CLASSROOM AND ACADEMIC SCHEDULING TASK FORCE
Status as of April 2016

Overview

The Classroom and Academic Scheduling Task Force was commissioned by Provost and Executive Vice President for Academic Affairs, Rafael Bras, and Executive Vice President for Administration and Finance, Steve Swant, in October 2015 and has spent the last five months reviewing the current scheduling situation, creating a set of Guiding Principles, analyzing data gathered around the challenges and issues with the current scheduling practice, and reviewing potential scheduling grids.

The task force has now moved into the creation of solutions to enable the realization of the guiding principles. This status report provides information as to what the task force has accomplished and learned, as well as what the task force intends to do to provide recommendations as outlined in its original charge.
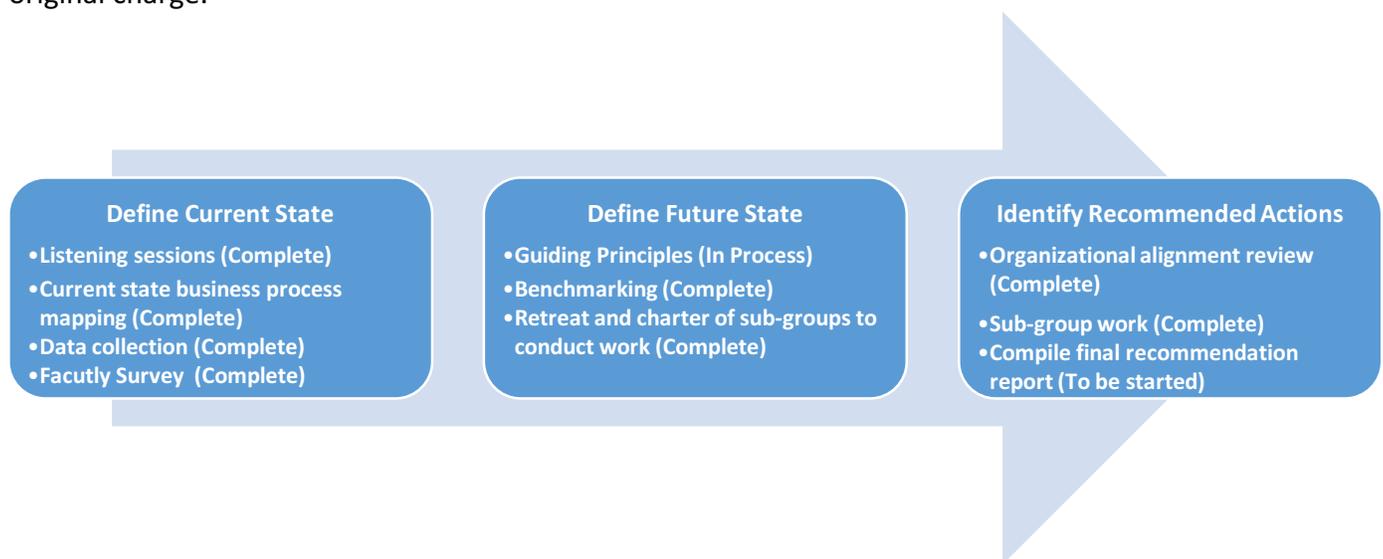
Define Current State
- Listening sessions (Complete)
- Current state business process mapping (Complete)
- Data collection (Complete)
- Facutly Survey (Complete)

Define Future State
- Guiding Principles (In Process)
- Benchmarking (Complete)
- Retreat and charter of sub-groups to conduct work (Complete)

Identify Recommended Actions
- Organizational alignment review (Complete)
- Sub-group work (Complete)
- Compile final recommendation report (To be started)

Figure 1: High Level Academic and Scheduling Task Force Process

Accomplishments

The task force has:

- <u>Completed the discovery process of the current state of academic and classroom scheduling at Georgia Tech.</u> Through listening sessions with students, faculty, advisors, school chairs, and schedulers; benchmarking against practices at other universities; reviewing relevant literature; and the collection and analysis of data, the task force has sought to understand the challenges and opportunities in the current academic and classroom scheduling processes. The task force also sent out a survey to faculty to gather comments and input, both on their preferences and thoughts on possible changes.
- <u>Have begun to envision the future state.</u> The task force has reviewed information from other universities and created a set of Guiding Principles intended to represent a shared set of beliefs, from multiple perspectives, as a reference for the entire Institute community to use in making often-difficult decisions regarding both short-term and long-term classroom[1] and academic scheduling issues.

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[1] The term "classroom" may refer to traditional classrooms as well as other types of spaces used for instruction such as lecture halls, laboratories, etc.

Observations

During listening sessions and the review of data, the task force has learned the following:

- Students are challenged to complete their academic work in a timely manner due to the lack of availability of classes that are necessary to complete their programs.
- Faculty members want to ensure that changes to scheduling practices are in alignment with family-friendly practices.
- Students and staff would like to have better tools available to them to plan schedules based on student needs and resource availability.
- The strategic planning of courses is an important component in the success of any improvement effort going forward.

Going Forward

The task force members are working in small groups to compile recommendations in the following three areas:

1. Daily Schedule Template: This subgroup is charged with developing a recommended daily schedule incorporating 15 minute breaks between class periods, along with supporting policies and procedures.
2. Semester Scheduling Policies and Practices: This subgroup is charged with developing recommendations for new and/or revised policies and procedures related to the development of the class schedule in Banner and registration for a single term.
3. Long-Range Academic Planning and Scheduling: This subgroup is charged with developing recommendations for improving long-range academic planning and scheduling, with a primary goal of improving the ability of students to plan for future terms and optimize progress towards graduation.

In parallel with the subgroup activities, GTSC is engaged in an organizational alignment review to look at the processes, people, and technology from both a strategic and tactical standpoint. The integration of the subgroups' work and the organizational alignment review will result in recommended actions.

Once the recommendations have been drafted and endorsed by the task force and its executive sponsors, the task force will disseminate the recommendations with students, faculty, and staff for their feedback.
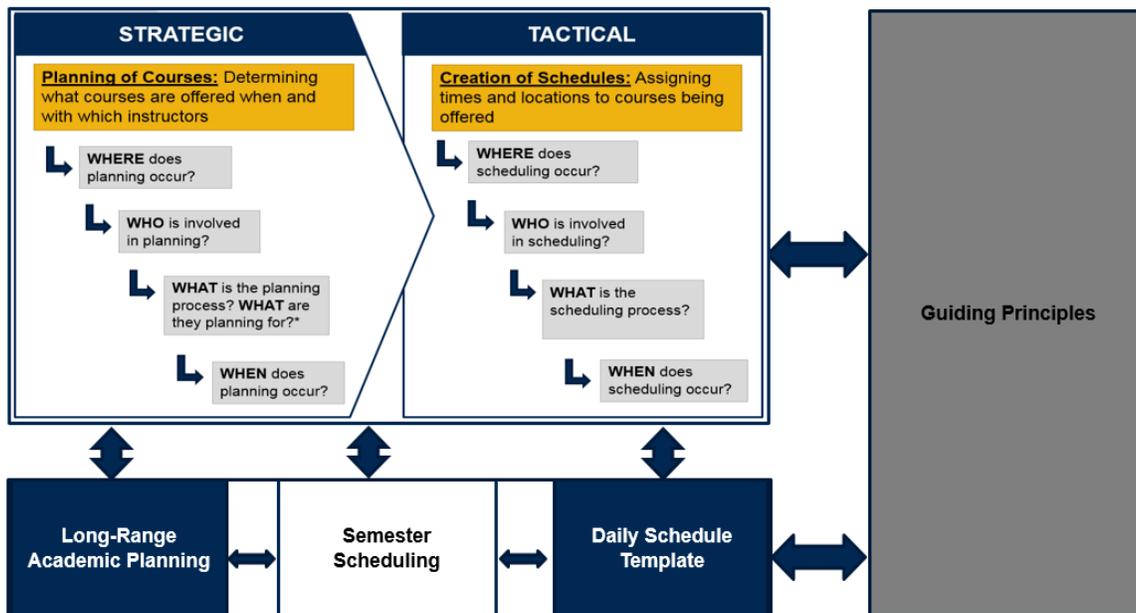

Figure 2: Envisioning the Future State and Developing Recommended Actions

Appendix: Task Force Membership

Leadership
- Dr. Joe Hughes, Professor of Electrical and Computer Engineering (task force chair)*
- Dr. Steven Girardot, Associate Vice Provost for Undergraduate Education (task force vice-chair)**

Membership
- Dr. Paul Kohn, Vice Provost for Enrollment Services**
- Dr. Leslie Sharp, Associate Vice Provost for Graduate Education and Faculty Development*
- Mr. Howard Wertheimer, Director, Capital Planning and Space Management
- Dr. Bill Baron, College of Sciences Faculty Representative
- Dr. Al Ferri, College of Engineering Faculty Representative
- Mr. David White, College of Computing Faculty Representative
- Dr. Lisa Yaszek, Ivan Allen College Faculty Representative
- Dr. Saby Mitra, Scheller College of Business Faculty Representative
- Dr. Julie Kim, College of Architecture Faculty Representative
- Ms. Tanya Krawiec, GT Professional Education
- Ms. Laura Margaret Burbach, Undergraduate SGA Representative
- Mr. Thomas Gable, Graduate SGA Representative
- Ms. Abby Phelps, Undergraduate Student

Consultants to the Committee
- Dr. Debbi Greene, Assistant Director, Capital Planning and Space Management*
- Ms. Sandi Bramblett, Executive Director, Institutional Research & Decision Support
- Ms. Reta Pikowsky, Registrar*
- Mr. Rich Steele, Senior Director of Campus Services
- Ms. Cynthia Hutcherson, Senior Manager, Capital Planning & Space Management
- Dr. John Leonard, Associate Dean, College of Engineering

Research and Committee Support
- Ms. Sandy Simpson, Director for Initiative Advancement, Office of Strategic Consulting* (project support)
- Ms. Cara-Joy Wong, Office of the Provost (committee support)