

Appendix 6.12: Town Hall Meeting PowerPoint Presentation, April 23, 2013

University Scheduling Guidelines

Faculty Senate Presentation
4/23/13

Background Statement

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.

Issues & Considerations

- State of New Jersey's financial difficulties
- Growing presence of online degree programs
- Transfer law making New Jersey's County Colleges more appealing
- Impact of Superstorm Sandy
- Middle States Accreditation Issues
- Inability of the University to substantially increase parking spaces and access road to handle peak times

Process & Objectives

- The Task Force held several meetings during Spring 2013 term to develop a series of initial scheduling recommendations
- These recommendations should provide for improved revenue without substantially increasing tuition and fees
 - Recommendations submitted to the President
 - Recommendation adopted by the President

Goals for New Scheduling Guidelines

- More effectively meet students' academic and scheduling needs
- Implement a data-based and collaborative decision-making process
- Comply with Master Contract
- Optimize use of campus facilities

Outcomes

1. Scheduling will be guided by prior student registration history
2. Guidelines for Faculty scheduling will 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*
4. An additional category will be added to Keanwise indicating the frequency of offering for EACH course (e.g., every semester, every year)

Outcomes Cont'd

5. Classes will be scheduled to optimize the use of all facilities
6. Each program/department/school will review all course outlines and caps and propose changes in caps where academically appropriate and economically feasible
7. Consideration will be given to adding support (e.g. graduate assistants with expertise in the given discipline) for larger classes
8. Class size will take into consideration program accreditation guidelines, particularly among professional degree programs, *wherever possible*

Outcomes Cont'd

9. Each College will establish a set of recommendations appropriate for course capacities in their programs that reflect differences by course level and content
10. Financial incentives will be implemented for students who register and pay early (e.g., Keanbucks)
11. A Keanwise wait list will be created for courses that are managed by the program/department/school
12. The Task Force will continue to explore differential course or program fees for those courses requiring specialized instruction/equipment and/or materials

Outcomes Cont'd

13. Classes (sections) will be 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.

Task Force Members

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