



FACULTY RED COMMITTEE

DEPARTMENTAL SCHEDULING

Squaring the Circle



Committee Members

- Kristen Sienkiewicz (Chair), College of Arts and Letters
- Matt Hampton, College of Business
- Brandi Fuglsby, College of Arts and Letters
- Bill Rayburn, College of Behavioral and Health Sciences
- John Blake, College of Science, Technology, Engineering, & Mathematics

COMMITTEE CHARGE

The purpose of this committee is to examine and provide recommendations on institutional processes related to departmental course scheduling based on student need, faculty input, and university need.

Considerations

- Inherent Elements
- Coursedog
- Factors and Variables
- Chair Policy
- Chair Council

Inherent Elements

- Frequency of Courses Offered
- Numbers of Sections
- Modality
- Location
- Time
- Staffing

Coursedog

- Scheduling software
- Rollout happened in Fall 2025
- Coursedog copies departmental schedules from one year to the next. Chairs can then go into the system and make changes.
- The scheduling process has changed with its implementation.
- Chairs report continued challenges.

Factors and Variables

- Student Population Changes
 - An increase or decrease in student population within a particular cohort may result in a bubble or dip, which impacts scheduling until that cohort moves through the degree.
 - An increase or decrease in the student population within a department may result in an increase or decrease to the number of sections offered in any course.
 - Changes in the general student population have resulted in persistent instability in the number of general education classes required to serve those students.
 - Face-to-face components of hybrid classes play a big role in determining and impacting a department's schedule.

Factors and Variables

- Classroom Availability
 - The addition of the Health Professions Building and the resulting moves around campus will continue to impact schedules.
 - Departments are regularly gaining and losing “priority scheduling” in certain classrooms.
 - Equipment availability in specific classrooms impacts scheduling of those spaces and the classes that rely on that equipment.

Factors and Variables

- Variable Student Needs
 - DFWs mean that students end up off-sequence, and the need to move them through the program out of the regular sequence may result in a change to the schedule.
 - Course modalities continue to change to suit the needs of the current student population.

Factors and Variables

- Institutional Changes Impacting Frequency of Offerings and Course Rotations
 - The push to cancel low-enrolled courses results in immediate changes to a department's schedule, as well as future impacts as those courses may still be required for graduation.
 - Curricular changes in major(s) or concentration(s) may require a shift in course offerings.
 - Changes to the enrollment in inter-disciplinary electives offered by a department have broad-reaching effects.
 - The removal of required minors from degree tracks has impacted course enrollments.
 - Course Choice Counts discourages students from enrolling in courses outside of their requirements.
 - Prerequisite sequencing plays a significant role in student needs and the timing of course offerings.

Factors and Variables

- Faculty Considerations
 - Faculty qualifications and variations to a person's load may impact the scheduling of a course. Reassigned time, administrative duties, retirements, the addition of new faculty, and the availability of adjuncts may limit which faculty members are available to teach specific courses.
 - Faculty turnover has an immediate result in workload availability.
 - Faculty may not be qualified to teach in certain modalities.
 - Faculty may choose to not teach a low enrolled class for a pro-rated rate.
 - The availability and continuity of adjunct and contingent faculty affects a department's capacity to staff courses. Reliance on part-time instructors introduces additional scheduling uncertainty, as their availability may shift between semesters.

Policy 2:049

Chairs and Directors

- Administrative and instructional responsibilities of the chairs includes:
 - Personnel Management: coordinate faculty/staff workload.
 - Department Administration: prepare and manage course offerings and schedules, and coordinate these decisions with affected departments.
- Chairs receive formal and informal mentorship on the process of scheduling.
 - These conversations also happen regularly in Chair Council.

RECOMMENDATIONS

Chair Council and the Chair of Chairs

- The Chair Council should continue to provide new and seasoned chairs with formal and informal mentorship on the process of course scheduling.
- Faculty Senate may choose to invite the Chair of Chairs, or other representative members of the Chair Council, to visit Faculty Senate for a conversation to discuss the inherent complexities of the process, and to better understand both the variables and the guidance that chairs share and receive to this end.

Transparency

- Department chairs should continue to coordinate scheduling and curricular decisions with affected departments, as is indicated in policy 2:049, as the domino effect of course scheduling changes is significant. This inter-departmental communication is pivotal to student success.
- Department chairs should continue to converse with faculty in regards to course scheduling as appropriate, and should communicate decisions and changes with an aim toward understanding and transparency.

Timeline

- The Faculty Senate should be aware of the ongoing integration of Coursedog and revisit this topic in a future report once the software is more fully operational.



THANK YOU
