8th</td>
</tr>
<tr>
<td>2020</td>
<td>Jan 6th</td>
<td>May 3rd</td>
<td>May 6th</td>
</tr>
<tr>
<td>2021</td>
<td><strong>Jan 11th</strong></td>
<td>May 9th</td>
<td>May 12th</td>
</tr>
</tbody>
</table>
2020 Calendar Jump

- Summer break 2020 will be longer than normal
- 2020 is also a leap year
New GE Program

- University Senate approved new program in April, 2019

- Prior to Senate approval, endorsed by all 12 Undergraduate-serving colleges
New GE Program

• New structure requires 32 to 39 credit hours of GE course work

• Currently, BA requires 46 to 69 hours and BS requires 46 to 66 hours of GE course work
New GE Program

• New GE model consists of three parts: Foundation courses, courses in Thematic areas, and ‘Bookends’ at the beginning and end

• Current timeline: New GE implemented Autumn 2021
New GE Program

The Ohio State University

General Education Program Structure (32-39 hours)

Citizenship for a Diverse & Just World
(4-6 hours)*

Lived Environments
(4-6 hours)*

Health & Wellbeing
(4-6 hours)*

Sustainability
(4-6 hours)*

Theme(s) Under Development*
(4-6 hours)*

Thematic Pathways (8-12 hours)

Writing and Information Literacy (3 hours)

Mathematical & Quantitative Reasoning or Data Analysis (3-5 hours)

Literary, Visual and Performing Arts (3 hours)

Historical and Cultural Studies (3 hours)

Natural Science (4-5 hours)

Social & Behavioral Sciences (3 hours)

Race, Ethnic and Gender Diversity (5 hours)

Foundations (22-25 hours)

General Education Seminar (1 hr)
New GE Program

• GE Implementation Committee currently working to establish robust implementation plan related to the GE

• Implementation Committee consists includes a broad representation of Undergraduate Colleges
New GE Program and you!

• The OUR is aware that the new GE will potentially impact many courses

• This will include updates to established courses, the creation of new courses, etc.
New GE Program and you!

- Working with the OCIO to assess the current abilities of Curriculum.osu.edu
- There will be a need for some updates to the current form
Prerequisites

• With an eye to the future, we encourage you to update and streamline your department’s prerequisites, where appropriate

• There are still many references to quarter courses
Prerequisites

Laboratory training for determining the microbiological safety and quality of food with emphasis on handling pathogens and observing analyst's safety.
Prereq: 5536 (636.01) or FdScTe 5536 (636.01). Not open to students with credit for 636.02 or FdScTe 636.02. Cross-listed in FdScTe 5546.
Annual Limbo Process

- OUR monitors the frequency of course offerings as part of an annual process, administered by OAA, per Faculty Rule
- We typically refer to this process as the ‘Limbo Process’
Annual Limbo Process

- Faculty Rule 3335-8-16 (B)

(B) The university registrar will monitor the frequency of course offerings, identify those that have not been offered for three consecutive years, and inform the dean of the appropriate college. The dean and the chair or director of the relevant instructional unit will decide whether to remove that course from the course bulletin prior to the next academic year.
Annual Limbo Process

• OUR reports on courses not successfully offered for 3 years and provides this information to OAA

• OAA will then communicate these courses with the Dean and Chair or Director of that unit
Annual Limbo Process

- Ultimately, the Dean and Chair/Director will provide feedback on what courses to remove

- OAA will then communicate these courses to OUR, and OUR will place those courses into limbo
Annual Limbo Process

• If a course is not available for Department Schedulers to schedule, it may be in limbo

• There is a comprehensive list of courses currently in limbo on the OUR website
Annual Limbo Process

- If a course is not available for Department Schedulers to schedule, it may be in limbo

- There is a comprehensive list of courses currently in limbo on the OUR website (Course & Class Information)
## Annual Limbo Process

<table>
<thead>
<tr>
<th>College</th>
<th>Subject</th>
<th>Catalog Number</th>
<th>Course Title</th>
<th>Placed in Limbo as of</th>
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<tbody>
<tr>
<td>AGR</td>
<td>AEDECON</td>
<td>3122</td>
<td>Econ Lvstk-Meat Ind</td>
<td>8/20/2018</td>
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<tr>
<td>AGR</td>
<td>AEDECON</td>
<td>3128</td>
<td>Mktg Fruits &amp; Veg</td>
<td>5/5/2020</td>
</tr>
<tr>
<td>AGR</td>
<td>AEDECON</td>
<td>6010</td>
<td>Applied Econ 1</td>
<td>8/20/2018</td>
</tr>
<tr>
<td>AGR</td>
<td>AEDECON</td>
<td>6020</td>
<td>Applied Econ 2</td>
<td>8/20/2018</td>
</tr>
<tr>
<td>AGR</td>
<td>AEDECON</td>
<td>7210</td>
<td>Apol Microecon</td>
<td>8/20/2018</td>
</tr>
<tr>
<td>AGR</td>
<td>AEDECON</td>
<td>7420</td>
<td>Adv Devpmnt Econ</td>
<td>8/20/2018</td>
</tr>
<tr>
<td>AGSYSMT</td>
<td>4591</td>
<td>Ag Mech Workshop</td>
<td>5/9/2017</td>
<td></td>
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<tr>
<td>ANIMSCI</td>
<td>5067</td>
<td>Lactation Phys</td>
<td>5/5/2020</td>
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<tr>
<td>ANIMSCI</td>
<td>6060</td>
<td>Adv Repro Phys</td>
<td>5/5/2020</td>
<td></td>
</tr>
<tr>
<td>ANIMSCI</td>
<td>6090</td>
<td>Anaerobic Micro</td>
<td>5/7/2019</td>
<td></td>
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<tr>
<td>ANIMSCI</td>
<td>7620</td>
<td>Nutr Toxicology</td>
<td>5/5/2020</td>
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<tr>
<td>ANIMSCI</td>
<td>8883</td>
<td>Physiology Seminar</td>
<td>5/5/2020</td>
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<tr>
<td>ANIMSCI</td>
<td>8884</td>
<td>Genetics Seminar</td>
<td>5/5/2020</td>
<td></td>
</tr>
</tbody>
</table>
University Space

- University Space rules were re-written
  - Working through approval process
- Outdoor event system in development
- Classroom lock project continues
  - 300+ rooms completed.
  - Remaining 50 include large lecture halls, Schoenbaum, Pomerene, Gateway, etc.
Building Work

• Derby Hall
Building Work

- Psychology
Building Work

- Advanced Materials Corridor Phase 1 completion
  Summer 2020
Building Work for 2020

- Hagerty Hall
- Smith Laboratory and/or Lazenby Hall.
  - TBD. Not lecture halls.
- Caldwell Air Conditioning work?
- Possible elevator repairs
- Gateway House 2 goes away after Spring 2020
Q&A

THANKS FOR ATTENDING!