

(Academic) Space:

The Final Frontier

Brought to you by:

CWU's Office of the Registrar

Today's Agenda:



- Introduction of the Academic Scheduling Team
- 2022-23 Priorities, Initiatives, and Projects
- CWU Spaces and Campus Landmarks Quiz Show
- AS Calendar
- What the future holds!
- Q&A

Who we are...

- **Joey – Assistant Registrar for Scheduling, Curriculum Processes, & CE/RUNST Support**
- **Louise – Academic Scheduling Coordinator**
- **Emily & Elena – Student Scheduling Assistants**
- **Ivy: CE & RUNST Course Build and Enrollment Support**

2022-2023 Scheduling initiatives:

Academic Scheduling will be working in 2022-23 to incorporate and improve:

- Accuracy
- Helpfulness
- Transparency
- Flexibility
- Being Accommodating

Accuracy



- **Campus-wide space audit**
 - Update PeopleSoft and 25live Pro
 - Schedule to be carried out Bi-annually
- **Building schedules from scratch**
- **X25 Analytics Training**

Helpfulness



- Updated: Scheduling Guide
 - <https://www.cwu.edu/registrar/sites/cts.cwu.edu/registrar/files/documents/scheduling-reference-guide.pdf>
- Updated Academic Scheduling Web Resources, overall
 - <https://www.cwu.edu/registrar/academic-scheduling>
- Strive for 24-hour turn around on emails during the work-week

Transparency



- **Academic Scheduling Newsletter**
 - **Linked from Registrar monthly communication**
 - **Rollout late-Fall 2022**
 - **Will be archived on AS Web page**
- **Broad constituency included in Software RFP**

Flexibility

A vibrant nebula with a central red core and blue stars. The nebula is a complex of glowing gas and dust, with a bright red core in the center and a surrounding ring of blue and white stars. The background is a dark, star-filled sky.

- Working to accommodate unconventional space and meeting requests
 - Pedagogical necessity prioritized
 - Budgetary Concerns Considered

Being Accommodating

- Working to better understand departmental needs in context of space allocation
- Responding to building outages quickly and efficiently
 - Building relationships and lines of communication to head off space issues before they are a critical issue
- Campus tour allowed us to meet many university community members

2022-23 Calendar: What time is it?

- Running Final Exam Schedule for Fall
- Building Winter 2023
 - Preparing to open up revisions
- Schedule LIVE for Winter October 24th

Academic Scheduling 2023 Deadlines

Action required by:	WINTER	Term: 1231
	Curriculum Due to Registrar ***	May 6, 2022
Academic Scheduling	Send email notification of scheduling processes, procedures, and deadlines to departments	May 18, 2022
DEPARTMENTS	Return the Winter Schedule with Chair and Associate Dean approval to Academic Scheduling	September 16, 2022
	<i>Textbook Orders Due**</i>	October 15, 2022
	Schedule viewable to students	October 24, 2022
	Registration Begins	November 7, 2022

Action required by:	SPRING	Term: 1233
	Curriculum Due to Registrar ***	September 30, 2022
Academic Scheduling	Send email notification of scheduling processes, procedures, and deadlines to departments	October 7, 2022
DEPARTMENTS	Return the Spring schedule with Chair and Associate Dean approval to Academic Scheduling	December 1, 2022
	<i>Textbook Orders Due**</i>	January 15, 2023
	Schedule viewable to students	January 30, 2023
	Registration Begins	February 13, 2023

Action required by:	SUMMER	Term: 1236
	Curriculum Due to Registrar ***	November 18, 2022
Academic Scheduling	Send email notification of scheduling processes, procedures, and deadlines to departments	December 2, 2022
DEPARTMENTS	Return the Summer Schedule with Chair and Associate Dean approval to Academic Scheduling	February 09, 2023
	<i>Textbook Orders Due**</i>	April 1, 2023
	Schedule viewable to students	April 17, 2023
	Registration Begins	May 1, 2023

Action required by:	FALL	Term: 1239
	Curriculum Due to Registrar ***	January 13, 2023
Academic Scheduling	Send email notification of scheduling processes, procedures, and deadlines to departments	January 27, 2023
DEPARTMENTS	Return the Fall Schedule with Chair and Associate Dean approval to Academic Scheduling	March 16, 2023
	Schedule viewable to students	April 24, 2023
	<i>Textbook Orders Due**</i>	May 1, 2023
	Registration Begins	May 8, 2023

Looking to the future...

- Scheduling Software
 - Expected full implementation Winter 2024
- Ongoing review of modalities and campus classroom resources
- Investigate implementing a university “Space Committee”



Questions?

