Scheduling Contacts Meeting

Contacts: Sarah Williams (.4263) – main contact
Warren Flood (.13)
CFAES_TeachLearnAssess@osu.edu
CFAES_spacerequest@osu.edu

http://go.osu.edu/ColSpaceScheduling
Items to Review

• Needed information when making any scheduling query
• Term roll
• Required info when requesting course addition
• Schedule based on the “Approved Weekly Schedule”
• Name.#s for Individual Study and Research courses
• Creating “Wooster” sections
• Making changes to an established course (post-enrollment; post-start)
• Cancelled courses
• Printing schedules and rosters from system
• Moved courses within departmental spaces
• Registrar’s Office directed enrollment cap adjustments
• Need for Grad sections for 5000 level courses; need for Wooster undergraduate sections
• Scheduling of KH0244/FA0121
• IP video-conference equipped rooms
• Event scheduling
• Discussion; Q&A; review
Scheduling communication/query

- Please accurately include:
  - **Semester/Term and Session**
    - Semester/Term (e.g. Autumn: Au2017; AU18; or 1188. Spring: Sp2018; SP18; or 1182. Summer: Su2018; SU18; or 1184.)
    - Session  
      - **Au & Sp** Regular = 1; Session 1 = 7W1; Session 2 = 7W2
      - **Su** Regular = 1S; 4wk session 1 = 4WS; 4wk session 2 = 4W2; 4wk session 3 = 4W3; 6wk session 1 = 6W1; 6wk session 2 = 6W2; 8wk session 1 = 8W1; 8wk session 2 = 8W2
      - (e.g. Sp2018-1; SP18-7W1; 1172-1; or Su2018-4WS)
  - **Subject Area and Catalog Nbr** (e.g. MEATSCI 2010)
  - **Name.#** (e.g. flood.13)

Please make certain what is being submitted is correct.
Printing from the System

Printing schedules and rosters from system

See handouts
• Print the Schedule of Classes
• View and Export Class Rosters
It is time to prepare the Spring 2018 master schedule. Within your pre-roll printout that is being provided to you, you will find the Spring 2017 Master Schedule as it was offered.

Please print your Sp17 post-roll (aka Spring 2018 proof) from SIS. Then comparing the pre-roll version to the post-roll version, you will use this information to create your Sp18 master schedule for submission.

Please make your revisions in red and return your department’s Spring 2018 Master Schedule printed single-sided to Sarah (Williams.4263) by Friday, July 14th at noon. If you are close to the deadline, DO NOT use campus mail to deliver your master schedules. Please hand-deliver or scan and email them to Sarah.

### Important Dates to Remember

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>COPY OF PREVIOUS YEAR’S SCHEDULE DISTRIBUTED TO UNITS (PRE-ROLL)</th>
<th>TERM ROLL: INITIAL SCHEDULE OF CLASS AVAILABLE (POST-ROLL)</th>
<th>DEADLINE FOR SUBMISSION OF EDITED/REVISED SCHEDULE COPY TO COLLEGE OFFICE</th>
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<tr>
<td>Sp 2018</td>
<td>7 Jun 2017</td>
<td>20 Jun 2017</td>
<td>14 Jul 2017</td>
</tr>
<tr>
<td>Su 2018</td>
<td>01 Nov 2017</td>
<td>14 Nov 2017</td>
<td>06 Dec 2017</td>
</tr>
<tr>
<td>Au 2018</td>
<td>01 Nov 2017</td>
<td>14 Nov 2017</td>
<td>13 Dec 2017</td>
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</table>
Things to check:

- Please print the hardcopy. Any changes should be marked in red on the single-sided printout of the post-roll Master Schedule.

- Any instructor changes should list the new instructor’s name as First Last(.#). Their name.number will speed our searches and ensure accuracy.

- When making changes to courses like xx89, x193, x999, etc., if you are adding and dropping instructors, please mark as many of those changes as possible as instructor changes rather than marking all adds and drops individually.

- All distance education courses should be identified with “Instruction Modes” as DL (Distance Learning), DH (Distance Enhanced), HY (Hybrid Delivery), or P (In Person). Please keep in mind that the DL instruction mode can only be used for classes that meet exclusively ONLINE with no on-campus requirements whatsoever. The Distance Enhanced and Hybrid Instruction Modes are to accommodate those courses that meet both online and in person (HY should specifically be used for video conference linked Columbus/Wooster courses).

- Please identify the courses needing Wooster sections in addition to Columbus ones. This includes research hours and individual studies

- Check 5000 level courses – are both undergrad and grad sections needed? In Cbus and Wooster?
Schedule based on the “Approved Weekly Schedule”
Required info when requesting course addition

- **Term**
  - We are typically working on at least two terms at the same time, if not two different years

- **Course**
  - Subject Area and Catalog Nbr (e.g. MEATSCI 2010)

- **Session**
  - **Au** & **Sp**  Regular = 1; Session 1 = 7W1; Session 2 = 7W2
  - **Su**  Regular = 1S; 4wk session 1 = 4WS; 4wk session 2 = 4W2; 4wk session 3 = 4W3;
    6wk session 1 = 6W1; 6wk session 2 = 6W2; 8wk session 1 = 8W1;
    8wk session 2 = 8W2

- **Location**
  - Columbus (CS-Columbus) or Wooster (CS-Wooster)
Required info when requesting course addition (continued)

- **Mtg Start & Mtg End times**
  - Refer to “Approved Weekly Schedule” when setting

- **Day(s) of Week**
  - M-T-W-R-F

- **Instructor**
  - Name.#; Role; Print; Access
    - Refer to *Instructor Assignments in SIS* when setting

Post – Instructors assigned Post access can enter grades into the grade roster and post these grades to students’ official records. This is the highest level of access, and at least one listed instructor needs this access in order for students to receive grades.

Approve – Instructors assigned Approve access can enter grades into the grade roster and approve grades already entered, but do not have access to post these grades to the students’ official records.

Grade – Instructors assigned Grade access can enter grades into the grade roster, but do not have access to post these grades to the students’ official records.

- **Enrollment Capacity**
- **Special Items**
  - Consent
  - Reserve Capacity Requirements
  - Notes regarding meeting pattern or facility
Making changes to an established course

• *Once student enrollment has begun* (will always impact students, so great caution should be taken)
  • Primarily the addition of extra/new sections is the only major modification that should be transacted at this point in the process
  • *No* location nor meeting time and/or days are to be altered at this point
  • Minor adjustments
    • Enrollment caps may be adjusted and instructors may be changed

• *Once the session has begun* (no major adjustment are to occur)
  • Minor adjustments *only*
    • Enrollment caps may be adjusted and instructors may be changed
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<tr>
<th>Name.#</th>
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<th>4999H</th>
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Cancelled Courses and Relocated Courses

Please inform our office via email when cancelling courses and/or sections.

It is the responsibility of the academic unit to notify all enrolled students that will be impacted, prior to contacting our office.

Please inform our office via email when moving a course’s meeting location, even if it is internal to another space within your unit.

The system needs to accurately reflect where classes are being conducted.
From the Registrar’s Office

• In an effort to better utilize academic space, we have identified a number of classes that fell below 70 percent of their projected enrollment.

• Please adjust the enrollment caps for your Spring 2018 classes to the ideal enroll cap. This number represents actual Spring 2017 enrollment total plus 30 percent.
As we encounter variances in credit hours versus contact hours we will work with Dr. Neal to address the issue.

Example: Course is listed as lecture for 3 credit hours and it only meets 3 hours a week with a lab.
Video Conference-Linked Rooms

CFAES Teaching and Meeting Resources

IP Video Units

- http://www.oardc.ohio-state.edu/videocal/videounits.asp

Scheduling of KH0244/FA0121

For classes -vs- events and activities
Renovations

Ag Admin 108 – Technology and Furniture upgrades
Wanting to use a CFAES space for a meeting or an event?

Make reservations by submitting a completed space request form to:
R. Warren Flood, PhD
Assessment Coordinator / Scheduling Coordinator
College of Food, Agricultural, and Environmental Sciences
Via email at: flood.13@osu.edu

When making a request make certain to:

Submit a completed space request form to use college spaces for events at least 14 days prior to the first scheduled date of the event.

When completing space request form please include:
- Name of requesting entity, group or unit
- Name (or contact person) of faculty/staff (advisor or event coordinator)
- The OSU name, # of the individual making the request
- Purpose for which the space is being requested
- Space(s) being requested, date and time of the event

Once the request has been processed and approved a confirmation email will be sent to the requester’s OSU email account.

eMail request to:

CFAES_spacerequest@osu.edu