

Scheduling Task Force Summary
2008-09

Members: Drs. Stephanie Brickman; Yvonne Castillo; Irma Guadarrama; Jungil Oh; Alcione Ostorga; Karen Watt (chair)

The committee met five times during the 2008-09 academic year to address the following issues:

- 1) *Proposed uniform summer schedule for the COE.*
- 2) *Establishing a timeline for the scheduling process.*
- 3) *Class size.*
- 4) *Adequate resources.*

After reviewing the recommendations put forth by this task force, the Dean made the following recommendations:

- 1) A uniform summer schedule for COE GRADUATE courses will be proposed to the Provost. This schedule will be similar to the current Ed. Leadership schedule: 4 weeks for Summer I and 4 weeks for Summer II. The undergraduate schedule needs further examination due to the nature of the C & I coursework requirements.
- 2) A timeline for the scheduling process is recommended as stated in the Scheduling Task Force Report. The dean suggested that perhaps Dr. Brickman present to the other chairs the benefits of “plans of study” software. This may or may not be relevant to all departments. (*see below in bold)
- 3) Relative to class size, the dean shared results of the Delaware Study which showed SCH production per tenured/tenure-track FTEs. Because of the outcomes of this study, a uniform class size should not be recommended for all classes. The dean suggested that each department has a discussion on class size – and that each department examine which courses could have a higher class load than others. For example, didactic courses would lend themselves to a higher enrollment than field-based courses. Blended and online courses should also be considered in the departmental discussions.

*** The task force identified some key steps to be followed during the scheduling process.**

They are:

- 1) **Chair sends a “course request” form to faculty members on September 1 for the following summer and fall semester, and on February 1 for the following spring semester. This course request will include a section for the faculty member to write down his/her top three course requests, a section for the top three day/time slots, and the classroom arrangement request (i.e. lab or other).**
- 2) **Chair receives course request feedback forms back from faculty by October 1 and by March 1.**
- 3) **Chair then meets with program coordinators and directors to assess feedback on program needs.**

- 4) **After meeting with coordinators and directors, the draft schedule is made available to faculty members for their input.**
- 5) **Chair then develops final schedule based on student and program needs and submits schedule to the dean.**
- 6) **The dean then may make changes in the schedule based on student, program and college needs as necessary.**
- 7) *It is also recommended that each department utilize scheduling software (if applicable) based on student plans of study as in the Ed. Psych. Department.*