

Appendix 6.10 University Scheduling Guidelines

UNIVERSITY SCHEDULING GUIDELINES

Background Statement

To address the future of the University, the Task Force was created at the request of the University President with additional appointments from the Senate Chair to represent all University colleges, representatives from KFT, and Student Organization. A series of events has made the survival of four-year land-based higher education institutions a serious challenge for budgets and student enrollment. These events include the:

- State of New Jersey's financial difficulties and rapidly diminishing commitment to fund higher education
- growing presence of online degree programs
- transfer law making New Jersey's County colleges a more appealing option for first and second year students
- impact of Superstorm Sandy on the economy, families, and enrollment, especially at the Ocean Campus
- Middle States Accreditation issues, although now resolved, will impact enrollments in the short term
- inability of the University to substantially increase parking spaces and access roads to handle peak scheduling times, while other times and days are underutilized. Course scheduling must fully utilize facilities throughout the day and across the week so as to maximize parking opportunities for students, faculty and staff.

The increasing pressure to fund the University from tuition and fees threatens the mission of Kean University (since 1855) – opportunity for first generation college students. If changes are not made to maintain a stable revenue base and cost efficiency, the University would become unaffordable to all but a few.

The Task Force held several meetings to develop a series of initial scheduling recommendations for implementation in the Fall 2013. These recommendations should provide improved revenue without substantially increasing tuition and fees, and provide a model for maintaining Kean's competitive advantage – quality AND affordability – moving forward. The Task Force will provide an additional review of the impact from Fall 2013 and propose revisions and/or modifications of these recommendations, as needed. These recommendations will, in many instances, require faculty and administration to revisit curriculum, scheduling, and registration procedures that may no longer serve today's University. Without these changes, the long-term future of the University could be compromised. The following process has been approved by the University President with the revisions indicated in *italics*:

The Scheduling Process

Although it is acknowledged that scheduling and assignments are management prerogatives, the process of scheduling of courses is a collaborative effort among programs/departments/schools in consultation with their Department Chair/Executive Director and reviewed by their Dean. They have the responsibility to utilize appropriate data over time (including, but not limited to enrollment and economic data) to produce a schedule of course offerings that meets student academic and scheduling needs. The schedule should utilize faculty resources equitably and in accordance with the terms and conditions delineated in the Master Contract and local letters of agreement. The schedule should also optimize the use of all facilities by planning class offerings throughout the day and week, as appropriate.

Registration is a collaborative, ongoing process of several months and necessary review dates must be designated in order for programs/departments/schools to participate in an examination of registration patterns and adjust schedule offerings, as necessary.

Recommendations

1. Scheduling must be guided by prior student registration history and appropriate historical registration data must be available to the programs/departments/schools.
2. Guidelines for Faculty scheduling must be published and applied equitably in accordance with the Master Contract and Local Letters of Agreement.
3. A calendar depicting review dates will be published *by the Office of the Provost and Vice President for Academic Affairs by June 30, 2013* in order for programs/departments/schools to provide input on registration patterns and make appropriate recommendations to the schedule of course offerings.
4. An additional category should be added to Keanwise indicating the frequency of offering for EACH course (e.g., every semester, every year). Such scheduling frequencies should be determined by programs/departments/schools in collaboration with their faculty. *(Deans will finalize this information by June 30, 2013.)*
5. Classes should be scheduled to optimize the use of all facilities (e.g., spread throughout the day and across the week).
6. Each program/department/school will review all course outlines and caps and propose changes in caps where academically appropriate and economically feasible. Proposed changes to caps must be revised through the curriculum process. Where caps appear to be below the general course size recommendations by course level, approval from the Dean will be required. *(There will be a three year cycle of course review including 1/3 of all courses in a program each year.)*
7. Consider adding support (e.g. graduate assistants with expertise in the given discipline) for larger classes. *(Deans will recommend teacher aides/support for classes over 50 if appropriate.)*
8. Class size must take into consideration program accreditation guidelines, particularly among professional degree programs, *wherever possible.*

9. Each College will establish a set of recommendations appropriate for course capacities in their programs that reflect differences by course level and content. The chart below is one such example. The overall goal is to achieve an average class size of 24 across programs/departments. Executive Directors, Chairpersons and Program Coordinators may identify courses for exceptions to recommended ranges *to Deans with approval from the Vice President for Academic Affairs. Different sections of the same course cannot have different caps unless restricted by room capacity or special purpose (e.g. writing emphasis, etc. with prior approval from the Vice President for Academic Affairs.) Programs in development and at offsite locations may require flexibility in course caps; and also in supporting new programs for a total of no more than three years.*

1000 – 2000 level courses	35 +
3000 level courses	24-35
4000 level courses	20-25
Graduate Level	20-25
Graduate Seminars	15-20

10. Implement a financial incentive for students who register and pay early (e.g., Keanbucks)
11. Create a Keanwise wait list for courses that is managed by the program/department/school.
12. Explore differential course or program fees for those courses requiring specialized instruction/equipment and/or materials (*specifically Physical Education, Recreation, and Health; programs in the College of Visual & Performing Arts, etc.*)
13. *Classes (sections) are subject to cancellation as follows*:*
- a) *Undergraduate- under 15 enrolled*
 - b) *General Graduate- under 12 enrolled*
 - c) *Doctoral- under 10 enrolled*

** Under special circumstances where running a particular course or section is deemed to be in the best interest of students and a program, the Dean in consultation with the Vice President of Academic Affairs' office can make occasional exceptions.*

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