Reimagining Class Scheduling

Session 1: 9/15/2021
Session 2: 9/16/2021

RCS TEAM

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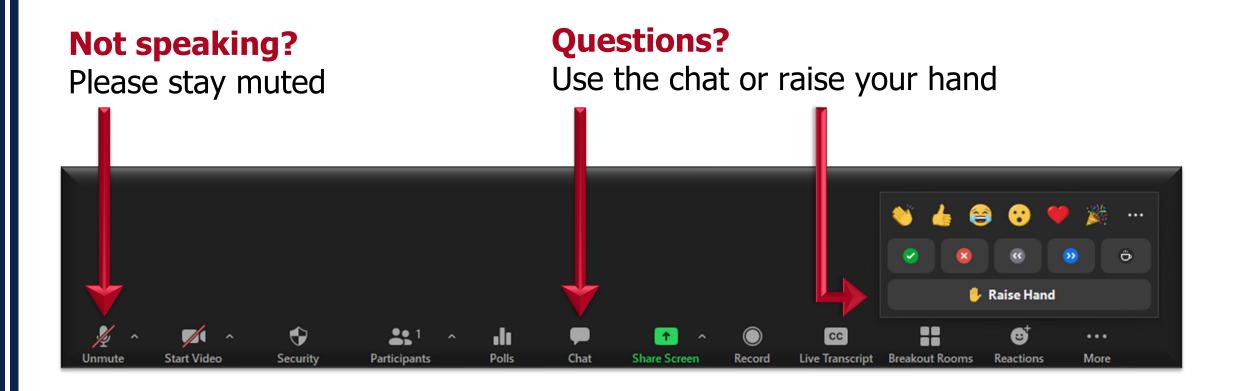
Assistant Registrar

Room & Course Scheduling

Office of the Registrar

AGENDA

1. Project Overview

2. Feedback from Survey

3. Activity

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ZOOM TIPS

Not speaking?
Please stay muted

Questions?
Use the chat or raise your hand

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PROJECT GOAL

STREAMLINE THE CLASS SCHEDULING PROCESS

Create new section form process

Build logic into form fields

Create standard workflows

Review scheduling periods

Create robust, on-demand trainings

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SURVEY RESULTS: "WHAT WORKS WELL?"

RCS Staff is very friendly

Rollover of the schedule from previous terms is helpful

Making the deadline for the submission of the schedule of classes closer to the start of the term is an improvement.

Open Scheduling is nice and long

Resolution Week

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SURVEY RESULTS: "WHAT COULD BE IMPROVED?"

User-friendliness of the visuals in UAccess

Setting up co-convened classes is a lengthy process (having to use the section table, etc.)

We wish that we had more freedom to modify courses after Open Scheduling is over

Waitlisted forms seem to take longer and when they are updated it would be helpful to see where they are in the queue in order to report that back to waiting faculty

Classroom availability

Short video tutorials: how to combine sections, how to set capacity for combined sections, etc.

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SURVEY RESULTS: "IT WOULD BE IDEAL IF…"

Usability
- There was one form where we could input all scheduling information
- Forms had fewer tabs with disused options

Integrated with Classrooms
- We could request specific centrally-scheduled classrooms
- We were instantly offered alternatives when no rooms are available

Department Self-Service
- Departments could adjust their own class associations
- We could update enrollment caps ourselves
- We could list priority requests in UAccess by an early deadline instead of filling out forms

Scheduling Time Periods
- Open scheduling occurred closer to the start of the term as it can be challenging to plan so far ahead
- Dates of open scheduling announced sooner

Training
- We had access to short video tutorials for all aspects of the scheduling process
- We could have 1:1 meetings with RCS towards the end of open scheduling

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SURVEY RESULTS: YOUR QUESTIONS

What is changing and when?	We are in the beginning stages of "reimagining" our class scheduling process. A timeline has not yet been established, but we will keep everyone informed as things progress.
Will updated pictures of classroom layouts be added to the Classroom Technology Services website?	CTS is working on updating the room layouts for fall 2021. You can access current room layouts on **their website**.
Can schedulers be granted additional access during closed scheduling without affecting classrooms?	Our office supports the Schedule of Classes and the physical classrooms. We will review timelines and hopefully find a way to allow departments to do what they need to do when they need to do it.
What can schedulers do to improve the process?	Ensure information on section forms is thorough and complete Confirm instructors are in instructor table and rooms are in facility table

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ACTIVITY & DISCUSSION

JAMBOARD

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THANK YOU!

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