

Open Scheduling Summer and Fall 2024 Kickoff Webinar



October 10, 2023 – Open Scheduling Summer and Fall 2024 Kickoff

The Office of the Registrar is responsible for the accuracy and integrity of the academic record.

Serving all students, faculty, academic units, and student support functions; the Office is charged with the implementation of academic and student policies and their alignment to state and federal regulations and accreditation standards.

The Office strives to be a leader and thought partner in creating efficient processes that are designed in a way that supports student success and service excellence.





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Changes in RCS Practices

Changes to Session Offerings

Recent Enhancements

Overview of Scheduling

Resolution Weeks

Announcements

Questions

AGENDA

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- Language of Instruction- Course Attribute **Research Experience- Course Attribute**
- UAccess Updated: Contact Minute Tracking
- Supporting Centrally Scheduled Classroom **Class Sections with No and Low Enrollment** Processing Class Status: Tentative Changes Mass Update Inactive Instructors
- **Priority Scheduling Resolution Weeks**



New Course Attribute – Available Spring 2024

Language of Instruction Tracking

- Non-Language courses with an Instructional Language other than English
- Support expectations for student success \bullet
- Support tracking for transcript and certificate awarding

Managing the Attribute:

- Winter 2023 & spring 2024 please complete the Language of Instruction – Attribute Request Form
- Summer and fall 2024 and beyond please manage \bullet during the Open Scheduling process

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New Course Attribute - Coming Soon

Research Experience

- Vertically Integrated Project (VIP), Course-based Undergraduate Research Experience (CURE), & Research Experience (RXP)
- Supports enhanced search criteria during enrollment
- Support tracking for transcript and certificate awarding

Managing the Attribute:

- More to come for implementation for winter 2023 & spring 2024
- Summer and fall 2024 and beyond please manage during the Open Scheduling process

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Changes to Session Offerings

Beginning Summer 2024

Transition from 8WA-F carousel sessions to 7A/7B sessions \bullet Will reduce compliance risk for cross calendar-enrollment 7A and 7B sessions will always start on a Monday* and end on a Sunday \bullet Does not impact 7W1 and 7W2 sessions ightarrow

- Limited to GRAD career only
- Follows standard holiday ightarrow



*Sessions will start on Tuesday in cases where Monday is a recognized University holiday

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UAccess Updated: Contact Minute Tracking

Modification Roll-out

- Some programs and courses operate on a variable schedule
- New modifications in the UA
 Schedule of Classes allow accurate
 notation of tracking process
- The RCS team will work closely with department schedulers to update
- Push to production on 10/10/23

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More details to come via RCS newsletter and email communications during Open Scheduling

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Reporting Issues

- Lighting 1.
- Heating & Cooling 2.
- General Cleanliness 3.
- Masks & Cleaning Spray 4.
- Whiteboard Markers & Erasers 5.
- Water- active or past damage 6.
- Furniture layout, quantity, condition, etc. 7.
- Classroom Technology 8.
- 9. Technology Demonstrations



To unlock the door after hours contact Security 520-621-8273

Central Classroom Support

To report any issues with this classroom

520-621-3852

For emergencies dial 911



Process Refinement: No Enrollment and Low Enrollment

No Enrollment

Communicate sections with zero enrollment to departments between November 27, 2023- December 8, 2023

Action – Dec. 20, 2023

RCS will:

- Email list of class sections moved to \bullet class status tentative
- Centrally Scheduled Classrooms are \bullet released
- Departments may choose to cancel \bullet sections via section form

Low Enrollment Communicate sections with historical low enrollment (less than 70% room fill) based on requested room cap during Open Enrollment

Action – Dec. 20, 2023

RCS will:

- Request room swaps based
 - larger classes
- Offer rooms better suited for • anticipated enrollment

on need to accommodate



Processing Class Status: Tentative Changes

Avoiding Tentative Class Status

•Class setups left incomplete will be marked with a class status of tentative and will not appear within the published Schedule of Classes.

- Missing data that triggers a **Tentative** status includes:
 No room assignment
 - Incomplete meeting pattern
 - •Contact minute non-compliance
 - •Unapproved DYN or Live Online
 - •Courses missing a required component

Managing Status Change

- Incomplete Class Set-up notifications sent during Open Scheduling Period
- After resolution weeks (Feb. 5-16th) any class sections missing essential data are marked tentative
- Submit Section forms to make necessary changes prior to publication of the Schedule of Classes on March 1st.

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en Scheduling Period ns missing essential data are marked tentative for to publication of the Schedule of Classes on



Mass Update: Instructor/Advisor Table

Clean-up Process

- Using Human Resources data to confirm when an instructor's status should change from ulletactive to inactive
- Processing changes to create accurate instructor table information in UAccess

We need your help!

Update Instructor/Advisor table status \bullet

Instructor Type \bullet

- Teaching Assistant •
- Instructor
- Department administrator •
- Visiting Lecturer \bullet
- Visiting Professor
- Etc.

- Instructor Status:
 - Active
 - Inactive

 - Available
 - Unavailable
 - Sabbatical

 \bullet

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Instructor Availability: This is helpful to maintain accurate instructor information in the Schedule of Classes



Priority Scheduling Resolution Weeks

Increased Communication

- RCS staff review Priority Scheduling Requests
 - Standard Meeting Patterns \bullet
 - Efficiently filling classrooms to avoid scheduling gaps ullet
- Initial communication shared via email
- Scheduled 1-on-1 appointments to review grids as needed \bullet



Open Scheduling Overview

October 2, 2023 – January 12, 2024 Open Scheduling Summer/Fall 2024

October 2, 2023 – December 1, 2023 Priority Scheduling, Common Finals & CLS Request Deadline

January 16, 2024 – January 31, 2024 Priority Scheduling & Optimization processing and clean-up

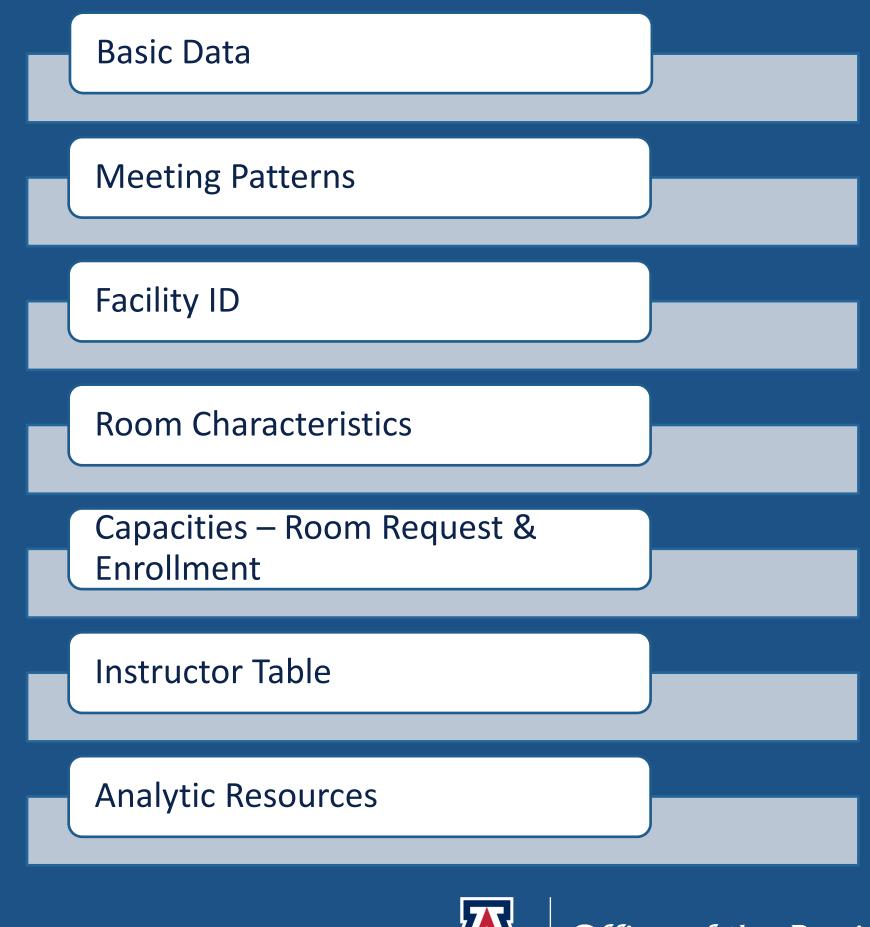
February 1, 2024 Open Schedule of Classes for Department Review & Section Forms Open

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Open Scheduling Overview Topics

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Basic Data

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes LMS Data	
Course ID 040561 Course Offering Nbr 1	
Academic Institution The University of Arizona	
Term Fall 2022 Undergrad Auto Create Component Auto Create Component	
Subject Area TLS TCh, Lfh & Sociocultural Stdy	
Catalog Nbr 354 Admin in Comm Rec & Park Orgs	
Class Sections Find View All First ④	1 of 3 🕟 Last
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*Class Section 101 *Start/End Date 10/13/2022 iii 12/07/2022	Ð
*Component LEC Lecture Event ID	
*Class Type Enrollment Section 🗸	
*Associated Class 101 Units 3.00	
*Campus MAIN Q UA Update Fee	
*Location TUCSON C Tucson Schedule Print	
Course Administrator	
*Academic Organization 3222 C Tch. Ltn & Sociocultural Stdy	
Academic Group UA UA General Dynamic Date Calc Required	
*Holiday Schedule SAHOL C Student Holidays Generate Class Mtg Attendance	
*Instruction Mode FO 🔍 Fully Online	1
Primary Instr Section 101	
Class Topic	
Course Topic ID	

• Be careful- some field criteria auto populates! • Ensure the necessary changes are made to accurately reflect the course details

- Section number.
- catalog.

• Verify Session Code & Start/ End dates • 7W2 session needs coordinating start/ end dates • Verify same information on **Meeting Tab**

• Ensure **Associated Class** number matches **Class**

• If creating multiple components, select **Class Type** based on **Component** requirement according to the



Meeting Pattern

Standard Meeting Pattern Days

- Non-standard are more difficult to assign rooms based on limited room availability.
- Non-standard meeting patterns prevent RCS from maximizing room use efficiently
- Verify Meeting Pattern time:
 - Common issue: 12am 12am, 3:00am 3:50am, 12am 1 pm, or etc.
- When multiple sections of a course are created, spread out meeting times
 - i.e., multiple sections that share requested meeting patterns will compete for room resources
 - to imitate a standard meeting pattern

• 35/35/30 guideline

- Strategic planning within your own schedule will reduce inter-subject competition for rooms
- **Components** require a meeting pattern for contact minute compliance (exception IND)

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• Opportunity to balance and fill rooms when using multiple non-standard sections

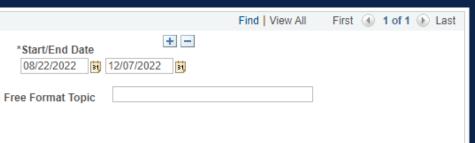


Facility ID

- During open scheduling, the Facility ID field is where a Centrally Scheduled Classroom request is entered.
 - If a Centrally Scheduled Classroom is needed enter ID: 999-RMRQST in the Facility ID field
 - Do not enter a specific CSC Facility ID
 - The facility ID field is emptied prior to optimization to allow for the automatic room assignment process
 - Rooms are auto-assigned to maximize room use efficiency
 - If changes to room assignments are needed after optimization, please schedule a **Resolution Week Appointment.**

Meeting Pattern											Find View	All 🛛 First 🕚 1	of 1 🕟 Last	
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Room **Characteristics**

Room Characteristics Indicate the Type of Classroom Desired

• 31 - Departmentally Scheduled Classroom

Room Characteristics						
*Room Characteristic	Description					
31 Q	Departmentally Scheduled					

• 32 - Centrally Scheduled Classroom

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32 & 35 - Centrally Scheduled Collaborative Learning Space

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Capacities: Room Request & Enrollment

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- optimization)
- Resource
- zero

• The Room Request Capacity field and **Enrollment Capacity** field should match based on historical enrollment

• Over-inflating room requests limits the chance of being assigned a room during automatic room assignments (i.e.,

• Courses assigned oversized rooms are subject to relocation based on enrollment at the start of the term

• Centrally Scheduled Classrooms are a shared

 Please Do Not add a requested room cap (resource hoarding), if enrollment capacity is



Instructor/ Advisor Table

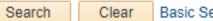
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Save Search Criteria

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- are instructing in:
 - Fall 8/1/ term year
 - Spring 1/1/ term year
- the start of each term.
- Access year round! ightarrow

• Verify that the instructor is active for the term they

 Please update the <u>Instructor/Advisor Table</u> prior to Required Trainings and University communications rely on the accuracy of this list.



UAccess Analytics **Resources:**

Meeting Incomplete

UAccess Analytics> Dashboards> Catalog and Schedule> Schedule Overview> check Start & End times

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Please contact RCS for assistance related to Course Scheduling Analytic Reporting navigation.

October 10, 2023 – Open Scheduling Summer and Fall 2024 Kickoff



UAccess Analytics **Resources:**

- Prime Time Usage
- Historical Enrollment
- Standard Meeting Pattern
- **Contact Minutes**

UAccess Analytics> Dashboards> Catalog and Schedule> RCS – Compliance Reports> Search by Term Code & Subject Code or College

UAccess Analytics Catalog and Schedule

Overview Fall Summary Schedule Overview Overview with Characteristics Gen Ed Clas Historical Enrollment Standard Meeting Pattern Use Contact Minute Prime Time Usage

RCS - Compliance Reports | Prime Time

Additional Report Details

This report calculates prime hour usage across Subject Codes to evaluate whether the selected cla pm M-F per current RCS policy. In addition to the prompt filters the criteria listed below are also being applied.

Classes are:

- not offered fully online
- · requesting a room capacity greater than or equal to 12
- scheduled to meet in a CSC classroom
- have no facility assigned
- located on the UA-Tucson Main Campus
- · set to meet more than 0 days per week
- · set to meet for more than 0 minutes per day
- not currently assigned a room characteristic of 'Departmentally Scheduled (31)

lighlight Non-Compliant Subject Codes

Prime Time Usage Report

Rease as are compliant with the RCS 35-36-30 rule. Prime time is from 9:00 am to 2:59 Apply Rease of the rule of the
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WF 573 C 21.4 C 86.9 C 13.1 C R 894 C 33.4 C 72.8 C 27.2 C ITWR 172 C 6.4 C 74.4 C 25.6 C ITWRF 21 C 2.7 C 81.9 C 81.9 C ITWRF 31.3 C 8.1 C 81.9 C 81.9 C ItWRF 31.3 C 31.4 C 31.4 C 31.4 C ItWRF 31.3 C 31.4 C 31.4 C 31.4 C
NVF57321.486.913.1R89433.472.827.2ATWR1726.474.425.6ATWRF722.781.918.1ATWRF1338.093.46.6A1335.037.662.4
WF 573 21.4 86.9 13.1 R 894 3.4 7.8 27.2 ITWR 172 6.4 7.4 25.6 ITWRF 72 2.7 81.9 18.1 ITWRF 13.3 6.0 9.4 6.6 I 13.3 5.0 3.6 6.2
WF 573 C 21.4 C 86.9 C 13.1 C R 894 C 33.4 C 72.8 C 27.2 C TWR 172 C 6.4 C 74.4 C 25.6 C TWRF 72 C 2.7 C 81.9 C 81.9 C TWRF 131 C 5.0 C 3.4 C 82.0 C TWRF 133 C 5.0 C 3.6 C 62.4 C
WF 573 C 21.4 C 86.9 C 13.1 C R 894 C 33.4 C 72.8 C 27.2 C TWR 172 C 6.4 C 74.4 C 25.6 C TWRF 72 C 2.7 C 81.9 C 81.9 C TWRF 72 C 5.0 C 93.4 C 81.9 C TWRF 133 C 8.0 C 93.4 C 81.9 C
WF57321.486.913.1R89433.472.827.2ITWR1726.474.425.6ITWRF722.781.918.1IL1335.03.66.6
WF57321.486.913.1R89433.472.827.2ITWR1726.474.425.6ITWRF722.781.918.1I3138.093.46.6I1335.037.662.4
WF 573 21.4 86.9 13.1 R 894 3.4 7.8 27.2 ITWR 172 6.4 7.4 25.6 ITWRF 72 2.7 81.9 18.1 ITWRF 13.3 6.0 9.4 6.6 I 13.3 5.0 3.6 6.2
RR 894 33.4 72.8 27.2 MTWR 172 6.4 74.4 25.6 MTWRF 72 2.7 81.9 18.1 F 213 8.0 9.4 6.6 M1 133 5.0 37.6 62.4
MTWR1726.474.425.6MTWRF722.78.1.918.1F2138.09.3.46.6M1335.037.662.4
MTWRF722.781.918.1F2138.093.46.6M1335.037.662.4
F2138.093.46.6M1335.037.662.4
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90 3.4 50.0 50.0
1 .0 0 100.0
86 3.2 32.6 67.4
86 3.2 32.6 67.4

October 10, 2023 – Open Scheduling Summer and Fall 2024 Kickoff

Please contact RCS for assistance related to Course Scheduling Analytic Reporting navigation.



UAccess Analytics **Resources:**

Instructor Availability

UAccess Analytics> Dashboards> Catalog and Schedule> Instructor Availability> check instructors listed by Academic Org.

Instructor Availability- Resource Guide

verview Fall Sum	mary Schedule Ov	erview Ov	erview with Characteris	stics Gen Ed Requirement	Groups Cou	rses by College	Instructor Availabi	l ity Faculty Load	Primary Ins	tructors Over-Enrollmen	t Total Class	Enrollment RCS - (Compliance Reports Se	earch Cla » 🛛 🥸
lake your select	tions and click AP	PLY							Make yo	ur selection and click				
			mic Org Person I t Value▼Select	Name Person ID	Apply F	Reset ▼					Term Spring 2023	Apply Re	set 🔻	
vailable Instru	uctors								Assigne	ed Instructors				
Academic Org	NetID	Person ID	Person Name	Work Email	Instructor Type	Instructor Available	Effective Status	Effective Date	Term	Academic Org	Person ID	Person Name	Work Email	Instuctor Role
Accountancy, Sch of	GISELLEACEVES	23298249	Aceves, Giselle	giselleaceves@arizona.edu	INST	А	А	04/15/2020	Spring 2023	AZ Center for Judaic Studies	-	-	•	Not Available
Accountancy, Sch of	GGUNSOLL	15208581	Alan,Glenn M	glenn.alan@arizona.edu	INST	А	А	01/09/2007	Spring 2023	AZ Center for Judaic Studies	22095550	Balint,Anat Ana	balint@arizona.edu	Primary Instructor
Accountancy, Sch of	WAALLEN	22057112	Allen, William A	waallen@arizona.edu	INST	А	А	07/01/2012	Spring 2023	AZ Center for Judaic Studies	02302687	Castleberry,Martha J	marthac@arizona.edu	Primary Instructor
Accountancy, Sch of	HEATHERALTMAN	01476558	Altman,Heather Ann	hlarson@arizona.edu	INST	A	А	04/28/2010	Spring 2023	AZ Center for Judaic Studies	00430663	Elliott,Mark	melliott1@arizona.edu	Primary Instructor
Accountancy, Sch of	JRA	01530337	Altman, Jeffrey R	jra@arizona.edu	INST	А	А	04/28/2010	Spring 2023	AZ Center for Judaic Studies	13003980	Graizbord,David L	dlgraizb@arizona.edu	Primary Instructor
Accountancy, Sch of	NAMINE	23136998	Amine,Natalie Charbel	namine@arizona.edu	ADJ	А	А	02/01/2017	Spring 2023	AZ Center for Judaic Studies	22054664	Hammer,Leonard M	lhammer@arizona.edu	Primary Instructor
Accountancy, Sch of	RYANAPPEL	23078107	Appel,Ryan P	ryanappel@arizona.edu	ADJ	А	А	01/01/2015	Spring 2023	AZ Center for Judaic Studies	09304440	Kaye,Deborah A	deborahk@arizona.edu	Primary Instructor
Accountancy, Sch of	MASHRAF	23312518	Ashraf,Musaib Ahmed	mashraf@arizona.edu	ADJ	А	А	04/13/2016	Spring 2023	AZ Center for Judaic Studies	16603996	Maimon,Uri	maimonu@arizona.edu	Primary Instructor
Accountancy, Sch of	KAVILA	01882169	Avila,Kimberly Louise	kavila@arizona.edu	TA	А	А	03/29/2011	Spring 2023	AZ Center for Judaic Studies	16603996	Maimon,Uri	maimonu@arizona.edu	Secondary Instructor
Accountancy, Sch	LISABACON	22064542	Bacon,Lisa M	lisabacon@arizona.edu	ADM	А	А	01/01/2016	Spring 2023	AZ Center for Judaic Studies	08008132	Nakhai,Beth Alpert	bnakhai@arizona.edu	Primary Instructor

Analyze - Refresh - Print - Export

Please contact RCS for assistance related to Course Scheduling Analytic Reporting navigation.

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Analysis contains no Selection Steps Analyze - Refresh - Print - Export



Optimization **Processing & Clean-up**

Tuesday, January 16, 2024-Wednesday, January 31, 2024



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Start of Closed Scheduling

Schedulers

Section Forms Open

Priority Processing for Cancels & Adds ulletChange forms to be processed after **Resolution Weeks**

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Thursday, February 1, 2024

Schedule of Classes Open to Department



Resolution Weeks

Monday, February 5, 2024-Friday, February 16, 2024



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Schedule an appointment with RCS for oneon-one assistance with: Room assignments needed after optimization Changes to room assignments Corrections to class section set-up



Navigation Tile

- The navigation tile is our one-stop shop to streamline • the process of creating the Schedule of Classes.
- Designed to guide the user through the cycle of class ulletscheduling.
- Improved transparency with updated names for ightarrowscheduling tiles.

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Coming soon!

Department Scheduler Training

Our upcoming Department Scheduler training is being created for faculty and staff who manage the Schedule of Classes for their department.

Department schedulers add, cancel and adjust classes in preparation for the publishing of the bi-annual Schedule of Classes by the Office of the Registrar.

This new training program will ensure that all department schedulers receive the same, comprehensive training required to complete their work.

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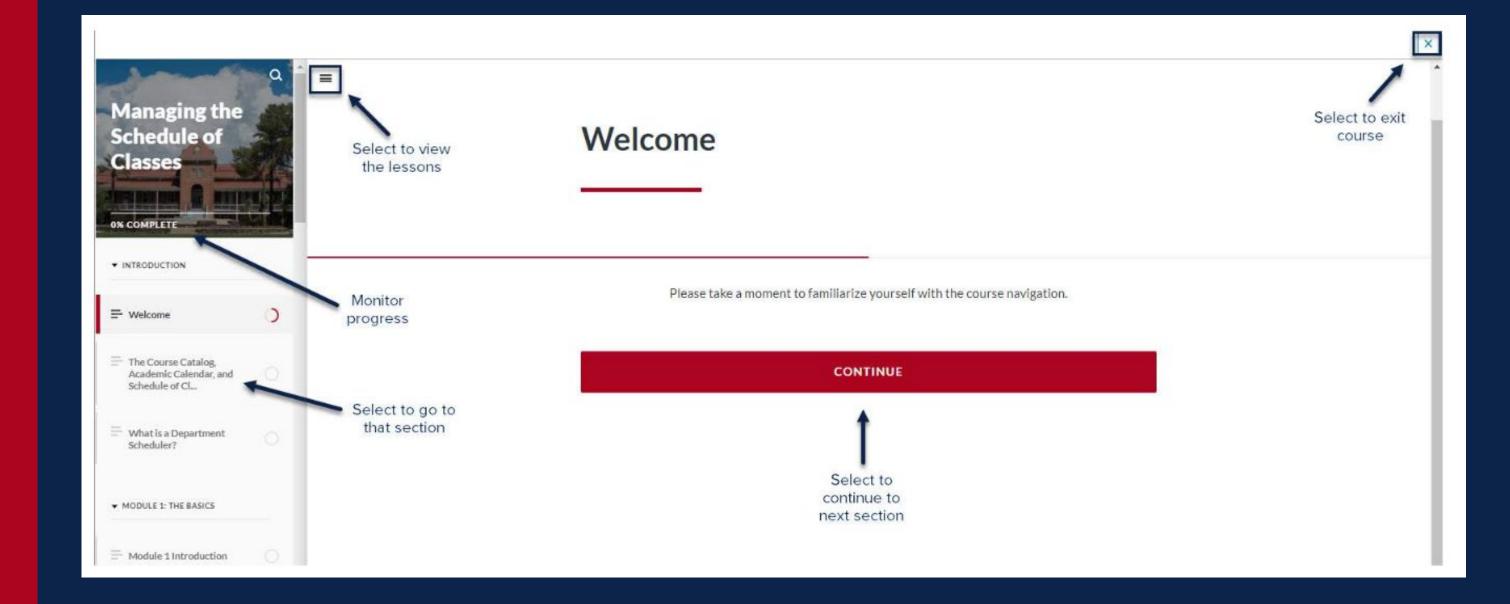




Welcome to Managing the Schedule of Classes! This training is provided by Room & Course Scheduling (RCS) within the Office of the Registrar.



Intuitive Navigation



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Progress Tracking

Interactive Layout

Managing the Schedule of Classes		Lesson 4 of 57 People and Dep Schedule of Cla	
INTRODUCTION (ESTIMATED 15 MINUTES COMPLETION TIME)			
 Navigating the Training The Room & Course Scheduling Approach 		People and Depart Classes	ments C
 How the Course Catalog, Academic Calendar, Schedule of Classes Work Together People and Departments Creating the Schedule of Classes 		The creation of the Schedule of Clas throughout the university communit Course Scheduling staff to bring it al	ty. The departme
₩ What is a Department Scheduler?		Use the flip cards below to familiariz impact on the creation of the Schedu	
 MODULE 1: GLOSSARY OF SCHEDULING TERMS AND GUIDING PRINCIPALS 	Г		
Glossary of Scheduling Terms ond Guiding Principals			
Department Scheduler Tools			
Classroom Scheduling Guiding O Principles		Curricular Affairs	Col
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☐ Combined, Cross Listed & Co- Convened			
🚍 Modality vs. Component 💦 🔻			

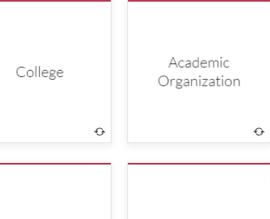
October 10, 2023 – Open Scheduling Summer and Fall 2024 Kickoff

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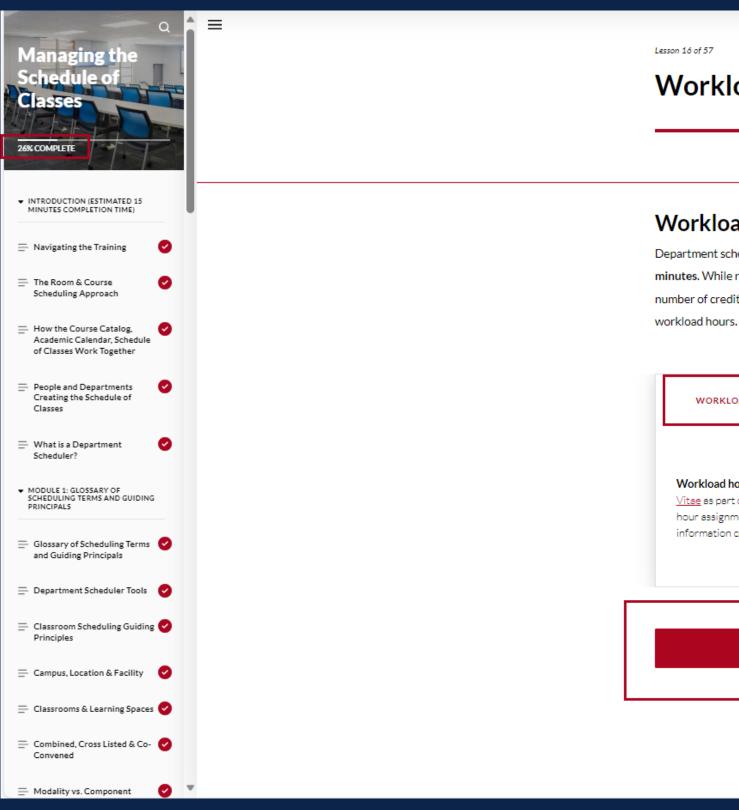
formed and impacted by multiple people and entities lepartment scheduler works in conjunction with Room & ler.

elf with the role of the various campus partners with an asses.





Completion Tracking



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Workload Hours & Contact Minutes

Workload Hours and Contact Minutes

Department schedulers will encounter two classifications of time: workload hours and contact minutes. While related to the schedule of classes, they have different functions and implications. The number of credit hours of a course determines the necessary contact minutes and the distribution of workload hours.

WORKLOAD HOURS

CONTACT MINUTES/HOURS

UNIT OF CREDIT

Workload hours are assigned to faculty members to manage workload assignments and recorded in <u>UA</u> <u>Vitae</u> as part of an instructor's annual performance review. Department schedulers manage workload hour assignments. Workload hours are distributed between all components of a course. More information can be found through <u>Curriculum Affairs</u>.

CONTINUE



Office of the Registrar

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You Asked... We Answer!

- 1. When will the priority scheduling form be open for Fall 2024?
- 2. Some instructors in my department report that the furniture isn't correct, who do we report that to (e.g., missing left-handed desks, no accessible table, too many chairs)?
- 3. How can instructors preview their classroom assignments to know if the room will work for them (i.e., layout, technology)?



Questions?



THANK YOU

Please visit our website at registrar.arizona.edu for additional information and resources available to the campus community.

Contact us at: rcshelp@arizona.edu





